WEST HAVEN BOARD OF EDUCATION
POLICY MINUTES
January 25, 2006

The Meeting of the Board of Education was held at the Blake Building, 25 Ogden Street, West Haven. Chairman Maria T. Paine called the Board meeting to order at 6:15 p.m. The meeting opened with a pledge to the flag.

BOARD MEMBERS PRESENT: George Monahan
Robert J. Guthrie
M. Toni Paine
Howard Horvath
Gerald Calabritto
Eric Murillo
Mark Palmieri
Raymond Collins
Krista Pickering – Arrived 6:15

ADMINISTRATORS PRESENT: Acting Superintendent Paul Tortora
Assistant Superintendent Neil Cavallaro

Acting Superintendent Tortora: The first item on the Agenda for the Board as a whole. We are in good shape with our policies. Donna Kosiorowski had approached me; she has quite a few policies that will expand across the year. But there are a few critical ones. One is the revision of an existing policy. Normally we don’t get into very detailed policies. But this one is in the case of administering medication. We thought that in this particular case it would be a good idea. Donna is going to talk about some of these policies; another one is on reporting child abuse and neglect. We are currently obligated by statute to report abuse and neglect, and this one is getting beefed up. The third one is the Automated External Defibrillators. Since we have budgeted one in every school, and by the way the administrators are being trained tomorrow. Donna is running a session. On the use of these devices. We certainly thought we should have a policy. That went to Floyd; Floyd cleaned it up and actually took it down a bit. The final policy you did not get before. Eric certainly met with Donna and myself to go over everything. Eric found a very good sample of a policy that is represented of a school liaison of a board member, and Howie who suggested this, certainly came up with very good paragraph himself. Those two items are just a single policy.

Donna Kosiorowski: The second two are just revisions of the old policies. The first one is a new policy. It is very simple. It’s just a paragraph that says we do support and understand the use and value of the defibrillator. Due to recent events in our school, we understand even more then before. We do have a procedure that goes along with the policy. Krista, Bob Guthrie and a few of the nurses helped prepare that. We will be discussing that in detail, but for the policy committee, basically what this is saying is: we are going to put them in the schools and we are going to train our employees to use them.
Eric Murillo: asked how many people will be trained?

Donna Kosiorowski: I don’t think we have a number. But tomorrow we are training the Administrator and if everyone is there, that’s thirty. There are plans for running another training session on June 30 for the Paraprofessionals. That will be voluntary; they will be able to sign up as a choice. Then we haven’t really decided

Acting Superintendent Tortora: In essence we really patched through the mandatory verse voluntary and we want to see what kind of response we get first. What we are doing on a mandatory base is all administrators, vice-principals, Chris from the stadium, Harry from the Rink; they will all get trained tomorrow. So every Principal and a nurse in every building will know how to operate. The training is about six hours, because we incorporated CPR. So tomorrow that is going to take place and as Donna said, we are going to take the Paraprofessionals on a volunteer. We are also going to offer it to our custodians and that group on an elective base. The only other group that will be mandatory, will be the athletic groups, we need to work that out with Jon Capone. They need to be certified. We are going to build that into their course. We feel between the mandatory and the volunteer we should have enough people to start.

Howard Horvath: do we have to pay for this?

Donna Kosiorowski: There are four nurses, including myself who are trained as instructors. We also have a paraprofessional who is a MT so she will be helping us out. One good thing you have to remember about the AD, it is not just purchased for the school day. They are in the buildings, so when there are activities going on outside of the school day and weekends. They are available in any emergency.

Chairman Paine: Then who is in charge of it? Who would supervise the use at the other events?

Donna Kosiorowski: No one from the Board of Ed would. See they put A. D. D’s machines into public places for people to use, you see them in airports and all over the place for the public to use. Bob and Krista could probably address this.

Krista Pickering: They are much like having fire extinguishers; they hang on the outside of the wall. Anyone who sees a fire can just pull it down, and use it. They will be out there for public access. So if you happen to be in the building for a basketball game and someone goes into cardio. You pull it off the wall, dial 911. The more people you get trained.

Acting Superintendent Tortora: At some point we would like to get all the custodian trained, but right now we thought we would walk before we run. You get into so many
issues, union issues. I feel pretty confident that over the next two years the majority of the staff will be trained. The other issues we are facing. And we are trying to get some input from the City. We talk with Krista and Bobby about this because they are so knowledgeable. But we would like to have back up battery, it will signal when the battery is low. We would like to keep a handful of extra batteries throughout the district. We are also going to look at how we keep these things up to snuff. We have a company that does are emergency lighting, and fire extinguishers. So we are going to look at all the things.

Donna Kosiorowski: What I understand the batteries last about five years.

Robert Guthrie: The machine does its own check. Like three or four o’clock in the morning it automatically checks itself.

Acting Superintendent Tortora: we have not decided if we are going to have a company come in or not. Donna in the training is that covered.

Donna Kosiorowski: their goal is to learn how to use it not maintain it.

Krista Pickering: When there is a low battery it will beep, it will still give you about forty hours of use after that. Worse case scenario the machine will not run if there is a malfunction.

Chairman Paine: The self-check is that remote or built in?

Robert Guthrie: It is built in the machine, it is internal.

Donna Kosiorowski: They are very simple to use because the machine tells you what to do. If you should not shock the machine will tell you not too.

Robert Guthrie: Donna are the machines built into the cabinets, similar to the ones the City has?

Acting Superintendent Tortora: yes, we got a price with the cabinets. Here is what we thought. This is new to us, so talking to Krista and Bobby. We figure at the High School we will have five units, pool, stadium, Rink and two at the school. Elementary Schools would each have one near the gym. The same with the middle schools near the gym. We have budgeted enough for 5 at High School, 1 at each middle school and two at the middle schools. It will be nice to just get it done.

George Monahan: my question is in respect to how are they labeled with risk of use?

Krista Pickering: It there none.
George Monahan: There is no risk?

Krista Pickering: they are idiot proof; we call them firemen proof, The majority of the people I train are firefighters. If I hooked it up to you right now. The machine would say no shock indicated. It would not charge and would not allow to be shocked. You cannot push the button and shock the machine unless the machine recognizes two deadly rhythms, if the machine recognizes the two deadly rhythms it will then charge indicate to you that the shock is advised. It is idiot proof like Bobby says. That is the whole point of the public access. Because they are so idiot proof, you can put them out in airports and malls. We were at Disney this year, we went to Universal, and there was one hanging on every ride.

Robert Guthrie: The instructions are in plain English, it would be very difficult to make a mistake. The machine does not allow you to make a mistake.

Mark Palmieri: Are you trained annually on this? Are you trained everywhere?

Donna Kosiorowski: The certification for CPR is every two years with the heart association. With the exception of the coaches, state law requires they get trained every year.

Mark Palmieri: Do you post any types of signs that say this facility is equipped with?

Acting Superintendent Tortora: That’s a good question, actually we have discussed that. But we have not finalized it.

Mark Palmieri: Like with a map to the location.

Acting Superintendent Tortora: that’s a great suggestion

Chairman Paine: Is there anyway or maybe it is already equipped that way, that if the cabinet is opened 911 knows immediately.

Robert Guthrie: the most economical, if you want to think along those lines, would be to put an alarm on the cabinet. So when the cabinet door opens.

Chairman Paine: That’s what I am saying.

Krista Pickering: The cabinet does have an alarm that goes off.
Chairman Paine: But it does not notify anyone. It’s not like a Sonitrol thing. The reason I am asking one is you would get back up response immediately and then two if someone is just messing around with the cabinet.

Acting Superintendent Tortora: It’s a great idea, but it would get costly. You would have to run a phone line from every single cabinet. 25 lines and then a monthly fee. Donna Kosiorowski: the plan we have in line, as soon we recognize there is an emergency, someone will be calling 911. Someone else will get the A.D.D.

Mark Palmieri: Are there any in place.

Acting Superintendent Tortora: We have two in our possession, but none are in place yet. The only place they are in installed is in the city.

Robert Guthrie: the time to consider wiring the cabinets, when Sonitrol is monitoring. This time when we go out to bid, we might want to include some services and negotiate some prices then, right now the initial cost is not cost effective.

Krista Pickering: I think the only one wired is the one at the boardwalk.

Robert Guthrie: they are doing so that it does not walk, honestly to try and prevent it from being stolen. Can we try to encourage our custodians to be in the second training?

Acting Superintendent Tortora: We are, after the administrators, nurses and coaches are done. We are going to try real hard. If we don’t get enough response on volunteer bases, we will revisit, we do have an option to have mandatory training. It would have to be done during the day. Then you get in to other issues. In the lines of thinking of what Toni said, the only line we might want to think about. Is the one at the pool, because it is a little trickery with the water.

Krista Pickering: there is no difference, especially since the pool is not open without someone there. The lifeguards are all trained in CPR.

George Monahan: anyone thinking of retrieving this device would be trained in CPR or first aid.

Krista Pickering: not necessarily, don’t forget the key word here is public access. The key is to get as many people trained as possible. That’s why they are not being locked up.
George Monahan: What I was leading to was, even parents who get basic first aid training, you are always taught, you call 911 first. You have to hope that is what will take place.

Acting Superintendent Tortora: does 911 typically say is there an ADD in the area.

Robert Guthrie: no, they are not so prevalent in public places. We know where they exist in public places today.

Krista Pickering: when can let the public, fire and police department know that we have them.

Acting Superintendent Tortora: maybe two or three board members might want to help in the locations.

Chairman Paine asked if there were any more questions on the ADD.

Chairman Paine asked for a MOTION to approve Policy #1360- Health/Automated External Defibrillator

A MOTION was made by Eric Murillo, SECONDED by, Mark Palmieri to approve, Discussion: No Discussion, VOTED unanimously.

Donna Kosiorowski: The state requires we have a procedure for reporting child abuse to DCF. The regulations changed a few years ago and we are up dating ours now. You have the policy and the procedure. I have highlighted changes and only added state requirements. Anyone who is considered in the care of a child is state mandated to be a report. They decrease the time that you have. It used to be 24 hours verbally. Now it is 12. We use to have 72 hours for written; now we have 48 hours. There are a few other minor changes, but nothing that would really change what we have been doing. We have been trying to get through the district, that any of the referrals are placed into the child record. Because that is the record that goes from school system to school system. Are there any questions?

Robert Guthrie: Social worker would report it to a principal or independently, how does this work?

Donna Kosiorowski: How it works is the first person the child approached is the mandated reporter. That is the person who is responsible for making the report. There are situations. In the schools, most of the time there are teams of people who would get together. Here is how it usually goes; a child will say something to a paraprofessional on the playground or a teacher in the classroom. My mother hit me last night. They usually send the child to the nurse to be examined. So now you have a paraprofessional or a
teacher involved. Then it s usually discussed with the principal, the social worker, there is a team of people that might discuss it but the referral itself belongs to the individual. There have been cases where they said they couldn’t release a teacher from the classroom to make a report. But DCF is very clear they want to talk to the person the child first approached, in addition to everyone else they spoke too. If the nurse has any documentation as far as bruises.

Krista Pickering: they are pretty aggressive as to reports being filed.

Donna Kosiorowski: as the original contact person it is your responsibility to make that report. If everyone else you talks says, oh, I know that family we are not going report them. Then you as an individual have a responsibility to report them. I find that our process in the school works very well. Although we have had more contact with DCF then I would like to. We work on the side of the kids.

*Chairman Paine asked for a MOTION to approve Policy #5141.4 Students/Reporting of Child Abuse and Neglect*

A MOTION was made by Krista Pickering, SECONDED by, Raymond Collins, Discussion: No Discussion: so VOTED unanimously.

Donna Kosiorowski: The last one is the administering of medication; again there is a state mandate. I did not change a lot. We have not changed who administers medication in the school district. It is still limited to school nurses, principals. There are some other staff members by state mandate that could do it. But we decided that was not necessary. We have enough staff. Any questions?

Assistant Superintendent Neil Cavallaro: we have worked very hard with this one, we make sure staff is trained and everyone has signed off. Everyone works as a team.

Eric Murillo: Has a questioned on B. shouldn’t the doctor’s name be on there?

Donna Kosiorowski: The doctor’s name is required.

Eric Murillo: What about the pharmacy?

Acting Superintendent Tortora: I don’t think that is a good idea. Involving the pharmacy.

Donna Kosiorowski: No, we would not do that, but what he is asking about the physician name.

Krista Pickering: at what grade do they self medicate themselves?
Donna Kosiorowski: we don’t have a grade, we have found that sometimes. Kindergarten children can be more responsible.

Krista Pickering: at Haley, we have a student walking around with his effie pen around in his bag verses it being in the nurses office. Let say some other student gets a hold of it and sticks another child.

Donna Kosiorowski: The nurse has a self-assessment; the parent has to agree to it as well. The student has to demonstrator that they know what medication they have to take, how they take it, how it is to be handled. What to do if it does not work. As the kids move up in years, we encourage self-management. Especially with Effie pens, you don’t want the kid to be down the backfield and his pen in the nurse’s office.

Krista Pickering: so there is a criteria?

Donna Kosiorowski: yes, and it is documented.

Acting Superintendent Tortora: we are trying to fold this into power school.

Donna Kosiorowski: we try and work with the health problems to keep the kids in school.

Eric Murillo: When you have a field trip, do they sign a paper for permission to give medication?

Donna Kosiorowski: If it is a parent, no. When we train principals and teachers there is a form that is signed saying they are trained. If there are children who can not go, we will send a nurse.

Assistant Neil Cavallaro: we have gone above and beyond so these children can go on field trips, everything from special bus on.

Chairman Paine asked for a MOTION to approve Students/Administering Medication

A MOTION was made by Gerald Calabritto, SECONDED by, Raymond Collins, Discussion: George Monahan: yes Madden Chairman any time board modifies an existing policy or approves the modification of a policy, or a brand new policy. We hope that all the staff involved reviews those policies and are made aware of the changes. These policies tonight are extremely important and state mandated. I would suggest that along with the circulation of them goes a memo to attract their attention of there importance and urging the staff to review.
Acting Superintendent Tortora: the administrators have the same red book and they are posted on the Internet.

Mark Palmieri: When you have CPR or safety training, are there sign up sheets. Can’t they be made aware of policies and have them sign. So they know they are accountable.

Acting Superintendent Tortora: The polices are distributed to the building administrators, they know it is their job. That is clearly their job. They distributed it. We have been challenged on this, where people claim they did not see policy. But it has never held up. New personnel we give policies to. The burden still falls on the employee.

Mark Palmieri: Is there anything in the employee’s contract that says they need to read the policies.

Acting Superintendent Tortora: No, new staff gets it on CD and we post on the Internet. If we had everyone sign and someone gets missed then we are liable, the other way it is inferred. It’s just my opinion but Administrators at that level and that level of pay. I would certainly hope that they are following through.

**Chairman Paine: any more DISCUSSION:** So VOTED unanimously.

Acting Superintendent Tortora: The last policy is the school liaison policy. Howie has mentioned several times the feasibility of each board member acting as a liaison to each school. Eric did find a sample from the Arlington Public schools and Howie provided a sample.

Assistant Superintendent Neil Cavallaro: assuming the board passes this, how do we get it out there?

Robert Guthrie: I understand what you are trying to do, and this is just a personal opinion, but I disagree with the concept. Actually I believe it is a by-law, we are elected to represent city wide all the schools. What if no one signs up for a school? What kind of message does that send? When you say you’re looking for a volunteer sign up at the beginning of every school year.

Howard Horvath: It was more about, seeing that each school gets additional attention. This other one talks about appointed so that would eliminate that problem.

Chairman Paine: there could be a sign up sheet and they could be appointed anyway. Because obviously if you have three people for one school it is not going to happen.
Robert Guthrie: You say more; I think it could work just the opposite way. I think the way it is now; it is good for all of us to go to all the schools. And now you don’t get into the contest that Howie Horvath represents Pagels, but he does not represent Forest, Bob Guthrie represents Forest, but not Haley. I can see this becoming more of an issue, if it is one person per building. That’s my opinion.

Gerald Calabritto: As strange as this sounds, I tend to agree with my colleague on this. I tend to agree with Bobby on this. In essence Bobby represented Carrigan School and someone called me as a board member elected by the entire city. I would feel like I was stepping on Bobby’s toes. If I tried to respond because that would be his school. As Bobby said there is a by-law and it states that the board member does not represent a factional segment of the community, but it rather part of the body which represents and acts for the community as whole.

Chairman Paine: So our present policy would have to be amended

Eric Murillo: As board members I think we work as a team, if someone came to me about a school, I would call that Board member and inform them, and ask what they thought should be done. As team members I think we should all communicate on all issues regarding all schools. Even if I am designated to one school.

Howard Horvath: I think that is a good point and it says you are not to be an advocate for one school. This is over and above what we have already committed too in the schools. People I have talked too think this is great. It is a commitment on our part. Again part of the reason for selecting one or two, in my position. Gives me a chance to make that commitment, get out there and build a relationship with that school. There is no way I can go to all. I know in the two years I have been here, you have done a great job getting around to all the schools. So it is an attempt to do what you are doing already for someone who is a little busier. You can spend a little more time with them.

George Monahan; I agree with the intent to expand communication with the community and the school to the Board anyway we can, anyway we do that is a good thing. The previous Chairman Mr. Carrano tried to do that in a similar fashion by establishing liaisons to the City to expand communication between the two governing bodies. And Chairman Paine elected to continue that by appointing two new liaisons. But I am not sure we need a policy to do this. I would not have a problem taking an initial poll and seeing who selects what schools and see what kind of school coverage we get and if we get the coverage for the schools in a volunteer bases then we move forward in an informal fashion by listing on the committee document that there are now liaison’s to the schools. It does not have to be a formal policy to complete the task.

Howard Horvath: Was the liaisons to the council a formal policy?
Chairman Paine: No, it is not.

Howard Horvath: Then that is a good point. This is the first I heard that anyone did not like the idea.

Chairman Paine: In one way it would be good to have a liaison, that person could go to there PTA meetings and see what is going on. You can’t go to everyone’s, but if you’re involved with that one school, it is also good PR.

Howard Horvath: It was an attempt to make a commitment on our part.

Chairman Paine: It can be done informally, is there any more discussion on that.

George Monahan: Suggest that maybe each of us submit two school names and then the Chairman can review that.

Eric Murillo: Maybe you can put the names in a hat and just draw them out.

Ray Collins: You might want to volunteer for a school, because you already have established relationships. You may have your child there and you may get sent to another school. It’s not going to work out for you. To elevate the time that should be put into it.

Eric Murillo: I know what is going on in Mackrille; I want to know what is going on in others schools. My kids all went there. What else am I going to find out?

Chairman Paine: Put three school names next to your name, 1st, 2nd 3rd choice.

Gerald Calabritto: we have a policy here, what are we doing? Are we withdrawing our policy?

Chairman Paine: would someone like to make a motion that we are not amending the policy.

Gerald Calabritto: We have to vote it down, because it is on the Agenda. We have to take some action.

Robert Guthrie: We have to take some form of action, if we except or deny or table.

Chairman Paine: How can we rephrase it?
George Monahan: I would like to make a motion to table it, pending the review of possibly executing on volunteer bases. Gerald Calabritto SECONDED the motion to table.

Chairman Paine: all in favor: VOTE unanimously.

Gerald Calabritto: asked if policy book is on CD

Robert Guthrie: yes

Assistant Superintendent Neil Cavallaro: yes, but I am not sure it is updated.

Acting Superintendent Tortora: The revision that Rose did is being updated by Patty Fusco for the internet.

Robert Guthrie: It should all be updated by August when the new teachers are handed the disk. It doesn’t help you now.
WEST HAVEN BOARD OF EDUCATION
BUDGET MEETING MINUTES
January 25, 2006

Frank Fitzgerald Field Sports

Acting Superintendent Tortora: we will be doing the Frank Fitzgerald Field Sports Complex first. I will turn this over to Garth. I asked the manager of the stadium this evening; although we do Capitol Improvement separate. That while he is here, if he could give us a sense of what he will be looking for. But that certainly will come before you as a separate item. For a couple of years now, we have gone back and forth. To get an electrical rate. In essence what they said you can count a $1.00 a light bulb per hour. The funds do not come out of our general fund. But the line that says Transfer from BOE is our contribution. We do contribute to all three. We certainly try to keep that under control. Garth, do transfers first, yellow to blue column,

Garth Sawyer: Yellow is current budget, blue with be revisions based on what we are finding to be the year to date actual. (Enclosure) Green is next years. We do have some movement. Just to highlight the ones that stand out the most. Part-time security goes up depending on the games, if you see revenue go up, you will see that go up as well. Another one is repair to maintenance; we gained the Middle School fields, so they have increased the cost to that budget. We have a one time year fee for paint. Which is about $3,000.00, which typically in the past we did not have that? What else was involved there?

Chris Everone: the new fence, the wind blew down a fence, it was an old wooden fence about 15 years old. Also a car went threw an outside fence.

Chairman Paine: was it an icy day

Chris Everone: no, I arrived in the morning and the fence was down. Also we are working on the fields at Carrigan.

Garth Sawyer: Maintenance Office Funds

Chris Everone: That was last year we bought new track and field equipment, and that’s about 12 thousands dollars of equipment. Previous years we were storing them outside. I went ahead and ordered a big storage container. That was $3,000.00 we bought it out right, rather then rent.

Mark Palmieri: asked why it is in that column, Maintenance/Office Supplies

Garth Sawyer: because he does not actually have an equipment account. Also we are obviously are dealing with the price of electricity.
Chris Everone: the amount that Paul quoted was prior to the rate increase. We figured 20% increase.

Garth Sawyer: Revenue side,

Chris Everone: I called a couple local towns and asked what they charge. We are very low. Shelton charges $2,000.00 for non-residents to use their football stadium. They don’t want anyone. Milford is $1,000.00 and $600.00 for residents. We are in a different situation from them we like to generate revenue from our facility. I think we need to go up on our rates.

Gerald Calabritto: I think there is another piece that goes there. What is the difference in the contribution either by the City or the Board?

Chris Everone: the Board of Ed does not run those two places; they are run by the city. I called Hamden, they are in litigation, they do not rent field to anyone.

Acting Superintendent Tortora: we would like revenue to meet the expenditures. My concern is if we are renting at less than what it is costing to run the lights, and the workers there.

Chris Everone: We are not making any money; we are basically washing our hands in it.

Acting Superintendent Tortora: what events?

Chris Everone: Football, if I rent it to an outside school, like New Haven rented, I washed my hands in it.

Acting Superintendent Tortora: How do you set the rates up?

Chris Everone: The rates are the same as when Gary Broccoli ran the stadium. $600.00 for a football game at night, that’s includes set up and clean up crew and the use of the press box. That’s does not include the ticket takers. Our youth organizations get a youth rate. Football, soccer, that’s $35.00 a game. The baseball/softball had them for free, except at night it was $75.00 because of lights.

Gerald Calabritto: it maybe time to sit down and look at new rates.

Mark Palmieri: as you know I have played on that field, coached at that field. I have a few issues, now they may have been brought up. I think that area could be a profit center. First the scoreboard is antiquated. The right side is where West Haven sits; on the left side is the score. I don’t know if anyone has ever realized that. The speaker system, the
Chairman Paine: we cannot do that.

Chris Everone: there is a board policy, no advertising.

Mark Palmieri: Well that is something we need to look at, once again we have fences all over there, put banners up. If you put out the ads, in Milford the whole outfield is filled with signs. That’s generating income. I think our concession stand; I know this is a big expense and the turf on that field. I know it is fairly new, but, are we planning down the road for new sate of the art? If we are going to make this a field that everyone wants to come to, it can’t hurt that new turf Seattle has, that Washington University originated. You can’t destroy that, it last longer and you don’t get the knee injuries.

Chris Everone: that’s true people find out what kind of turf we have and they don’t want to come.

Mark Palmieri: Are we looking for this to be just a West Haven facility or are we looking to generate income so that it does not cost the City any money. We do jack up the prices and we do the advertisements. We could get these things at no charge and we could have a profit center. One last thing, I have lived across the street from Painter Park for years and this works. The city owns the baseball fields, we have a compost center. We collect tree branches. Painter Park did this for years. They throw branches across the field. What they did late November they worked on the field to get it semi-ready for the spring. The fields hold a lot of water. But if you lay tree branches across the fields, so kids don’t ride their snowmobiles or even their bikes across it and ruin it. If you put branches down on the fields no one is going to go on it. No one is going to move the branches. Then you bring a crew down, remove branches, bring them back to compost center and you chop them up. I think it would end a lot of destruction. How old is the turf now?

Chris Everone: 5 years

Assistant Superintendent Neil Cavallaro: This is true; a lot of fields have gone to this new turf. Are we losing revenue? Because we are not up to date. At one time, we were the state of the art and the only field with turf. Do we need to keep up with the Jones so to speak?

Acting Superintendent Tortora: The only problem with that Neil is that five years ago we spent a million dollars, so to go out and do that field right now.
Mark Palmieri: I’m not talking about right now, but somewhere in the five year plan.

Acting Superintendent Tortora: when you spend a million dollars you try and get ten years out of it. Even the concession stand. That all goes into the capitol improvement plan. I think Chris is going to ask about the stand.

Mark Palmieri: Even in pro sports today, every stadium has a huge sponsor.

Chairman Paine: we can certainly revisit it, but right now we have a policy against advertisements. In revisiting it, you are the chair of athletics, if you would like to have an ad-hoc and revisit and get information, compare to some other school systems and see what they are doing. Because things do change.

Mark Palmieri: Are we looking to make it a profit center, are we looking to bring in outside people. There is definitely money to be made there. All we can do is bring more people to the city. Maybe people will stop down the center and bring business to the city.

Acting Superintendent Tortora: the concession is up for bid again. We talk today, what if no bids, maybe we can get Alan involved and keep the money in house. When you are ready let me know, we can set up a meeting and when you’re comfortable as a committee you can bring the ideas forward to the board.

George Monahan: you will find even at the state level there is a lot of support as to the advertising piece. You will find out when you research it. We heard rumors flying last year, about what Milford was being paid for their coke advertisements. It turned out to be a lot less.

Mr. Guthrie: Mark keep in mind that with Milford that was the city money not the Board of Education.

George Monahan: there was a lot less money.

Mark Palmieri: I not looking for the money, I am looking for a new scoreboard. We have a beautiful stadium, but a scoreboard that was there when I went there.

George Monahan: the final piece there that when Harry comes from the rink, we gave him an assignment into the feasibility of advertising in the rink.

Chairman Paine: you can’t even put a Snapple machine in. You need to visit this, but we need to get back to the budget.
Mr. Guthrie: a question for Chris, the CICP contracts at one time, IGA and BOBS, which meant that all other signs had to come down for CICP rentals, so only IGA and BOBS went up because they were the sponsors, of the play off games. Just keep in mind that for those games all other signs would have to come down or covered. The only things that can be visible are the source of the CICP. Also you would be surprised the number of complaints Chris gets on that antiqued system. The volume and the neighbors about the noise level. You will have to work with Beth Sabo, because she has been involved.

Gerald Calabritto: maybe a newer system, the sound could be directed, like the lights.

Mr. Guthrie: I can tell you about UCONN, the speakers are so loud. But if you are in the first row of the parking lot, you can’t hear them.

Chris Everone: we were going to upgrade the speaker when we did the bleachers, we just did not have the money. We have looked into it.

Acting Superintendent Tortora; you need to look into the youth sports, we should not be losing money.

Gerald Calabritto: can we pass this budget tonight and then come back when we do have an operating budget. You can work on the numbers.

Acting Superintendent Tortora; we actually have a sur-charge for cleaning the parking lot now. If they don’t want to send a team in the following morning, we can end up paying six people on a Sunday, the cost is astronomical. I think we should approve this and address some of these issues later.

Mr. Guthrie: made a MOTION to accept the transfers, Gerald Calabritto SECONDED. Chairman Paine: any DISCUSSION: No DISCUSSION, all in favor, VOTE passed unanimously.

Garth Sawyer: the green column is contractual increase salaries, standard increases we put in. We bought a few expense accounts down, the revenues we actually lowered to reflect the lose do to the new fields opening.

Mr. Guthrie: Garth this is pretty straight forward, again this is going to have to come back and we will have to revisit based on what the committee decides on rentals. When the committee comes back, Garth and Chris will have to come back with new numbers. So we will know what we have to adjust. This is very preliminary. I make a MOTION to pass the Budget request, SECONDED by Gerald Calabritto, Chairman Paine: any DISCUSBITION: No Discussion: all in favor, motion passed unanimously.
Mr. Guthrie: Chris can you give us an insight to Capitol Improvements?

Chris Everone: the concession stand, knocking the old down and moving it to the right side and the other thing retrofit the stadium lights. Then we should not get complaints from the neighbors.

Gerald Calabritto: asked about adding the turf, if it is five years now, five would make ten. Maybe he should think about putting in for the last year.

Chris Everone: I am running into seam separation already. I am getting a company to come in and fix it.

George Monahan: If is part of the concession rebuild, you are also planning on nee bathrooms in that building.

Mr. Guthrie: Will it be corporate into one building?

Chris Everone: yes, it will be in one building. The space is big enough.

Chairman Paine: in the same spot?

Chris Everone: no, I want to move it over to the right on the grass area. It will be out of the way.

Chairman Paine: any more questions?

Acting Superintendent Tortora: asked for a MOTION

Chairman Paine: we did it already

Mr. Guthrie: left at 7:50 PM
Food Service:

Acting Superintendent Tortora: Alan really had a good year reducing expenditures. Certainly having a retiree and the position that was just posted reorganizing.

Garth Sawyer: what we did for revenue, we took number of days served and figured the number of days left. We came up with what we fell is a very accurate figure for the schools and the state. Going from yellow to the blue, we are looking at a small reduction based on the original estimates for free and reduced lunch.

Alan: on the revenue side I would like to add, we are doing a lot of different things. Our fresh sandwich line is popular, we had to change and make it two full sandwich lines at the High School. We also opened something half way through the year we call a grilling station. Where a teacher or student they know all the food is grilled freshly, before the come down. Like if a teacher wants to wait you can get a pastrami and cheese like if you went into a dinner. So our income has steady been up a couple hundred dollars a day. If you do the math it very simple. We operate 180 days that’s thirty something dollars. I wish Mark was here so I could explain the coke a cola thing. Mr. Tortora mentioned that when coke a cola gave our football team four or five thousand dollars a couple of years ago. It cost us tremendously, because I ended up having to take coke in for awhile. There are now very strong regulations against the use of coke. If the machines are not operating during café time all those funds have to be given to the school or administration. Coke a cola has a very good merchandising staff; they know how to put the smoke screen in front of you. But as George mentioned, no one remembers the three days of hell the Superintendent of Milford went through for having those coke machines in the school and that’s not over yet. This had a lot to do with Jodi Rell not signing that bill. Back to the budget, all my schools are doing well, elementary are strong; some are not doing what I want. I think we have to make more visitations to those schools and get the participation up. We are also dealing at this point with something called the—policy, which Eric and Ray are aware of; this will be law July 1st. It is getting tougher and tougher for a school lunch program to operate. Because we are only going to be able to serve healthy foods. If I can’t give the kids French fries during school, they will just get twice many on the way home, and healthy meals don’t sell. We have always served healthy meals at our elementary level. We are trying to enhance the amounts of fresh fruits available. So the children start learning to have that choice.

Eric Murillo: Is the food served in the High School healthy?

Alan Belchak: It is healthy; it was the presentation and the manner the way we changed the presentation. We have two sub ways lines, which have increased the participation; we also have more students going to the High School. We have large bowls of fruit, so it is healthy. The elementary program has always been a very simple program. We have
enhanced it to the point where it is like being at the Middle or High School. But because of the way they were build, most of the cafeterias were put into gyms. It would be very costly to change them over. We would also have to renegotiate with unions and have different things. The larger facilities Carrigan, Bailey and the High School. Is where we try to get most of our income from and those are the ones we sell additional snacks. Elementary students don’t really have the ability to make a choice.

Garth Sawyer: on the expenditure side, we had some reorganization. One position that was not filled, but will be filled shortly. Food purchases;

Alan Belchak: The food purchase is 40% of the budget. That is the cost of the food that is served in all the schools. By making the food healthier the cost has gone down.

Raymond Collins: The cafeteria workers, you took a twenty thousand dollar hit and we are going to do another next year.

Garth Sawyer: yes, that is the 3 percent increase, we under budget last May. Go into the blue column that is a better representation.

George Monahan: Alan, last year you shared with us some of the food produces that I thought was very enlightening, because you bought the cheese and burgers through the government. You gave some examples of what it cost. Maybe you could rephrase that for some of the new members.

Alan Belchak: Federal law, the United States agriculture department is the one who purchases the cheese, hamburgers, and chicken. They take these commodities and convert the dollar amount into a produce, at a lower cost then what is would be on the open market. We do a lot of double cheeseburger plates at the Middle and High School. The reason we can afford to do it at the price we do, is because we buy a case of cheeseburgers for $3.60, we don’t pay for the hamburgers we pay for the delivery cost. We serve pizza on Fridays; every ounce of cheese on that pizza is funded by the federal government. A portion of our budget is with the USD commodities. That’s why food cost runs around 40%. Other wise it would be much higher, the feds allocate to 10 cents per meal, so I would say we roughly get eighty thousand dollars a year. Right now I am figuring out how many pieces of pizza I will need for next year. So I can tell them how much cheese I will need. Land of lakes makes the cheese and Tyson makes the chicken.

Mackrille was so excited that had 100 rating in their school. That is an incredible thing. They shared it with the principal. By law the cafeteria we have to post our health inspection. I have had parents call me already. I noticed that your girls were not wearing a hair net. So I come up with something like they were not serving meals at that point.
Acting Superintendent Tortora: we go through compliance review. Alan has done fairly well in all our schools.

Garth Sawyer: back on track: other in expense comes up in insurance, we based budget expenditure increase, and this time of year we take how many employees we have in food service and price it out with the cost of benefits. This year Alan had a few employees change and some new employees come in.

Raymond Collin made MOTION to accept transfers Gerald Calabritto
SECONDED Motion: Chairman Paine: any Discussion: No Discussion, all in favor, VOTE passed unanimously.

Gerald Calabritto: based on the same premise Bobby used on the stadium budget. That we have to submit to the Mayor by a certain date. I make a MOTION to approve the budget, SECONDED by Raymond Collins, Chairman Paine: any Discussion: No Discussion: all in favor, VOTE passed unanimously.

Chairman Paine: what will you are looking for in Capitol Improvement.

Alan Belchak: My two trucks are getting old and I would like to convert the two lines at the High School. Thanked Neil and Paul for all their help.
Ice Rink:

Acting Superintendent Tortora: Harry actually had a banner year for public skating. Just like the stadium the Rink has the food concession stand coming up.

Garth Sawyer: again look at the yellow column. We had a change in the custodial staff, someone bid out and the person bidding in was actually at a higher step and also increased the health benefits. The person bidding out was a single; the person coming in was family. Those two line items had changes. Again electricity is problematic. Overtime increase due to girl’s hockey

Harry Conlan: they skate from 6:00 to 7:00, which means bring a person in an hour earlier. Also Notre Dame there is no way around that.

Garth Sawyer: Public skating is having a great year. Rink rental is also up from what we projected. Skate Rental is under bid; it goes out every two years. We will be bidding out the concession stand. Game rentals are also up. Pay phone

Harry Conlan: the phone company came and took the pay phone out, I called and had it put back in.

Garth Sawyer: basically that is how things are working right now.

Mark Palmieri: asked about the advertising expense

Harry Conlan: we advertise the public skating, in the paper and sending flyer home with the students. I sent out a coupon a dollar off. It has really paid off. Plus people like knowing when it is schedule. The problem before was it was never consistent, people never knew from week to week.

Neil Cavallaro: my daughter loves to go, what happen through the years was, one Sunday they would have it and the next they would not.

Garth Sawyer: now that Harry has the Rink running on a schedule, it is bringing in more business. The current person at the concession stand does plan on coming back.

Raymond Collins MOTION to accept transfers for Ice Rink, George Monahan SECONDED the MOTION. Chairman Paine: Discussion: No Discussion: Vote passed unanimously.
Gerald Calabritto: Based on the same premise of the other two I MOTION to approve the Rink Budget: Motion SECONDED by Raymond Collins: Chairman Paine: Discussion: No Discussion: Vote passed unanimously.

Capitol Improvement:

Harry Conlan: Will be asking for, Water tower needs to be replaced, Zamboni is 12 years old. We need a new one.

Gerald Calabritto: asked if the zamboni had any trade in value.

Harry Conlan: we have the old one in the garage that I would like to get rid of it runs on gas,

Chairman Paine: you still have the original one?

Harry Conlan: yes, the new ones run on propane. It would be about nine thousand to fix. I could buy a new one for about fifteen thousand.

Chairman Paine: asked if there is another company other then zamboni now.

Harry Conlan: yes

George Monahan: are you still using water treatment on refrigeration

Harry Conlan: yes

George Monahan: so that would help with a new water tower as well. Because you had no water treatment for many years.

Chairman Paine: you also have a new agreement with the UI Company.

Harry Conlan: I contacted the UI Company a couple of months ago, because I saw an ad in the paper about reducing electric bill. They came in; they did an assessment of the Rink. They will fund 50% of putting the ceiling in. it cost thirty nine thousand nine hundred dollars to put it in and they are going to pay half. It will take about five days to put it in. I don’t have to close. East Haven is doing it right now. So I am waiting and then I am going out to check it out.

George Monahan: brief up date on heating and down time

Harry Conlan: I thought about street hockey, a lot of them want to do roller blading. I still plan on the flea market. I want to try the flea market for four weeks and give a try. 10 to 12 weeks down.
George Monahan: we asked you to check into banner and such.

Harry Conlan: that is the one thing I still need to do.

Chairman Paine asked for a MOTION to adjourn
MOTION was made by Raymond Collins and SECONDED by Gerald Calabritto
Motion passed unanimously
Meeting Adjourned at 8:45 PM

Respectfully submitted,
Rose McDonnell
Board Clerk