A Regular Meeting of the Board of Education was held on December 17, 2018 in the Board Meeting Room on the second floor of City Hall, 355 Main Street, West Haven, Connecticut. The meeting was called to order at 6:00 PM by Rosemary Russo, Chairwoman of the Board of Education. The meeting opened with a pledge to the flag.

BOARD MEMBERS IN ATTENDANCE: Rosemary Russo, Chairwoman
Robert Guthrie, Vice Chair
Susan Walker, Secretary/Treasurer
Lauren Aceto
Patrick Leigh
Patricia Libero
James W. Morrissey
Karen Pacelli
Rosa Richardson

BOARD MEMBERS ABSENT:

ADMINISTRATORS PRESENT: Neil Cavallaro, Superintendent of Schools
Dr. Anne Druzolowski, Assistant Superintendent
Matt Cavallaro, Finance Director

CITY OFFICIALS PRESENT:

STUDENT REPRESENTATIVES PRESENT: Brendan Carew
Julia Walker

B. Public Portion of Meeting
Chairwoman Russo asked if anyone would like to address the board. Mr. Joseph Johnston said he was representing the adult volleyball league. He read from a letter he was holding. Dear Board of Education Members we are asking for your assistance in removing the fees imposed upon participants of the City of West Haven Recreation Adult Volleyball Program scheduled to play at the Savin Rock School. Due to construction in West Haven High School for two years the program has been compromised and the location was moved to Savin Rock School. Last year they were forced to pay for a custodian fee which we believe is inconsistent with the past practice of similar activities. There is a discrepancy on the interpretation of the program and associated fees which led
us to a disagreement between the union and our program participants requiring us to pay a custodian fee. Our program is not an outside private organization it is actually the City of West Haven Park Rec. We do not charge an admission fee, there is no food or beverage served, we do not have 50 people in the building for our activity at any time and we also do not have referees. There is a custodian in the building and there is a West Haven Park Rec Supervisor in attendance. It is his understanding that youth groups are allowed to come in with no additional custodian unless they have a referee. We are adults and we don’t have referees. We are asking for the removal of the custodian for our program and its associated fees. We are asking for the Board of Education to step up and rectify this situation. Submitted in unity adult volleyball players; some of us have been playing for 25 years. The board gave thanks. Chairwoman Russo said that someone would get back to him. OK perfect thank you very much. Chairwoman Russo asked if anyone else would like to address the board three times. There were no other speakers. Public Session closed at 6:05 PM.

REPORTS

C.1.a. Administration/Status of Schools
Superintendent Cavallaro said he could address that issue if you would like. Let me give you all the background and tell you what my opinion is. It is true when they were at West Haven High School in the smaller gymnasium they didn’t pay a custodian because we have a full time custodian to oversee the gymnasium at night. Last year the program moved to Savin Rock Community School and the custodian said the way he read the contract he felt they are entitled to be paid. What Superintendent Cavallaro thinks the gentleman left out is that they are technically the Park Rec and it does make a profit off of this because they book this as part of the revenue that they take in every year that they count towards offsetting whatever expenses they have. When the program went to Savin Rock they came to me and frankly I agreed. Neil doesn’t think it is a bad thing to have a custodian manned in one of our schools at one of the sites while an activity is taking place. It is $30 an hour and they get a special rate that our youth leagues get when they use the facilities. When there are scores being kept they have to bring in a custodian. They have to bring a custodian in on the weekends to open the gym for youth basketball and other things that take place. In Neil’s opinion what they are asking you, as the Board of Education, to take on an expense that I don’t think you should take on. Neil thinks the Board of Education allows the use of our facilities at no cost with all the liability and expense to the board with electricity, heat, anything damaged or spilled and very often a fountain gets flooded. Neil doesn’t think the City should take in any expenses either. If you want to play volleyball just like when we fixed the ice rink we had to raise the prices because we were putting out more than we were taking in. Part of the fee should go to paying a custodian; it is that simple. Our facilities should be open to the public and we should make them convenient but he doesn’t think we should pick up all of the expenses. Many boards of education have implemented salary structures and fees for various events which we have presented to the board of various occasions. However right now things are working and we are not losing money off of them but he doesn’t think it should cost you any money. A further discussion took place. It is not a big expense for those who want to play volleyball. It is not like providing them with a free public education. Volleyball is
something we don’t have to do as the Board of Education but if you want to play volleyball it is a small price to pay. Ask the people who play the youth sports they pay a pretty good fee and it is all taken into consideration. The people who use our skating rink pay a good buck to use the skating rink. The Board of Education’s main function should be to educate kids; we shouldn’t take any money out of our coffers so people can play volleyball. Ultimately the board could say defray the cost but you are going to pay the cost. Chairwoman Russo asked if there were any questions from the board. There were no questions.

Superintendent Cavallaro said most of the team is here tonight to present to you the package that has to go before the Department of Administrative Services Thursday. This involves the furniture and technology plan which we discussed at the last meeting.

Ken Carney said the team from Antinozzi and Associates will share with you the FF&E Package. The Building Committee has to approve the package, the BOE has to approve it and then the State will review it and allow us to go out to bid. Any questions you have the team is prepared to answer. He had Mike LoSasso and Patti take over. Mike said this is a happy moment for them because this is the 4th of 4 project phases and is the last part of the project. The drawings had already been shared with the board and they brought in some supplemental drawings and a specification which dictates the prescriptive requirements for procuring a competitive bid and also for purchasing off the state bid list. We tried to structure this in a way this is most advantageous in terms of how best to procure the furniture and equipment. Jeff Grande was also available to represent the technology portion. The Business Network Group is the consultant that has the technology components that are part of the package that will be bid. Mike LoSasso said one thing we do want to share with you tonight which was an issue previously is the budget information so tonight’s vote will include both an approval to submit these documents for a request to bid and also that you have seen the budget information which was at that time being handed out.

The budget is reflective of the package before you which we have worked on with the school and district to develop and represents all three construction phases, building units A – J and is inclusive of the shops, expanded cafeteria, general classrooms, laboratory spaces, media center which is one of the most important parts of the project, the auditorium and music spaces. Are there any questions that the board might have as a result of a review of the documents. Patti from Antinozzi & Associates said there is not a big difference between them. It is all broken out by category and summarized at the bottom. Some categories are going on State Contract Procurement and some are going out to bid. We decide where categories are going based on previous packages we have gone through to process and what we find to be the most economical route to go. We lean on the manufacturers, installers and vendors that win the bids over and over and we are comfortable with.

The description of the Base Bid and Alternate Bid was given. In simple terms the Alternate Bid is the bigger project. The Base Bid is without the C Wing in its entirety. Expanding the C Wing is what we are calling the Alternate and it is just an additional set
of classrooms. Basically the difference is about $60,000 with the furniture. In case numbers come in a little bit higher we have that option to go that route and are waiting for the construction budget to come back to make that determination. Mike LoSasso said this was not anticipated originally. Originally the enrollment population was significantly higher and the state governed the population downward so in July the state approved the increased square footage and we increased the cafeteria and changes to F Wing which involved moving the culinary to the cafeteria area. Pricing for the C Wing extension final number has not come back yet. In order to give us the flexibility to see if the C Wing is added or not we had to introduce a similar alternate for the furniture package and that really is what you see the difference is. Patti said all these numbers have 5% inflation per year and when she receives the budgets we always pad them and include installation and delivery; everything is included there are no surprises. The fluctuating market is the only thing that may make a change and we are doing everything we can to stay on top of it. She feels comfortable we are covered because of padding and the inflation factors they put in.

Chairwoman Russo wanted some clarification on a point. Are you saying the C Wing won’t happen; the 12 classrooms? Mike LoSasso said there is always a chance until those big numbers come back. He doesn’t want to be too optimistic and be wrong but based on the information we are receiving back from the construction manager the numbers are tracking where they are expected so we have general confidence the C Wing will happen. Chairwoman Russo asked Superintendent Cavallaro if there is a chance it is not built what do you do with all the students; you must be thinking about this. Superintendent Cavallaro said you will have fewer classrooms and you will put more kids in classrooms. This can be done but he would rather have the eight classrooms and spread the kids out. Chairwoman Russo asked how many kids would there be in a classroom if we didn’t get the eight classrooms. We wouldn’t go over the contractual limits. Dana said we are trying to maximize it to 26 to 28 kids even though we can go to 30. We try not to go to 30.

Pat Libero’s question was if you don’t build it is it just a blank space? Mike LoSasso said it is the end of the wing so the wing wouldn’t be as long and doesn’t think you would see a substantial difference. A picture was shown of the area which is on the board room wall.

Chairwoman Russo wanted to make sure the secretary’s area in the administrative part had enough space for all the necessary equipment. Yes a drawing was shown of the area and explained. Rosemary thanked them.

Jim Morrissey is concerned about 8 fewer classrooms. We are spending approximately 130M of state money and West Haven taxpayer’s money and he asked when did the possibility of having 8 less classrooms transpire? Mike LoSasso said from the very onset it was always an undetermined amount. The state established the budget 129.999M and that is the threshold. It was a favorable bidding market that allowed them to even consider the request of the administration to increase the classrooms and cafeteria. There is no significant need for concern at this point all the information we have suggests that those additional classrooms will actually be constructed. A further discussion took place.
Rosa Richardson said I don’t recall in any of the conversations that there was the “what if” that was addressed. That may have been addressed at the state level but it was never brought before this board in that manner and I just want to be clear that I think you took every single board member sitting here tonight completely by surprise by making the statement that you made OK. Mike LoSasso said he didn’t realize it wasn’t clear. He thinks it was during the meeting that they presented the cafeteria and expansion and he knows that is when we discussed it. He apologizes if it wasn’t clear that there was a possibility. Rosa’s next question would be if this is a vacant space could it eventually become classrooms. The space would not be constructed. It would not be constructed at all. Right. Pat Libero said but it could be added on at another time right? Ken Carney said prior to July the eight classrooms did not exist period. We created the concept by having money left over from the bidding process but we want to reduce liability and we want to be careful. To answer Pat Libero’s question they could easily be added on at a later date if they have been put in a position they can be added on but he doesn’t think that is going to be the case. The main numbers on the foundations have met the budget we haven’t seen anything outlandish and we are still carrying a very healthy contingency of 3+M so he is pretty certain they are going to go in but nothing is guaranteed.

Jim Morrissey said if it stays vacant and you have to construct it afterwards who pays for that the City of West Haven? Ken Carney said the state. You would go in for another EDO49 and you would go on a waiting list and the state would reimburse you 78% for that addition. Superintendent Cavallaro said what we would have to do is go to the state and show a need and a reason for an unanticipated enrollment if we were able to prove that you could build a whole addition as long as you can prove the enrollment. Jim Morrissey said right now you feel pretty good right now with the numbers. Ken Carney said he is and they have meetings every week and look at the budget and we have deflected some change orders that weren’t needed and negotiated change orders and the numbers that have come in for the cafeteria are right on the money. A further discussion took place. He thinks it is looking very good. Jim asked when will you have a better idea. They need another month of bidding. A further discussion took place. Jim Morrissey doesn’t want to see the classes being maxed out with the students it is not a good idea so let’s hope the numbers come in favorably. Lauren Aceto said will we know about the 8 classrooms in January. Ken Carney said yes we will know in January when the final bids come back to our budget. There were no further questions. The board gave thanks.

Ken Carney said Jeff Grande from TBNG Consulting will discuss the second component of FF&E. There is roughly 5M in the budget for FF&E. 3M you just saw and Jeff has a little less than 2.2M. Jeff said he does consulting work for the district. He passed out a schedule of all the anticipated network switching, firewalls, access points, lap tops, workstation and they use the electrical engineering prints to figure out what they need for network switching and use their drop count for access point placement and then work with Dana and staff to figure out workstation count based on lab etc. There are really only 10 items with about 100 sub items to them because the state wants them to break it out. Page 8 breaks out expected costs based on quoting etc. and the state asked them to
put in a differential for year’s 1, 2, and 3 cost escalation. They are trying to keep the target under 2.2M and have done a good job of doing that and they have had to revise it about 3 times to get there. The bottom line is they will deliver a state of the art solution for the district. Now we have to wait to get firm pricing.

Patrick Leigh asked if these prices are based on the market today or is this future outlook. It is based on a combination of existing pricing we have gotten historically and current pricing off state contract. We don’t know what is going to happen January 1 when the RFP’s hit the street what that will look like. We are trying to hold off on technology where we can push further into phase 2 so we can have obsolete stuff by the time the project is done but there are some components we have to get done in phase 1. Patrick asked when would these go out to bid; is it part of this bid process now? Once the BOE approves it we have to go to the state and the meeting is actually Wednesday. Patrick means these items are part of this package. Correct. Patrick’s concern is if we bid this today four years from now it will be garbage. Jeff Grande said he is aware of that and said the average age in the school work stations is closing in on six years and we hope to meet it half way put it is very difficult to do this because there is going to be phase approach to it. If we can hold off on doing some in phase 1 we will but unfortunately we are beholden to the project. This is a concern and that is why we are trying to phase it out and work with the vendors to let them know there is phasing involved. Patrick asked if there are dates associated with Phase 1, 2 and 3. Yes phase 1 corresponds with the start of August 2019, phase 2 August 2020 start and phase 3 would be 2020 also as they have to be finished before the kids arrive.

Superintendent Cavallaro asked is there anything up for debate as to what may or may not be reimbursable or are we pretty solid on what to expect from the state. Are we going to go up there and find any surprises? Mike LoSasso doesn’t think so as they recently completed a similar process in Stratford so they are up to date on the most recent ineligibles. They haven’t made any significant changes since 2014 or 2015 so he thinks we are covered.

Patrick asked, for some of this hardware is this outright cost or does this include some sort of leasing agreements where we can upgrade. No leasing; outright. They won’t allow us to lease for a school construction project. OK. They will be given further direction on eligible and ineligible items on Wednesday. Superintendent Cavallaro wouldn’t think they would allow you to lease if you are building the cost into the construction. Correct they want a fixed cost. Patrick said we spoke about leasing…that would be for the other schools. Superintendent Cavallaro said by taking this project off the grid it makes it easier to do the other schools and Jeff is working with Matt compiling the final order. Patrick said post this implementation we can look at leasing agreements. Yes when it has to be replaced and how we replace it would be on the district and the city to purchase or lease the equipment. Perfect. The board gave thanks.

Jim Morrissey asked Ken Carney with the asbestos situation at the high school what is being done as far as safeguarding our staff and students as there have been things in the paper and concerns from parents wanting to make sure their children are safe. Jim
understands their concerns and shares them and asked for more details about what is being done for the board’s clarification. Ken Carney said the asbestos removal process is very complicated. If you are not involved in the process from the beginning or in previous projects it seems confusing. There is a very strict set of rules that the state imposes and items that the team has to meet before the state allows us to start moving with the asbestos. He doesn’t see anything different in this project than he saw at City Hall, Washington School and other projects he has been involved in. We have also added as a precaution and as a result of concerned parents additional testing to the tune of tens of thousands of dollars beyond what we would have normally done. In every single case without exception we have not seen asbestos released to the school; we can’t find it. As an example if the state says we want five air tests over here we are doing seven. A further discussion took place. They have a great team in place and have not had an incident to date. Jim thanked him and said he wanted this on record because there were some accusations but no actual facts they could look at and he doesn’t see any evidence to the contrary of what was just explained. Ken Carney said there are several boxes of testing in the professionals’ office and you can come down and look at it. We have taken highlights and samples and sent them to the people who are concerned and a lot of time it comes back to us with additional questions that don’t make sense. A further discussion about air testing flashing on the outside of the building which can’t be air tested was brought up. He understands where the concerns are coming from and they have spent more money, more testing, put more professionals on, and more monitoring and we don’t have a problem. Jim said you are saying we are going above and beyond what we have to do. We really are and we have the numbers to prove it. Mike LoSasso said this project also has had a day long visit from a representative of the National EPA the District 1 Regional Office and that is impressive and we also had inspections from the Department of Public Health that is very uncommon. They have come and inspected the enclosures and verified satisfactory proceedings. Jim said did someone ask them to come or was…..actually they did come in response to concerns. Neil said he thinks our State Rep Delegation was involved in getting them down here. Mike LoSasso said this is quite unusual and neither organization had any concerns about the work that is being done. OK good. Chairwoman Russo asked if there were any other questions.

C.1.b. Student Representatives’ Report

The report will be found at the end of the minutes.

C.1.c. Board

Lauren Aceto was congratulated by the board as she was married earlier this afternoon. Applause ensued. Sue Walker went to the attendance assembly at Forest on Friday and the Mayor and State Reps presented them with proclamations from the state and from the city on becoming a Blue Ribbon School. The kids were wonderful at the assembly and Sue was glad to see that so many kids had perfect attendance. Sue is an officer in the Historical Society and last Thursday night Mrs. Silver and the Bel Canto Choir came and sang at our meeting and they are just incredible. She does such a beautiful job with them. Jim Morrissey went to his adopted school Savin Rock last week and attended the PTA Meeting. Jim plans on going to their meetings the first Tuesday of each month at 3:30 PM. He did mention he could bring along our Chairperson at the next
meeting so he volunteered Rosemary. Rosemary said she is looking forward to it. Jim is looking forward to working with the Savin Rock representatives. Rosa Richardson enjoys attending the festivities at our schools this time of year. Karen Pacelli had the privilege of going to Forest School’s Literacy night last week and it was a great turnout with parents and kids and they did a really nice job. The Children’s Theatre was there and the kids really enjoyed it. Karen was glad she was able to attend. Bob Guthrie attended the Seth Haley Concert and the Forest School’s Celebration of Excellence last Friday and obviously the Carrigan 6th grade concert. He wanted to thank the high school band parents and our student rep for assisting the band that night. It was good to see some of our high school band students provide them a little support and the band parents donated a couple of raffle prizes. It was good to see the music program from all the schools working hard together. Chairwoman Russo said that was a nice program she also attended. Bailey’s play Elf Jr. was this week and they did a really nice job with that; it was very enjoyable. We had seen a preview of it here when Bailey came to our meeting. Today Rosemary went to Walmart and couldn’t believe it was so mobbed on a Monday afternoon. She saw West Haven High Students with carriages filled with toys; it was like a flash mob in the front of the store. This made her feel so good when she saw that. Dana said they worked very hard to get all the donations to buy the toys and the Police Department and Fire Department have been particularly good to us this year. Rosemary said this is great and it is very heartwarming. All board members wished everyone Happy Holidays, Merry Christmas and Happy New Year.

C.1.d. Committee

D.1. Approval of Minutes

D.1.a. The West Haven Board of Education Special Meeting was held in the Board’s Meeting Room, City Hall, 355 Main Street, West Haven, CT on Monday, December 3, 2018 at 5:45 PM.

Chairwoman Russo asked for a motion to approve the Special Meeting Minutes D.1.a., Rosa Richardson made the motion to approve the minutes
Karen Pacelli seconded the motion
Discussion:
All board members were in favor
Minutes are approved

D.1.b. The West Haven Board of Education Regular Board Meeting was held in the Board’s Meeting Room, City Hall, 355 Main Street, West Haven, CT on Monday, December 3, 2018 at 6:00 PM.

Chairwoman Russo asked for a motion to approve the Regular Meeting minutes D.1.b., Rosa Richardson made the motion to approve the minutes
Karen Pacelli seconded the motion
Discussion: All board members were in favor
Minutes are approved
D.2.  **Resignations**

**18-86 Brook Danielle Capodicci**, Elementary Teacher Grade 4 – Washington
Effective:  December 6, 2018
Reason:  Personal

Chairwoman Russo asked for a motion to approve item 18-86
Rosa Richardson made the motion to approve the minutes
Karen Pacelli seconded the motion
Discussion:  Patrick Leigh asked if there is a plan in place for this.  Superintendent Cavallaro said the teacher has actually been out on maternity so there has been a long term substitute who will remain in the position for the remainder of the year.
All board members were in favor
Item 18-86 is approved

D.3.  **New Hire: (Certified)**

D.4.  **New Business**

**18-87 Approval to bid the FF&E Technology Package for the West Haven High School Project**

Chairwoman Russo asked for a motion to approve item 18-87
Robert Guthrie stated “I move that the West Haven Board of Education approve the final West Haven High School Project Phase 4 – Furniture, Furnishings and Equipment and Technology Bid Documents and professional cost estimate dated 12/03/2018, for submission to the DAS Office of School Construction Grants and Review to request permission to bid.”
Patrick Leigh seconded the motion
Discussion:
All board members were in favor
Item 18-87 is approved

Chairwoman Russo said the rest is informational and asked for a motion to adjourn.
The motion was made by Karen Pacelli
Rosa Richardson seconded the motion
The meeting adjourned at 6:55 PM

Respectfully submitted,

Marylou Amendola
Board Secretary
BOE Student Rep Report
December 17, 2018

1. This Friday, December 21st, is Pajama Day.
2. The Band Concert, “An Evening of Holiday Toons,” is on Wednesday, December 19th at
   7:30 PM.
3. Winter Break is from December 22nd-January 1st, school will resume on January 2nd.
4. Teacher vs. student hockey game for the class of 2021 is on Friday, periods 7 and 8.
5. Alumni day is January 4th.
7. We are starting a dual enrollment math class next year with Gateway, where students
   will have the opportunity to earn 3 college credits.
8. Outstanding seniors will be starting classes after winter break.
9. Bel Canto went caroling around the city this past weekend, stopping at Lorenzo’s,
   Duffy’s, Biagetti’s, Apps, the Savin Rock Roasting Company, Oyster River, Dive Bar, and
   for Mrs. Silver’s neighbors. Within two hours, they raised $1003 for WHEAT. Congrats to
   Bel Canto!