The Regular Meeting of the Board of Education was held on October 2, 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 6:00 p.m. The meeting opened with a pledge to the flag. Before beginning Public Session Chairman Morrissey asked for a Moment of Silence for the victims and families involved in that terrible and senseless tragedy that happened last night in Las Vegas, Nevada. Thank you.

**BOARD MEMBERS**
**IN ATTENDANCE:**
- James W. Morrissey, Chairman
- Robert Guthrie, Vice Chair
- Susan Walker, Secretary/Treasurer
- Patrick Leigh
- Karen Pacelli
- Rosa Richardson
- Rosemary Russo

**BOARD MEMBERS ABSENT:**
- Patricia Libero
- Mark Palmieri

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

**CITY OFFICIALS PRESENT:**

**STUDENT REPRESENTATIVES**
**PRESENT:**
- Samantha Chowdhury
- David O’Brien

**B. Public Portion of Meeting**

Chairman Morrissey asked if anyone would like to address the board this evening. Suzanne Nally-Gall, 150 Ocean Avenue, West Haven, CT addressed the board in regard to West Haven bus stops. She stated she lives on a state road which is also classified as a highway. She is looking to have a bus stop added. Her request is that the current bus stop on the corner of Ocean Avenue and Nashawena (approximately two blocks from her residence which is in the guidelines for bus stops) to not be changed but to add another bus stop at Ocean Avenue and Annawon which is one block away. The board said they will look into this and will get back to her. There were no other speakers.
REPORTS

C.1.a. Administration/Status of Schools
Superintendent Cavallaro stated that Dr. Druzolowski was out sick today and is not feeling well so that is why she is not present. We have a year-end summary of the budget tonight which is our priority at this point. We also will talk a little tonight about the NEASC evaluation. Our team from the high school did an outstanding job of greeting, welcoming and answering questions from the committee. The co-chairs are Wendy Charbonneau and Robin Ferreira. The chair from the visiting team said this was one of the most thorough reports they have seen prior to getting here. Our entire administrative team answered all the questions and had the entire staff involved. We thank all of the faculty staff and parents who showed up on Sunday as did Mayor O’Brien who welcomed the committee along with three representatives from the board Sue Walker, Pat Liber and Bob Guthrie who also were able to participate in the board interviews. There was a sense of community and pride as part of their visit. We received a lot of compliments on the school; most notably the students and how welcome they feel there. The school climate is a very positive one. They pointed out many of our programs to meet student’s needs, the 60 minute math classes come to mind and Freshman Academy which they thought was a really good idea in which to integrate students into high school life. The concern was whether or not they believe the high school project is actually starting. We assured them it was and that we were going to see it through and this will be noted in their final report. We did everything possible to assure them that after 10 years the project is taking place. We certainly don’t want our students lacking for internet access or access to computers on a daily basis. It is the physical plant that holds us back a little bit however all of this will be included and improved in the new building. This is the obvious concern which we the city have done our best to address and it is moving forward.

Superintendent Cavallaro stated he is pleased we were able to fill the math position at the high school and this is on tonight’s agenda. The candidate started on September 18th so we are in good shape as this was the last position we needed to get filled.

Chairman Morrissey asked if there were any questions for Superintendent Cavallaro.

Patrick Leigh asked if the money that was assured for the high school project and the new build has nothing to do with the state budget issue now correct because that was already processed prior. Correct and there are a lot of things that we were able to grandfather in and even some codes and things that could save us some money down the road. Patrick asked when the next public session is for the new high school. Superintendent Cavallaro said we postponed it last time because of the Jewish Holiday and we are in the process of rescheduling that now. Excellent.

Bob Guthrie thanked Neil for the bus counts that they received. In regard to the busing can you provide us a breakdown of the number of buses (Winkle) that we are using this
year? Also please provide us the number of buses used, and the cost, from 5 years ago and 10 years ago. Just so we can see how that has changed over the years.

In regard to the website Bob knows we continue to lack a communication director but we are not doing a good job with keeping information current. If you go to the West Haven Public Schools site and click on West Haven High School the announcements are from 9/14/16 and 9/21/16.

Superintendent Cavallaro said he is aware of this. We have worked hard, and Chairman Morrissey can speak for this, to make connections at UNH and we have a candidate we are meeting tomorrow at noon. Susan Misur will also be part of the conference call as she knows what needs to be done and when it needs to be done.

Bob asked if UNH is still paying for the app. Superintendent Cavallaro said we have not paid for it. He thinks there was a fee to get it started but it hasn’t been updated. Bob stated in this day and age the expectation is digital communication and we have to find a way to improve our delivery to the students, parents and community and we are all going to benefit. Hopefully this will be a good step with this new individual.

The person coming in from UNH will have an intern position and will probably work under the direction of Tammy and/or Dana in case something immediately needs to be put up along with calendar events and things like that. Patrick said maybe we want to consider someone who is local that way they won’t be going back home for holidays which would leave us a vacant spot. He also suggested some sort of remote if they are off site or on campus where they are able to get into whatever system or website is used. Neil said that is why Susan Misur will be available to help get this started. Patrick thanked Neil.

Chairman Morrissey said he spoke with Bruce Barber, the head of communications at UNH, today and he was very excited about this. They want to forge a relationship with the BOE and want to become more active. As they grow they want to help us also. The student will show up tomorrow and everyone has been very patient to say the least and tomorrow we will get the ball rolling. Neil said this will get people interested in what we have to offer. Rosa Richardson asked if the person is a junior or senior because we don’t want a yearly turnover. Chairman Morrissey said this person can bring someone else in during the course of the year and train them as they go along. Patrick asked Neil if there could be more than one intern. If the price is right and it is not costing us anything there could be more. Right now there is no cost and Neil’s thought was if there was more than one intern to possibly branch off of WHHS and have another person for the rest of the district. Patrick agrees that this would be a good avenue to take as long as there is no cost and UNH will enjoy having internship programs local for students. Chairman Morrissey thanked Neil.

Matt Cavallaro handed out two spread sheets for Fiscal Year 2016-17 Overview. The line item titles are on the left, the first column is the budget, the second column is the projected savings that were given to the City Council in November when we were tasked
to save money to lessen us using the excess cost grant. The third column is the actual spending of fiscal year 2016-17 and the fourth column is the savings that we did realize. In November we gave the council savings of 1.6M at the end of the fiscal year we were able to meet those savings. The reason this is an overview and not the normal detail that I regularly give you is because we are still waiting for the city to book additional revenue onto our budget. The June stop loss is a reimbursement we get for any one of our employees who incur over $250,000.00 worth of medical claims in the year. That payment is $161,000.00 for June that was given to me by Kevin McNabola and we are also waiting for the prescription RX reimbursement for drug prescriptions. We don’t have numbers for this yet and neither does Kevin but annually it has been around $100,000.00. Those two revenue numbers were included in the savings so it is not an additional. Patrick asked if the 5M that is there of that number do you know what was owed to Winkle. Matt said our Winkle contract is right around 3M. So it is 2M in other transportation services that put us over. Matt said and a majority of that is Special Ed Transportation and that drove us over budget. OK great. Matt said Special Ed transportation is an annual bid so it goes out to bid every year and 5 or 6 bus companies bid it on the runs to each school that we outplace kids to. We do this in June and August before school starts. We expect this year to be within budget. We had a new company come in that has some very low prices and they won quite a bit of the runs so we expect some savings there. If we get 5 or 6 new students in then they will need to be transported so it is about as volatile as tuition. Superintendent Cavallaro said ACES is now trying to look at different transportation routes where if a couple of cities have kids going to the same school why not pick up a kid in Milford and then go to West Haven and then New Haven. We are not sure this will be a reality yet but this is something we are looking at. Joe Lucibello said he and other directors met with ACES last Friday and are trying to get some numbers together and see if this is a viable option for us and if it will save us money. Their hope is that if they get enough districts that we might be able to bargain a little better. So long as our kids are being safely transported and we can save money obviously we will look into it. Patrick asked if ACES owns their own transportation service. ACES has 120 of their own vehicles but they also have a number of schools. It would be a combination of that and going through a bid process. Karen said they don’t mean just for ACES schools they mean correlating it through ACES for all the Special Ed schools. Exactly. Rosa Richardson said the student transportation includes displaced and homeless children in foster care etc. Matt said every student that is transported. Rosa said the fluctuation that we see is impacted by not just our regular Winkle Bus contract; that is pretty standard. Matt said it is the specialty transportation we can’t account for to the penny. OK. Rosa thanked Matt for that clarification.

Matt said we actually saved money on benefits and fixed charges we had a great year. Workman’s Comp expense was way down and we saved $631,000.00. Health Insurance Benefit Claims were down throughout the year and we didn’t see as great a spike as we were told. With the switch of the plan we were able to save around $400,000.00. Last year we had one of the worst years ever so you can see how being self- insured and running that directly out of our budget changes and fluctuates year to year. We do the best we can to budget based on historical costs but the expense can be very minimal for a
good month but for a month with three or four grave illnesses it could blow the budget right out of the water.

Patrick wanted to clarify one point. He thought salaries was a stagnant number meaning we knew what we were going to pay. Matt said we have savings in the salaries because when we did the budget last year we assumed the amount of retirements we would get based on the original proposal and then what the city gave us. We made a lot of assumptions of how much money we would get in retirements and we locked in a number and we met and exceeded those expectations. OK. That is where those savings are from. There were also some savings from retirements that occurred in July and August after the budget was set in stone by not replacing that job or hiring a teacher at step 1. Also in the salary line items are substitutes for custodians and maintenance. Overtime was drastically lower than in years past and that has a direct correlation to the Workman’s Comp. We have seen a very big reduction in Operation of Plant utility cost, electric and heat. The electric comes from all the projects we have been doing; getting our boilers working more efficiently with more controls through the UI company and the heat is because it is not getting as cold earlier in the year and we are not using heat for as many months. With the Alliance Construction Grant we were able to do a lot of projects that were really draining the local budget. We were able to fix things that in prior years we were just putting a Band-Aid on. Neil said it is important we mention the pool project. Patrick and Jim saw this when it was a disaster and that is just about completed and when you walk in you can feel the fresh air you no longer have the steam hitting you. This will also add to the savings. The city put out an RFP which is a good thing for the sewage treatment plant as far as a fuel cell so with the high school and skating rink all on the same property we are in the process of investigating this now and this would drastically reduce the cost of our utilities, electric and gas bill at the rink and upgrade the rink facilities and actually sell electricity back to us. These are the kind of things we have been looking at and have taken advantage of and we think we can do even more. Patrick asked if the new high school will have air conditioning. Yes the fuel cell works out nicely with the potential for a lot of savings. Patrick thanked Neil & Matt.

Rosemary Russo asked Joe Lucibello about the IPP at the bottom that went up 142% for one child; do you have more than one therapist coming in; it must be more than one child. Joe stated that particular student was placed there---Rosemary said this is an IPP that comes into the school---No, Joe said that is a program that do services. They also offer services but that is not that; this is an actual student at the school. OK. Do you have a line item for IPP in schools no we don’t use them. We use ACES for our OT our PT and we have our own BCBA from the district. Just one? Yes and we have a behavior tech that has training so they collaborate together to help us in our district. If we need extra help we have ACES there to help. Does the district BCBA work directly with the kids or just consult? That depends on the IEP some get direct but she does classrooms more and in our labs and help teachers with behavior plans so that it is appropriate for the education that is going on. OK. She is based at Pagels but goes where we need her. Thank you. A further discussion took place.
Matt stated with Special Ed Tuition you have to remember that we educate these children from age 3 to age 21 and there is a possibility that we would be paying upwards to 150 to 175,000 from age 3 to 21. Some of these kids are million dollar kids that are on our budget for a long time. Patrick asked for the ages of some of the higher level kids and what we anticipate for costs up to age 21. Sure. Joe said it is still 21 but after July 1st if their birthday is during the summer we have to keep them for another year; June 30th is the cut off. That is the mandate. Rosa asked what the Community House High Need Transition? Is that for 18 to 21 year olds? We started a program there last year for 18 to 21; we do not do high school credits. We are trying to use the ACES Program at the high school and get them their high school credits and transition them to the Community House because it is in our community and they have worked DDS and most kids are in DDS care and it is also a 12 month program so it is a home run for the parents and they are also learning their community. This allows us more room at the high school to put more kids in or bring kids back. This cost is 60 to 70% less by keeping them in district and Winkle is keeping them local so we save on transportation as well. This will be a good program for us. Patrick asked if this program was in consideration when we planned on the new high school. Yes it was. We sat down with the special ed department. We originally were going to bring the apartment back to the high school but now it will remain at Molloy. The board gave thanks.

C.1.b. Student Representatives’ Report

The Student Reps Report will be found at the end of the minutes. David O’Brien also said he and Mr. Guthrie were discussing how during the holidays WHEAT will be looking for donations. They talked about a competition between the BOE and City Council. If the BOE accepts the challenge this will be your official invitation to collect donations to see who will raise the most. Thank you. Rosa asked if we are looking for monetary donations or food donations. Food might help a little more but really anything. Bob said we can put the box over in the corner and if we each brought some canned goods every meeting this would be a good kick off to the holiday and a friendly wager if you will. The board accepts the challenge. Sue Walker wanted to know how long this competition will run from. It will run from now until the week before Thanksgiving. The board gave thanks.

C.1.c. Board

Rosa Richardson read to the Mackrille Pre-K to kick off their Reading Program. She extended an invitation to Mrs. Chima letting her know she was available to read during her lunch anytime.

Rosemary reminded everyone to get her the name of the school they are adopting so we can get everything going. Rosa said Mackrille said they won’t let her give them up. OK.

Sue Walker talked with the NEASC Committee. There were three of us in a little room with all of the NEASC people and she thinks they were convinced that we love West Haven and we love West Haven High. She also enjoyed reading to the first grade students at Mackrille and told them to invite her back anytime.
Bob Guthrie thanked the WHHS Band and WHHS Staff for inviting the Bailey 8th Grade Band members to participate with them during last Friday’s WHHS Football Game. The Bailey students had fun and enjoyed the opportunity to be part of the WHHS marching band. Both the Bailey students and parents commented on how nice the WHHS Band students were to “our kids”, the Bailey kids. Thank you to Ms. Marcella and Ms. Mckeel for making this happen.

Bob also attended the NEASC presentation at WHHS on Sunday, September 24th. He thanked all the staff that participated on a Sunday to support WHHS. The students that participated were well spoken and excellent representatives of not only the school but also the community. Bob said Sue Walker and Pat Libero were also there and he thinks we all appreciated the open and frank conversation we had with the NEASC committee. The NEASC committee did thank us for participating and being open and honest with them. It took just a little over an hour. They commented we were very forthcoming and open with discussion to their questions. Superintendent Cavallaro said they commented that everyone was and he thinks they appreciated that. Sue Walker stated if you ever wanted to convince them to put air conditioning in the new high school it was a perfect day for them to be there.

Chairman Morrissey said he read to the Mackrille Kindergarten children and it was a nice time. If other schools would like to invite board members to read we would be happy to read to our students.

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 Tuesday, September 5, 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: Rosemary Russo stated to Marylou that her name keeps getting omitted on the last two to three sets of minutes. Marylou stated she noticed that today and will have it corrected. Rosemary thanked her. All board members were in favor Minutes are approved

D.1.b. West Haven Board of Education Special Board Meeting held in the Board of Education Meeting Room, City Hall, 355 Main Street, West Haven, CT on Tuesday, September 5, 2017 at 5:00 PM.

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

D.2. Resignations: (Certified)

D.3. New Hire: (Certified)

17-87 Courtney McHale, 495 Oceanview Terrace, Stratford, CT 06614
Math Teacher – West Haven High School
Effective: September 18, 2017
Salary: $41,232 Step 1 BS

Chairman Morrissey asked for a motion to approve item 17-87
Rosemary Russo made the motion to approve the minutes
Patrick Leigh seconded the motion
Discussion: None
All board members were in favor
Item 17-87 is approved

F. Informational
Chairman Morrissey asked for a motion to adjourn
Bob Guthrie made the motion
Karen Pacelli seconded the motion
All board members were in favor
The meeting adjourned at 7:10 PM

Respectfully submitted,

Marylou Amendola
Board Secretary

The Student Representative’s Report is on the next page.
1. The 8th grade open house is October 3rd

2. The PTA is having a fundraiser at Rita's on the 3rd from 6-9.

3. The first competition for the Math Team is October 5th at Hillhouse High School

4. On Wednesday, October 11th, all 9th graders will be taking the PSAT 8/9 and all 10th and 11th graders will be taking the PSAT/NMSQT. Seniors will be taking part in Senior Activities as part of Senior Day.

5. SATs are being offered at the high school on Saturday, November 4th. The registration deadline is October 3rd. The late registration deadline is October 25th

6. The Fall Fest is October 28th from 12-4pm in the Courtyard. There will be a trick or Trunk

7. This Sunday is the Autumn on the Sound 5K Road Race and 2 Mile Walk. It starts at 10 am at the Savin Rock Conference Center. This year, over 200 people are running/walking in honor of Principal Pam Gardner and her fight against neuroendocrine tumors.

8. On Thursday, October 19th, at 6 PM there is going to be a Teacher Spelling Bee sponsored by the United Strength Culture Club

9. Apole Fest was this past weekend. A lot of students helped with setting up, working booths, and cleaning up.

10. October 21st—Children's Theatre Workshop—The King's New Clothes—10 Am and 11:30 AM. Kids 11 and under are free and adults are $5 at the door

11. The Band is playing in the Columbus Day parade on Sunday, October 8th

12. Honor Society is raising money for the MDA Sportstacular in November