

**BOARD OF EDUCATION
WEST HAVEN, CONNECTICUT
AGENDA #08
REGULAR BOARD MEETING**

**May 21, 2018
Board Meeting Room
6:00 PM
Page 1 of 3**

A. Call to Order, Rosemary Russo, Chairwoman of the Board of Education

A.1. Pledge of Allegiance

B. Public Portion of Meeting

Resolved: It shall be the policy of the West Haven Board of Education for individual members, if they so desire, to engage in dialogue with members of the general public during the time allowed on its agenda for public participation.

Dialogue must be confined to information gathering purposes and at no time will individual persons or personnel be the subject of discussion.

It is understood that the Board Members and Administration will be given adequate time to research any inquiry resulting from such dialogue and shall do so on specific direction of the Chair. It will be the authority of the Chair to cut off dialogue at any time it deems feasible.

C. Reports:

C.1.a. Administration/Status of Schools

C.1.b. Student Representatives

C.1.c. Board

C.1.d. Committee

D. Pursuant to Robert's Rules of Order the following questions are subject to the Board's vote without debate. Should a member choose to debate a specific question, he will move to lay the question on the table, and it shall become the first item of New Business. The Board will then vote on the remaining questions.

**BOARD OF EDUCATION
WEST HAVEN, CONNECTICUT
AGENDA #08
REGULAR BOARD MEETING**

**May 21, 2018
Board Meeting Room
6:00 PM
Page 2 of 3**

D.1. Approval of Minutes

D.1.a. The West Haven Board of Education Regular Board Meeting was held in the Board of Education Meeting Room, City Hall, 355 Main Street, West Haven, CT on Monday, May 7, 2018 at 6:00 PM.

D.2. Resignations: (Certified)

18-24 Debra A. Suraci, Art Teacher – WHHS

Effective: June 30, 2018

Reason: Retirement

18-25 Marianne Hartnack, Special Ed Teacher - SRCS

Effective: June 30, 2018

Reason: Retirement

18-26 Patricia C. Thompson, Art Teacher – WHHS

Effective: June 30, 2018

Reason: Retirement

18-27 Rebecca Jennings, Special Ed Teacher – Mackrille

Effective: June 18, 2018

Reason: Relocation

D.3. New Hire: (Certified)

D.4. New Business

18-28 Approval of the Second Year Grant Package

Program Enhancement Project – July 1, 2018 – June 30, 2019

Move To Approve

18-29 Approval of the WHHS Annual Band Tour to Universal Studios in Orlando, Florida for approximately 20 students accompanied by chaperons from July 1st – July 5th, 2018

Move To Approve

**BOARD OF EDUCATION
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6:00 PM
Page 3 of 3**

D.4. New Business (Continued)

18-30 Approval of Online Fundraising Campaigns – Crowdfunding – Policy #3281.2

Move To Approve

F. Informational

- F.1.** Attached listing of summer school Special Ed staff for Savin Rock School.
- F.2.** Correspondence to Nicole Cosgrove and Kim Parlee to continue a job share of the science facilitator position at Haley and Mackrille.
- F.3.** Sandra Burns, paraprofessional Carrigan, retirement letter – April 23, 2018
- F.4.** Cheryl Mongillo, 33 Cherry Lane, West Haven, CT 06516
Six Hour Production Worker – Bailey Middle School
Salary: Step 6
Effective: May 7, 2018
- F.5.** Susan Jayne, 12 Month Secretary Central Office, retirement letter – June 30, 2018
- F.6.** Carissa Anastasio Involuntary Transfer to Special Ed Teacher - Bailey
- F.7.** Daniel Shine Involuntary Transfer to Technology Education Teacher – Bailey
- F.8.** Michael Martin Involuntary Transfer to Technology Education Teacher - WHHS
- F.9.** Michelle Ruiz, 4 Albion Avenue, West Haven, CT 06516
Four Hour Production Worker – Bailey Middle School
Salary: Step 1 \$8,630.21
Effective: May 14, 2018
- F.10.** Tanya Dana Voluntary Transfer to Special Education Teacher (Inclusion) – Mackrille
- F.11.** Jennifer Gonzalez Voluntary Transfer to Special Education Teacher (Self-contained) – Carrigan

5/9/2018

#18-24

Re: Notice of retirement

Dear Mr. Cavallaro,

Please be advised that effective June 30, 2018, I will be retiring from the West Haven public school system. It has been a pleasure and privilege to be able to teach art for the past 39 years to the amazing young people of West Haven.

Sincerely,

Debra A Suraci

Cc: Jolene Barnes, Pam Gardner, Dana Paredes

Marianne Hartnack
35 Mohawk Drive
West Haven, Ct. 06516
jhartnack@snet.net
203 937-8382

#18-25

May 14, 2018

Mr. Neil Cavallaro
Superintendent of Schools
West Haven Public Schools
355 Main Street
West Haven, CT 06516

Dear Mr. Cavallaro,

I would like to inform you of my intent to retire from my current position as a Grade One/Two Special Education Inclusion Teacher at Savin Rock Community School effective June 30, 2018.

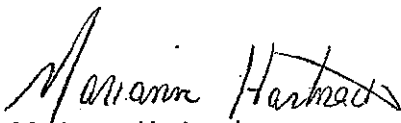
I have enjoyed working with and learning from my colleagues for these past 26 years, and am ready to move on to the next phase in my life.

During the remainder of the school year, I am willing to help in any way to make the transition as smooth as possible. Please let me know if there is anything that you would like me to do.

At this time, I also formally request a written explanation of benefits allowed to me as a retiree from the school system under the current teacher contract.

Again, it has been a pleasure working in the West Haven Public Schools and am proud of my professional association with this fine educational system.

Yours respectfully,



Marianne Hartnack

cc:

Jolene Barnes

Taryn Driend

Kristen Malloy-Scanlon

Nicoletta McMinn

5/14/2018

#18-26

Re: Notice of retirement

Dear Superintendent Cavallaro,

Please be advised that effective June 30, 2018, I will be retiring from West Haven public school system. I have worked with amazing colleagues and it has been a privilege to of had amazing students in my life these past 37 years.

Sincerely,

Patricia C Thompson

Cc: Pam Garner, Dana Paredes, Jolene Barnes, Anthony Cordone

Rebecca Jennings
627 Main Street
West Haven, CT 06516

#18-27

Neil Cavallaro
Superintendent
West Haven Public Schools
355 Main Street
West Haven, CT 06516
May 2, 2018

Dear Mr. Cavallaro,

I am writing to inform you of my resignation from my position as a special education teacher at Mackrille Elementary School, effective June 18, 2018. I will be relocating at the end of the school year which will not allow me to return next school year.

I want to thank you for allowing me to be a part of this school district. I feel lucky to have worked beside such great educators. My students have been my pride and joy over the last few years and watching them grow has been incredibly rewarding.

If you have any further questions or concerns, please do not hesitate to reach out to me at 203-747-9891.

Thank you, and I wish you all the best.

Sincerely yours,



Rebecca Jennings
cc: Judith Drenzek, Principal, Mackrille Elementary School

Second Year Grant Package

#18-28

**Program Enhancement Project
July 1, 2018 – June 30, 2019**



CONNECTICUT STATE
DEPARTMENT OF EDUCATION

**OFFICE OF STUDENT SUPPORTS AND ORGANIZATIONAL
EFFECTIVENESS**

Bureau of Health/Nutrition, Family Services and Adult Education

Application Due: Tuesday, May 22, 2018

WEST HAVEN DEPARTMENT OF EDUCATION

"Schools Committed To Excellence"

#18-29



West Haven City Hall
355 Main Street
West Haven, CT 06516

FIELD TRIP PERMISSION FORM

TO: ASSISTANT SUPERINTENDENT OF SCHOOLS

FROM: West Haven High School (SCHOOL)
(PLEASE PRINT)

THE Band GRADE/CLASS REQUESTS PERMISSION FOR A FIELD TRIP TO Universal Studios

AT Orlando (CITY) Fla (STATE) ON July 1-5

FROM _____ A.M./P.M. TO _____ A.M./P.M.

BRIEFLY STATE UNIT BEING COVERED AND ESSENTIAL QUESTION BEING ADDRESSED:

Annual Band Tour

med. backup info
OK - now attached.

SPECIFY THE ACTIVITIES RELATED TO UNIT:

APPROXIMATELY 20 CHILDREN WILL PARTICIPATE IN THIS FIELD TRIP. If trip is out of state: attach a list of names of all participating students. ✓ attached.

THEY WILL BE ACCOMPANIED BY Marcella, Ferrero
(NAMES OF ADULT SUPERVISORS)

WE SHALL PROVIDE FOR THE FEW CHILDREN WHO MAY NOT BE ABLE TO AFFORD THE FEE; AND ANY SPECIAL ACCOMMODATIONS REQUIRED BY SECTION 504 OF THE REHABILITATION ACT OF 1973. THE WEST HAVEN BOARD OF EDUCATION WILL NOT INHERIT ANY COSTS OF THE FIELD TRIP. IT IS CLEARLY UNDERSTOOD THAT PERMISSION SLIPS WILL BE OBTAINED FROM PARENTS OF PARTICIPATING CHILDREN AND APPROVAL FOR THIS FIELD TRIP IS CONDITIONAL * UPON SUCH ISSUANCE.

Teacher: [Signature] Ms. Marcella Funding Source: MSA (Student)

Instructional Leader: [Signature] (Dana Paredes)

Subject Area Coordinator: _____

Assistant Superintendent: [Signature] (Anne Druzolowski)
(SIGNATURE)

CENTRAL OFFICE

APPROVED NOT APPROVED Reason: Pending BOE approval

Kathy Card

From: Cassandra Marcella
Sent: Tuesday, April 24, 2018 2:43 PM
To: Kathy Card
Cc: Yvonne Corrado; Dana Paredes
Subject: Fwd: WHHS Band Tour

Tour members attached ✓

#16-31 are students. All others are families, alumni, and adults.

I'll send a digital copy of the tour flyer. ~~attached~~

We are staying on site at Universal Studios with a park hopper pass.

Daily Agenda:

8am: Morning Meeting
2-3pm: Dailey Check In
11:30pm: Room Check

Cassandra K. Marcella ('95)
Assistant Director of Bands
Carrigan Intermediate School
Director of Bands
Department Head, Fine Arts
West Haven High School
(203) 937-4360 ext. 7208
cassandra.marcella@whschools.org
www.bluedevilband.net

----- Forwarded message -----

From: "Cassandra Marcella" <withprideii@aol.com>
Date: Tue, Apr 24, 2018 at 2:34 PM -0400
Subject: WHHS Band Tour Members
To: "Cassandra Marcella" <Cassandra.Marcella@whschools.org>

CAUTION: The e-mail below is from an external source. Please do not open attachments or click links from an unknown or suspicious origin.

1	AC	EL-BAKRI	CHRISTINE
2	AC	NACCA	LORI
3	AD	JOYCE	JENNIFER
4	AD	PETRILLO	ISABELLA
5	AD	PETRILLO	MEREDITH
6	AD	PETRILLO	HANNAH
7	AE	WOYCHOWSKI	JILLIAN
8	AE	WOYCHOWSKI	JUSTIN
9	AE	WOYCHOWSKI	JUSTIN JR
10	AF	WARREN	AMY
11	AF	WARREN	JOSEPH
12	AF	WARREN	EMMA
13	AF	WARREN	SAM
14	AG	GIAQUINTO	TYLER
15	AG	GIAQUINTO	GINA
16	F	BARABAS	HAILEY
17	F	BURROWS	MIRANDA
18	F	GARCIA	CYNTHIA
19	F	MAGANA	BETSY
20	F	MARINDUQUE	ARIELLE
21	F	VILLANUEVA	GABRIELLA
22	F	WILITTE	MAKENNA

24	M	AL-BAKRI	RIYAD
25	M	COLLINS	MATTHEW
26	M	GRUBER	KILLIAN
27	M	LANZIERO	DANIEL
28	M	OBRIEN	DAVID
29	M	RAMIREZ	JASON
30	M	SKEENS	CHRISTOPHER
31	M	ZAYAS	RICHARD
32	X	DAMATO	PASQUALE
33	X	FERRIOLO	RALPH
34	Y	CUNNINGHAM	CASSANDRA
35	Y	MARCELLA	DANIELLE
36	Z	FERRIOLO	JASON
37	Z	FERRIOLO	DEANNA
38	Z	FERRIOLO	JASON JR
39	Z	FERRIOLO	MACKENZIE

Cassandra K. Marcella
Private Instrumental Music Instruction
Sax 1 Productions
(203) 314-1634

(Sent from my iPhone)

WHHS BAND TOUR 2018

July 1-5



- *Roundtrip Airfare to/from Orlando, Florida
- *Motor coach transportation to/from airports and hotel
- *4 nights accommodation at Portofino Bay Resort
- *4 Day Park-to-Park Pass to Universal Studios, Islands of Adventure, and Volcano Bay
- *Gratuities and a Tour T-Shirt

Cost Per Person

Band...\$1150 Quad...\$1200 Triple...\$1250 Double...\$1350

Payment Dates/Amounts

Oct 12.....Nov 16....Dec 21....Jan 18....Feb 15....Mar 22....Apr 13....May 17

\$150 per month thru April. Balance, if any, will be paid in May

Credit cards may be used with a 3.5% fee per payment

All payments are non refundable and trip cancellation insurance is available and recommended



Mt Carmel Travel – 2985 Whitney Avenue – Hamden, CT – (203) 281-4316
Ralph @ (203) 215-4192

#18-30

Approval of Online Fundraising Campaign – Crowdfunding – Policy #3281.2



WEST HAVEN DEPARTMENT OF EDUCATION

"Schools Committed to Excellence"

P.O. Box 26010, West Haven, Connecticut 06516
Telephone 203-937-4333 Fax (203) 937-4312

PUPIL SERVICES DEPARTMENT

JOSEPH LUCIBELLO, *Director*
KAREN LAFO, *Assistant Director*
JAMES TURCIO, *Assistant Director*

To: Neil Cavallaro, Superintendent of Schools

From: Joseph Lucibello, Director of Pupil Services

Date: May 10, 2018

Re: Summer School Staff at Savin Rock School

I am recommending the following staff for the Summer School Special Education program at Savin Rock School.

Director:

Christina Decrescenzo

Nurse

Gail Curren

Certified Staff

- | | | |
|-------------------------|------------------------|------------------------|
| 1. Stapleton, Casey | 16. Sweet, Britany | 31. Jones, Sara |
| 2. Carden, Tia | 17. Deninger, Melanie | 32. Weissman, Kathleen |
| 3. Blake, Erin | 18. Sampietro, Linda | 33. Wyskiel, Karen |
| 4. Bruneau, Elizabeth | 19. Plant, Lynn | 34. Wendt, Allison |
| 5. Goldberg, Greg | 20. Worroll, Kayla | 35. Adams, Lauren |
| 6. Hildenbrant, Brian | 21. Chima, Augustina | 36. Clark-Peal, Alyssa |
| 7. Mondo, Jo-Ann | 22. McQueeney, Kerry | 37. Kaczynski, Kara |
| 8. McNabb, Cheryl | 23. Yaworski, Lauren | 38. Rizzuto, Michelle |
| 9. Morgan, Donna | 24. Lonsdale, Michelle | 39. Callahan, Michelle |
| 10. Torre, Joseph | 25. Pisano, Joseph | 40. Healy, Glenn |
| 11. Sacramone, Emma | 26. Hanson, Kelly | 41. Morrissey, Caitlin |
| 12. Sasso, Lauren | 27. Stefura, Carol | 42. Russello, Dawn |
| 13. Pierelli, Alexandra | 28. Velleca, Kim | 43. Johnson, Kathleen |
| 14. Comeau, Gina | 29. Domingue, Heidi | 44. Trotman, Cleo |
| 15. Amendola, Tracy | 30. Kachmar, Deborah | 45. Maus, Donna |
| | | 46. Wentworth, Anne |
| | | 47. McDermott, Brian |

R/L

Speech and Language Pathologist

Caitlin Dougherty
Latisha Gayle

Paraprofessionals

- | | | |
|-----------------------------|-------------------------|----------------------|
| 1. Dini, Georgiana | 23. Berretta, Richelle | 46. Lewis, Andrea |
| 2. Potter, Susan | 24. Scott, Kathy | 47. Romano, Rosemary |
| 3. Liscio, Lisa | 25. Zwack, Mary | 48. DeRosa, Lisa |
| 4. Salvati, Nancy | 26. Russello, Cynthia | |
| 5. Spagone, Peggy | 27. Vaughn, Susan | |
| 6. Bova, Suzanne | 28. Dorman Kellie | |
| 7. Toole, Laura | 29. Barnes, Sandra | |
| 8. Kinman, Cheryl | 30. Richetelli, Darlene | |
| 9. Turner, Heidi | 31. Cardona, Katrina | |
| 10. Chudoba, Karen | 32. Alvarez, Eduardo | |
| 11. Dorman, Kathy | 33. Turcotte, Rosemary | |
| 12. Stutzman, Pamela | 34. Piccolo, Joan | |
| 13. D'Angelico Dianna | 35. Leum, Deborah | |
| 14. Siegel, Lisa | 36. Thayer, GERALYN | |
| 15. Moore, Richardine | 37. Griffin, Brett | |
| 16. Cangiano, Suzanne | 38. Iannone, Lisa | |
| 17. Decrescenzo, Jill | 39. Smith, MaryBeth | |
| 18. Cunningham,
Danielle | 40. Donovan, Amy | |
| 19. Werle, Elizabeth | 41. Pastore, Lori | |
| 20. Clifford, Robin | 42. Esposito, Deborah | |
| 21. Colon, Evelyn | 43. Altieri, Lisa | |
| 22. Brown, Judy | 44. Quagliani, Tracey | |
| | 45. Marsh, Fay | |

Med Techs:

- 1 Pedersen, Deb
- 2 Kelsey-Predom, Elisa

WEST HAVEN PUBLIC SCHOOLS




"Schools Committed to Excellence"
P. O. Box 26010
West Haven, Connecticut 06516
Telephone: (203) 931-6825 Fax: (203) 937-4319

Jolene Barnes
Personnel Director
jolene.barnes@whschools.org

8 May 2018

MEMORANDUM

TO: Nicole Cosgrove
Kim Parlee

FROM:  Jolene Barnes, Personnel Director

SUBJECT: Job Share

Your request to continue a job share of the science facilitator position at Haley and Mackrille Schools has been granted for the 2018-2019 school year.

You are entitled to half the sick and personnel days for the 2018-2019 school year.

Please feel free to contact me with any questions you may have.

Cc: Neil Cavallaro, Superintendent of Schools
Raffaella Fronc, Science/ELL Coordinator
Kristen Scanlon, WHFT Union President
Judith Drenzek, Principal, Mackrille
Amy Jo Palermo, Principal, Haley
Theresa Carlucci, Payroll
Nicoletta McMinn, Benefits
Personnel File
Board Agenda

Jolene Barnes

From: Sandra Burns
Sent: Friday, April 20, 2018 1:44 PM
To: Neil Cavallaro
Cc: Richard Weber; Jolene Barnes; Georgiana Dini; Marilyn Halligan; James Turcio; Sandra51b@aol.com; Nicoletta McMinn
Subject: Retirement

F, 3.

After much thought and prayer, and with great pleasure, I Sandra Burns, give notice of my intention to retire from my position as a paraprofessional as of Monday, April 23, 2018. My obligation as my mothers' sole caregiver is the main reason for my decision. Spending time with her is tantamount at this juncture in our lives.

I wish to take this opportunity to extend my gratitude to all of you for your cooperation, understanding and support during my 22+ years of employment. I would also like to express my appreciation for the opportunity to positively influence the lives of the students at Carrigan through the years. I wish my colleagues and administrators continued and blessed success. My prayers for the entire district as well.

Please consider the environment before printing this email. Only print this email if necessary.

Confidentiality Notice: This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure, or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message.

F.H.

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Jolene Barnes
Personnel Director
jolene.barnes@whschools.org

3 May 2018

MEMORANDUM

TO: Neil Cavallaro, Superintendent of Schools
FROM:  Jolene Barnes, Personnel Director
SUBJECT: Open Six Hour Production Worker
Bailey Middle School

Director of Food Services Meg Kingston would like to recommend the following candidate for the position:

Name: Cheryl Mongillo
Address: 33 Cherry Lane
West Haven, CT 06516
Position: Six Hour Production Worker
Location: Bailey Middle School
Annual Salary: Step 6
Effective: May 7, 2018

Cc: Meg Kingston, Director of Food Services
Robert Bohan, Principal
Matthew Cavallaro, Finance Director
Teresa Heaney, AFSCME Local 2706 President
Sarah White, UPSEU President
Theresa Carlucci, Payroll Coordinator
Nicoletta McMinn, Benefits Coordinator
Board Agenda/Informational
Personnel File

F.S.

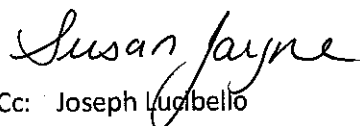
Neil Cavallaro
Superintendent of School
West Haven, CT 06516

Dear Neil,

Please accept my letter of retirement. My last day will be June 30, 2018.

Thank you sincerely,

Susan Jayne



Cc: Joseph Lucibello
Jolene Barnes

RECEIVED
MAY 04 2018
SUPERINTENDENT'S OFFICE

WEST HAVEN PUBLIC SCHOOLS



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P. O. Box 26010

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Telephone: (203) 931-6825 Fax: (203) 937-4319

Jolene Barnes
Personnel Director
jolene.barnes@whschools.org

7 May 2018

MEMORANDUM

TO: Carissa Anastasio

FROM:  Jolene Barnes

SUBJECT: *Involuntary Transfer*

Sent formal notification via Email

At the close of this school year you are being displaced from your current position at West Haven High School. After your review of the available openings at this time, effective August 23, 2018, you are being transferred to:

Special Education Teacher at Bailey Middle School

Best wishes in your new assignment.

Cc: Neil Cavallaro, Superintendent of Schools
Pamela Gardner, Principal, WHHS
Joseph Lucibello, Director of Pupil Services
Robert Bohan, Principal, Bailey
Kristen Scanlon, WHFT Union President
Theresa Carlucci, Payroll
Board Agenda/Informational
Personnel File

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Jolene Barnes
Personnel Director
jolene.barnes@whschools.org

15 May 2018

MEMORANDUM

TO: Daniel Shine

FROM:  Jolene Barnes

SUBJECT: *Involuntary Transfer*

Sent formal notification via Email

Effective the new school year 2018-2019 you are being transferred to the position of:

Technology Education Teacher at Bailey Middle School

Please contact Principal Robert Bohan regarding the specifics of your assignment.

Cc: Neil Cavallaro, Superintendent of Schools
Pamela Gardner, Principal, WHHS
Robert Bohan, Principal, Bailey
Kristen Scanlon, WHFT Union President
Theresa Carlucci, Payroll
Board Agenda/Informational
Personnel File

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Jolene Barnes
Personnel Director
jolene.barnes@whschools.org

15 May 2018

MEMORANDUM

TO: Michael Martin

FROM:  Jolene Barnes

SUBJECT: *Involuntary Transfer*

Sent formal notification via Email

Effective the new school year 2018-2019 you are being transferred to the position of:

Technology Education Teacher at West Haven High School

Please contact Principal Pamela Gardner or Assistant Principal John DellaCamera regarding the specifics of your assignment.

Cc: Neil Cavallaro, Superintendent of Schools
Pamela Gardner, Principal, WHHS
Robert Bohan, Principal, Bailey
Kristen Scanlon, WHFT Union President
Theresa Carlucci, Payroll
Board Agenda/Informational
Personnel File

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F. G.

Jolene Barnes
Personnel Director
jolene.barnes@whschools.org

8 May 2018

MEMORANDUM

TO: Neil Cavallaro, Superintendent of Schools

FROM: Jolene Barnes, Personnel Director

SUBJECT: Open Four Hour Production Worker
Bailey Middle School

Director of Food Services Meg Kingston would like to recommend the following candidate for the position:

Name: Michelle Ruiz
Address: 4 Albion Ave
West Haven, CT 06516
Position: Four Hour Production Worker
Location: Bailey Middle School
Annual Salary: Step 1 \$8,630.21
Effective: May 14, 2018

Cc: Meg Kingston, Director of Food Services
Robert Bohan, Principal
Matthew Cavallaro, Finance Director
Teresa Heaney, AFSCME Local 2706 President
Theresa Carlucci, Payroll Coordinator
Nicoletta McMinn, Benefits Coordinator
Board Agenda/Informational
Personnel File

WEST HAVEN PUBLIC SCHOOLS

F.10.



"Schools Committed to Excellence"

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Jolene Barnes
Personnel Director
jolene.barnes@whschools.org

16 May 2018

Tanya Dana
Pagels School

Dear Tanya:

Sent via Email

Your request for a voluntary transfer has been granted. Your new assignment which is **Special Education Teacher (Inclusion)** at Mackrille School will be effective the 2018-2019 school year.

The contract between the West Haven Federation of Teachers and the West Haven Board of Education under section 54 (F) states that:

"Any teacher who applies for and is awarded a transfer must accept by the close of the second school/business day after the date of notification, otherwise it is deemed rejected. All notices shall be in writing."

Therefore, in order to accept the transfer, a signed copy of this letter must be returned to me no later than Friday May 18, 2018. A signed email copy is acceptable. Please retain a copy for your records.

Sincerely,

Handwritten signature of Jolene Barnes in cursive.

Jolene Barnes
Personnel Director

Cc: Neil Cavallaro, Superintendent of Schools
Joseph Lucibello, Director of Pupil Services
Gary Palermo, Principal
Judith Drenzek, Principal
Theresa Carlucci, Payroll
Kristen Scanlon, WHFT Union President
Board Agenda/Informational
Personnel File

I am accepting the voluntary transfer to **Special Education Teacher (Inclusion)** at Mackrille School effective the new school year 2018-2019.

Handwritten signature of Tanya Dana in cursive, written over a horizontal line.

Signature

5/16/18
Date

WEST HAVEN PUBLIC SCHOOLS



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P. O. Box 26010

West Haven, Connecticut 06516

Telephone: (203) 931-6825 Fax: (203) 987-4319

P. 16

Jolene Barnes
Personnel Director
jolene.barnes@whschools.org

16 May 2018

Jennifer Gonzalez
Carrigan Intermediate School

Dear Jennifer:

Sent via Email

Your request for a voluntary transfer has been granted. Your new assignment which is **Special Education Teacher (self-contained)** at Carrigan Intermediate School will be effective the 2018-2019 school year.

The contract between the West Haven Federation of Teachers and the West Haven Board of Education under section 54 (F) states that:

"Any teacher who applies for and is awarded a transfer must accept by the close of the second school/business day after the date of notification, otherwise it is deemed rejected. All notices shall be in writing."

Therefore, in order to accept the transfer, a signed copy of this letter must be returned to me no later than **Friday May 18, 2018**. A signed email copy is acceptable. Please retain a copy for your records.

Sincerely,

Jolene Barnes
Personnel Director

Cc: Neil Cavallaro, Superintendent of Schools
Joseph Lucibello, Director of Pupil Services
Richard Weber, Principal
Theresa Carlucci, Payroll
Kristen Scanlon, WHFT Union President
Board Agenda/Informational
Personnel File

I am accepting the voluntary transfer to **Special Education Teacher (self-contained)** at Carrigan Intermediate School effective the new school year 2018-2019.

Signature

5/17/18

Date