WEST HAVEN BOARD OF EDUCATION MINUTES
December 16, 2013
Regular Board Meeting
Board of Education Meeting Room

The Regularly Scheduled Meeting of the Board of Education was held in the Board of Education Meeting Room, City Hall, 355 Main Street, West Haven, Connecticut on December 16, 2013. The meeting was called to order by Patricia Libero, Chairwoman of the Board of Education at 7:00 p.m. The meeting opened with a pledge to the flag.

BOARD MEMBERS
IN ATTENDANCE:
Patricia Libero, Chairwoman
James W. Morrissey, Vice Chair
Betsy Davis, Secretary/Treasurer
Patrick Egolum
Robert Guthrie
Rosa Richardson
Rosemary Russo
Cebi Waterfield

BOARD MEMBERS ABSENT:
Mark Palmieri

ADMINISTRATORS PRESENT:
Neil Cavallaro, Superintendent of Schools
Anne Druzołowski, Assistant Superintendent
David Cappetta, Director of Finance
Matt Cavallaro, Grant Manager Internal Auditor

CITY OFFICIALS PRESENT:
Mayor Edward M. O’Brien

STUDENT REPRESENTATIVES
PRESENT:
Catherine DePino
Jesus Yanez
Chairwoman Libero welcomed everyone to the December 16, 2013 regular Meeting of the West Haven Board of Education and asked if anyone would like to address the board. Public Portion began at 7:02 PM

B. Public Portion of Meeting

Louise Martone, 4 Big Spruce Lane, West Haven, CT. Ms. Martone asked why the Mayor is sitting in the audience and not up front; usually isn’t there a seat for the Mayor? Superintendent Cavallaro said there should be a seat but he thinks when the new meeting room was set up we couldn’t find the right seating arrangement and we didn’t leave the Mayor out on purpose. We are happy to have him here with us. For those of you who may not know, the Mayor can break a tie vote and be part of any of our discussions so it certainly wasn’t something that was intentional. We will definitely rearrange the room before the next board meeting.

Ms. Martone said she is President of AFSCME Local 2706 representing the Board of Education clerical, custodial and food service employees. She introduced herself to new board members and let them know that their union members are here for them in case you have any questions about what is going on in the schools and how the programs that you crafted are being implemented. As you all know we have been working with the board’s decision to outsource the food service program to Sodexo. During the last board meeting we raised some of the priority issues that we have seen in the school’s cafeteria. Since then some of our issues are in the process of being resolved and we will continue to work with this board on behalf of our members and the children of West Haven.

On behalf of the BOE employees that her local represents she wanted to welcome all of you and to let you know we are looking forward to working with you to insure that every student in West Haven receives a high quality education. She congratulated the board members on their election.

Patricia Fusco, 311 Shingle Hill Rd., West Haven, CT welcomed the new and returning members of the board. The union is here to work with the administration for the betterment of the education system in West Haven. AFT has a push on now to provide a quality education to all children in a public school not just in a private school. Possibly in January she may be coming with forms in support of this for the board members to fill out to support this. She thanked the board and welcomed them.

Public Session ended at 7:10 PM

C. REPORTS
C.1.a. Administration/Status of Schools

Superintendent Cavallaro welcomed Jim, Rosemary and Rosa to their first official board meeting and he thinks they will find we have an open door policy. Neil said he, Anne,
David and all the administrators want them to feel free to ask questions and to go to the schools. He would ask them to let the administrators know if possible because their days are full. There are a lot of really nice things happening in the schools with the holidays coming and the concerts. A strength of ours is to try to get you information as soon as we can. We look forward to working with you over the next two and four years.

Prior to the election we decided to do a new informational book for new board members. You will be able to use this as a reference book when we start talking about evaluation plans, when we start using acronyms and what some of the programs are going on in the schools. We hope to have this completed for you by the next meeting and we hope to make it an annual book to showcase our school and to keep everyone informed.

Chairwoman Libero said she knows this is a lot of work and this is a nice thing to have for everybody.

Yingxian Guo who has been here for many presentations is a special student at WHHS who has been selected as one of only two students to represent CT as a delegate to the United States Senate Youth Group in Washington D.C. from March 8th – 15th. Student Representative Catherine DePino interjected that Ying also was accepted to Yale University. Neil said this is the second year in a row that a student from WHHS has been chosen and that is quite an honor. She is a great all around kid that is involved in just about every activity at the high school. She spearheaded the effort for student government to do the tribute to Sandy Hook School which was very nice. Neil read some of her background information and stated she interns at a New Haven based Law Firm Lynch, Traub, Keefe & Errante where she assists with medical malpractice cases, she interns at Congresswoman Rosa DeLauro’s office and is the captain of the Girls’ Swim Team, Editor of the School Newspaper, Captain of the Yale Urban Debate League and is involved in many other areas. We thought we would invite her to a board meeting after she has had this experience and Neil is sure she will be back for many other awards as well. This is really good news.

Neil said a couple of weeks ago Judy Antignani, Coordinator of Early Childhood and Pre-School Programs informed him that between now and the end of the school year we have approximately 29 students who will be entering our Special Ed Preschool Programs. Judy works hard with all the agencies to find out who is coming into our system. We found out about these new students and have some background on them and what some of the issues are. Once Judy finishes Stefania Izzo-Larry who is an Assistant Director of Special Ed is also going to talk about some of our needs within the Special Ed Department. These are mandatory programs and we are in the process of hiring teachers and possibly some paraprofessionals to aid these children. We will work with the Finance Director and come to you next month to tell you exactly where the money is coming from when we do our mid-year transfers.

When Judy and Stefania finish David Cappetta and Matt Cavallaro will give a mid-year assessment of where we are budget wise. We are now in the process of planning for the next fiscal year and have already received requests from all of the departments. We will
come before you next month with a presentation and a recommended budget that we will ask for your opinions and modifications on before sending it to the Mayor’s Office which is mandated that we get it to him by February 1st.

Judy said our enrollment in Pre-K has blossomed this year. We currently have a total of 26 children diagnosed on the autism spectrum or have characteristics of autism and we have a lot of challenging behavior. Classes are averaging 10 students per class and we have eight AM Pre-K Sessions for three year olds and eight PM sessions; there are 2 at Haley, 2 at Mackrille and all other schools have one preschool. We currently have a total of 153 students for Pre-K and 149 are enrolled and 3 are in the process of registration. Last year in June we had a total of 148 students. In December having 152 already placed we are at maximum capacity and we still have 27 children coming. We are in need of another classroom to meet the needs of these children Neil said we are obligated to educate these students beginning the day they turn three. It is not like you can wait until September like an incoming kindergartener who has turned five. The day they turn three they become our obligation. There was a question and answer period and a further discussion also took place about the shortage of nurses and the fact that they are looking for substitute nurses.

Stefania Izzo-Larry gave an update on the caseloads and noted that there are an increased number of students requiring special education services at Forest School. We have seen an influx of students coming in from birth to three through Pre-K and going up to our K-4 system. We think it would be best at this time if Forest had an additional inclusion teacher so that teachers are grade specific. A further discussion took place. Chairwoman Libero said based on the report given we really do need the support staff for those teachers. The actual handout is attached as Schedule A.

David Cappetta said he and Matt had passed out a copy of the budget to board members. The Year to Date for the current 2013 – 2014 budget is showing we are on track with what we projected. The areas we are keeping an eye on are tuition, insurances, medical and workman’s comp. These areas we pay very close attention to because they fluctuate so much. Everything else as of now is showing on track. There was a question and answer period and a further discussion took place.

Bob Guthrie said a while back we talked about the possibility of making this a read only document on the website for the general public so they can see where we are when you update stuff. Some of this stuff might be posted 30 to 90 days in arrears. Dave said he will send out the secured shared file to the board with the information on how you can access it. Bob asked if there was a way that the public can check it from home if you make it as a read only document. Neil said maybe we can make it like a summary; is there a way to maybe summarize where we are year to date if we take David’s document. Bob said there is certainly a way to do it. Neil said yes and he thinks you want to make it simple maybe just a general summary and then if they had a specific question obviously they can contact any one of us. Bob said then going forward obviously we talk about starting your budget. He knows Dave does a good job with the budget narrative but for the benefit of the general public, the City Council, and the Mayor’s Office, and he
understands the Mayor is here, to let them know what is driving these costs instead of just looking at a brief number and what a line item number covers. He understands we certainly are not going to list names and not going to list specifics but you know roughly what these costs are going to dictate and that is going to be driving an increase coming the next budget year. I think if we can put that out ahead of time instead of people asking us the question why did this go up we can solve the question before it is going to be asked of us. David said sure. Thank you. The budget handout is attached as Schedule B.

C.1.b. Student Representatives Report
Catherine DePino and Jesus Yanez gave a report which is attached as (Schedule C) at the end of the minutes.

C.1.c. Board
Jim Morrissey went to the student’s play, “It’s a Wonderful Life” at the high school last Thursday and they did a great job it was very impressive. He and fellow board member Rosa Richardson went to the CABE Workshop in Rocky Hill last week and as a new board member he found it very informative. They received quite a bit of information in a short period of time. As a new member he looks forward to working with each and every board member, the administration, teachers and students. He looks forward to his next four years on the board. He said weather permitting Bailey students will be doing a sing-a-long at Seacrest at 10:00 AM. He said that Bob Guthrie joined him in visiting Savin Rock School last week where they had a Peaceful Playground Dedication which was very nice. He said being on the board is new to him and he looks forward to working with all the board members during his next four years.

Cebi Waterfield said also at the high school Dave Cinti, Ervin Phillips and Jesse Ridgeway were named to the All SCC Offensive Football Team and Duane Gary was named to the Defensive SCC All Conference Team. DJ, Ervin and Jessie are all former Seahawks so Cebi tries to follow them in their career. Also on the subject of the Seahawks we have received a lot of compliments about our kid’s sportsmanship and behavior while they were in Orlando. The PeeWee Football Players unfortunately ran against two really tough teams from Dallas and North Carolina and lost both their games. Our 9 year old Junior PeeWee Cheerleaders competed against 16 teams across the country and came in second place so they are the National Champion Runner Up. They all did their homework while they were there and had a wonderful time. They were wonderful kids. She wanted to thank the board and all of the kid’s teachers for making this happen. Neil said they really are being treated like celebrities. His son came home and said Dad I have one of the girls in my class so it is really a big deal. Cebi said the level 4 Cheerleaders are broadcast on ESPN and on Christmas Day you will see the Midget Football Team which was not our team and they will be broadcast on ESPN also.

C.1.d. Committee
Chairwoman Libero said there were no committee meetings so we will move forward to approval of the minutes.

D.1. Approval of Minutes
D.1.a. West Haven Board of Education Health & Wellness Committee Meeting held in the Board of Education Meeting Room, City Hall, 355 Main Street, West Haven, CT on November 18, 2013 at 6:15 PM.

D.1.b. 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 November 18, 2013 at 7:00 PM.

D.1.c. Mayor Edward M. O'Brien's Organizational Meeting held in the Harriet North Meeting Room, City Hall, 355 Main Street, West Haven, CT on December 2, 2013 at 7:00 PM.

Chairwoman Libero asked for a motion to approve the minutes D.1.a, D.1.b and D.1.c inclusive
Robert Guthrie made the motion to approve the minutes inclusive
Cebi Waterfield seconded the motion
Discussion: None

All board members present were in favor
Minutes are approved

D.2. Resignations: (Certified)

D.3. Leave of Absence: (Certified)

13-128 Nicole Dery, 70 Holland Lane, East Hartford, CT 06118
Child Rearing Leave
Effective: December 2, 2013 through the remainder of this school year

D.4. New Hire: (Certified)

13-129 Linda Tran, 367 Peck Avenue, West Haven, CT 06516
Math Teacher – Bailey Middle School
Effective: November 25, 2013
Salary: $56,094.83 (Step 8 BS + 60)

Chairwoman Libero asked for a motion to approve items D.3. 13-128 and D.4. 13-129
Robert Guthrie made the motion to approve items 13-128 and 13-129
Patrick Egolum seconded the motion
Discussion: Neil said this is not a new position we finally found the right candidate for this position so we are filling an open position.
All board members present were in favor
Items 13-128 and 13-129 are approved
D.6. New Business

F. Informational

Chairwoman Libero asked for a motion to adjourn.
Cebi Waterfield made the motion
Rosemary Russo seconded the motion
The meeting adjourned at 7:46 PM.

Respectfully submitted,

Marylou C. Amendola
Board Secretary
Request for Special Education Inclusion Teacher – Forest Elementary School

School Comparison Chart *(Based on November 2013 Caseloads)*

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<td>Pageis</td>
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<td>Haley</td>
<td>3 + 2 LL*</td>
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<td>Savin Rock</td>
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*LL= Learning Lab Teachers

Additional Information

Step 4 Teacher Salary (BS) - $39,218.41
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The above table represents the budget for the Board of Education, West Haven, for the fiscal years 2013-2014.
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Budget Board of Education West Haven 2013-2014
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**Schools**
- SAT Required: Yes
- SAT Optional: No
- SAT Recommended: Yes

**Students**
- SAT Participation: High
- SAT Participation Rate: 90%

**Scores**
- SAT Average: 1550
- SAT Range: 1200-1900

**Programs**
- Advanced Placement (AP) Courses: Offered
- Honors Program: Available

**Resources**
- SAT Prep Workshops: Provided
- SAT Tutoring: Available

**Fees**
- SAT Registration Fee: $30
- SAT Test Fee: $50

**Contact**
- SAT Coordinator: Mr. John Smith
- SAT Assistance: 555-5555

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**Board of Education**
West Haven
2013-2014
| Date       | Operation of Plant | Total | Marketing & Sales | Operations & Maintenance | Other Expenses | Repairs & Maintenance | Natural Gas | Electricity | Miscellaneous | Budgeted | Actual | Budgeted | Actual | Budgeted | Actual | Budgeted | Actual |
|------------|---------------------|-------|-------------------|--------------------------|------------------------|------------------|---------------------|-------------|-------------|---------------|----------|--------|----------|--------|----------|--------|----------|--------|
| 4/26/14    | 2013.90             | 512   | 2000.00           | 0.00                     | 363.40                | 0.00             | 0.00                | 0.00        | 0.00        | 0.00          | 0.00     | 0.00   | 0.00     | 0.00   | 0.00     | 0.00   | 0.00     | 0.00   |
| 4/27/14    | 2013.90             | 512   | 2000.00           | 0.00                     | 363.40                | 0.00             | 0.00                | 0.00        | 0.00        | 0.00          | 0.00     | 0.00   | 0.00     | 0.00   | 0.00     | 0.00   | 0.00     | 0.00   |
| 4/28/14    | 2013.90             | 512   | 2000.00           | 0.00                     | 363.40                | 0.00             | 0.00                | 0.00        | 0.00        | 0.00          | 0.00     | 0.00   | 0.00     | 0.00   | 0.00     | 0.00   | 0.00     | 0.00   |

**Budget**

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West Haven
2013-2014
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**Benefits & Fixed Charges**

- Workers Compensation
- Health Insurance: Non-Cert
- LEAP
- Long-Term Care Insurance
- Medicare OTC: Taxes
- Medicare Part B: Taxes
- Social Security
- Unemployment Comp
- Life
- Life Insurance: Certified
- Medicare Hospital Insurance
- Disability Insurance
- Travel - Medical
- Travel - Insurance
- Travel: Comp. & Disb: Travel
- Travel: Comp. & Disb: Admin
- Central Office: Dep. & Cons
- Central Office: Travel

**Budget**

Board of Education

West Haven

2013-2014
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<thead>
<tr>
<th></th>
<th>Maine Maritime Academy Complex</th>
<th>Mariners Credit Union</th>
<th>Residential Helipad</th>
<th>Parking garage</th>
<th>Waterfront</th>
<th>Boathouse</th>
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**Budget**

Board of Education
West Haven
2013-2014
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<tr>
<th>Category</th>
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<tr>
<td>Educational and Supplies Activities</td>
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<tr>
<td>Equipment: Medical Services</td>
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<td>Medical Services: Music/Extrasts</td>
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<td>Medical Services: Support</td>
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<td>Instruction</td>
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<td>Equipment: NonInstructional</td>
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<td>Other Indirect Expense</td>
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<td>Instructonal Media Supplies</td>
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<td>Instruction</td>
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</table>

**Budget**

Board of Education

West Haven

2013-2014
Board of Ed Student Report 12-16-13

Six West Haven High School seniors received immediate acceptance to Albertus Magnus College last week when the WHHS Counseling Department hosted an On-site Admissions Decision Day with the college. Students were interviewed and received “on the spot” decisions. The students were also recommended for $43,050 in merit-based scholarship money.

Senior Pablo Perez was named the Southern Connecticut Conference’s MVP for Boys Soccer.

Last Friday, December 13th, the WHHS community wore green in remembrance of the victims of the Sandy Hook tragedy one year ago. At 9:30am, a moment of silence was observed and at 2pm, the Student Government dedicated their Sandy Hook Memorial in front of the school. The Student Government engaged in random acts of kindness. Last year, with the "Befriend a First-Grader" program, and this year their first act was raking leaves for elderly neighbors of WHHS a few weeks ago.

Congratulations to the cast and crew of It’s a Wonderful Life. Their performance was amazing and so authentic to the era. Mark your calendars and plan to attend their production of Willy Wonka in March.

Members of Bel Canto and Camerata performed at the Ronald McDonald Trees of Hope Fundraiser at the Long Wharf Center.

The Mock Trial team defeated Choate to advance to the Semi Finals.

The Peer Advocates and the West Haven Fire Department have partnered for their annual Toys for Joy. There is still time to donate. This toy drive benefits only West Haven families. WHHS is also giving in many other ways – the Spanish Club is collecting coats, the Band is collecting gloves, mittens and scarves for Project Hope.

The West Haven High School Blue Devil Band cordially invites you to their annual Holiday Concert on this Thursday, December 19th at 7:30pm WHHS Auditorium. The concert is free and open to the public. Nonperishable food items will be collected for WHEAT/Project HOPE Soup Kitchen.

The DECA Winter Wonderland Dance will be held in January this year on the 17th.