

**BOARD OF EDUCATION
WEST HAVEN, CONNECTICUT
AGENDA #09
REGULAR BOARD MEETING**

**June 3, 2019
Board Meeting Room
6:00 PM
Page 1 of 4**

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

Dr. Anne Druzolowski presentation 2017 - 2018 Data Highlights

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.

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D.1. Approval of Minutes

D.1.a. The West Haven Board of Education Regular Board Meeting was held in the Board's Meeting Room, City Hall, 355 Main Street, West Haven, CT on Monday, May 20, 2019 at 6:00 PM.

D.2. Resignations: (Certified)

19-26 Carol Stefura, Elementary Teacher, Grade 4 - Pagels School
Effective: June 30, 2019
Reason: Retirement

19-27 Merle Stevens, Dept. Head English – West Haven High School
Effective: June 30, 2019
Reason: Retirement

19-28 Terri Shaw, Literacy Teacher – Pagels School
Effective: June 30, 2019
Reason: Retirement

D.3. New Hire: (Certified)

19-29 Erica Durazzo, 88 Andover Drive, Milford, CT 06460
Position: Grade 3 Teacher – Savin Rock Community School
Salary: \$41,232.00 Step 1 BS
Effective: August 26, 2019

19-30 Jill Grego RN, 29 Colonial Boulevard, West Haven, CT 06516
Position: Nursing Supervisor
Salary: Step 5 \$51,515.00 + Stipend
Effective: TBD

19-31 Camdyn Morgillo, 30 Yates Street, West Haven, CT 06516
Position: Health/P.E. Teacher – West Haven High School
Salary: Step 1 BS \$41,232
Effective: August 26, 2019

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D.4. New Business

19-32 Approval of the Connecticut State Department of Education Addendum to Agreement for Child Nutrition Programs (ED-099) Healthy Food Certification Statement; Consideration 2 – Exemption for Food Items

Move to Approve

19-33 West Haven Board of Education and Sodexo Operations, LLC AMENDMENT (3rd Renewal)

Move to Approve

F. Informational

F.1. Retirement letter from **Joseph A. Iuteri**, Building Manager – Seth Haley School effective June 30, 2019

F.2. Tennesa Perez-Hernandez, 32 Nacca Road, West Haven, CT 06516
Production Worker/Cashier – St. Lawrence School
Salary: Hourly Rate \$13.74
Effective: May 23, 2019

F.3. Retirement letter from **James Freda**, Building Manager – Bailey Middle School effective June 30, 2019

F.4. Retirement letter from **Lucille Blakeslee**, Asst. Custodian 3–8 – Bailey Middle School effective June 30, 2019

F.5. Voluntary transfer letter to **Patrick Toole**, Special Education Kindergarten Teacher - Bailey Middle School effective the 2019-2020 school year

F.6. Voluntary transfer letter to **Kathleen Freel**, Social Studies Teacher - Bailey Middle School effective the 2019-2020 school year

F.7. Voluntary transfer letter to **Joseph Latella**, Physical Education Teacher - West Haven High School effective the 2019-2020 school year

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F. Informational (Continued)

- F.8.** Retirement letter from **David Forsyth**, Building Manager – Forest Elementary School effective June 30, 2019
- F.9.** Retirement letter from **Adeline O'Connor** Paraprofessional – Seth Haley Elementary School effective June 30, 2019
- F.10.** Retirement letter from **Joy Parniawski** Paraprofessional – Seth Haley Elementary School effective June 30, 2019
- F.11.** Retirement letter from **Walter Lessandrini**, Tradesmen/Plumber – Molloy effective June 30, 2019
- F.12.** Successful Bid **Patricia Marinos**, Assistant Building Manager 2:30 PM – 10:30 PM - Pagels School effective June 17, 2019
- F.13.** Retirement letter from **David P. Salzo**, Assistant Custodian 2:30 PM – 10:30 PM - Bailey Middle School effective June 30, 2019
- F.14.** **Monica Skakaxz RN**, 19 Cowpen Road, West Haven, CT 06516
School Nurse TBD
Salary: Step 2 \$44,074.47
Effective: May 23, 2019
- F.15.** Retirement letter from **Linda DellaValle**, 7 Hour Cook – Bailey Middle School
Effective: June 30, 2019

Marylou Amendola

From: Jolene Barnes
Sent: Friday, May 24, 2019 9:14 AM
To: Neil Cavallaro
Cc: Tamara Mursko; Marylou Amendola; Gary Palermo; Theresa Carlucci; Nicoletta McMinn; Matthew Cavallaro; Kristen Malloy
Subject: FW: Retirement
Importance: High

#19-26

From: Carol Stefura
Sent: Friday, May 24, 2019 9:06 AM
To: Jolene Barnes
Subject: Retirement

Jolene,

It is now official, yesterday my retirement papers were overnighted to the state and they will receive them today. I will retire as classroom teacher at Alma E. Pagels at the end of the 2018-2019 school year.

Carol Stefura

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.

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#19-27

May 2019

Dear Mr. Cavallaro,

Please accept this letter as notification of my retirement effective June 30, 2019. I only wish I could have taught in West Haven 50 more years!
Thank you.

Respectfully,

Merle Stevens
195 Richards Street
West Haven CT 06516

#19-28

May 29, 2019

Neil C. Cavallaro
Superintendent of Schools
City of West Haven, CT

Neil,

I am writing to inform you that I have made the *bittersweet* decision to retire, effective this July 2019.

A property became available in a town in NH, and we don't want to miss out on it. Both of our daughters and their families live up north! 😊

I'm very grateful for working for the City of West Haven for 35 years. I have been blessed to come to know so many children and families, even yours! 😊

I have enjoyed a very rewarding career. While I will miss teaching, we are very excited and ready to begin this new adventure.

Thank you for the opportunity to work in West Haven.

Most Sincerely,

Terri Shaw
Pagels School

WEST HAVEN DEPARTMENT OF EDUCATION

"Schools Committed to Excellence"

7/9-29



Savin Rock Community School

50 Park Street

West Haven, Connecticut 06516

Telephone: (203) 931-6850

Fax: (203) 931-6853

Taryn S. Driend
Principal
taryn.driend@whschools.org

TO: Neil C. Cavallaro, Superintendent

FROM: Taryn S. Driend

RE: Hiring Recommendation(s)

DATE: May 28, 2019

The following individual(s) is/are recommended for employment with the West Haven Board of Education:

Name: Erica Durazzo

Address: 88 Andover Drive Milford, CT 06460

Position: Grade 3 Savin Rock Community School

Salary: \$41,232.00

Step: 1 BS

Effective Date: August 26, 2019

School Assignment: Savin Rock Community School



WEST HAVEN DEPARTMENT OF EDUCATION

"Schools Committed to Excellence"

Administrative Offices: 355 Main Street

Mailing address: P.O. Box 26010

West Haven, CT 06516

Telephone: (203) 937-4310

Fax: (203) 937-4315

#19-30

NEIL C. CAVALLARO
Superintendent of Schools

May 28, 2019

Rosemary Russo, Chairwoman
West Haven Board of Education
355 Main Street
West Haven, CT 06516

Dear Chairwoman Russo,

I am pleased to recommend Jill Grego to the Board of Education for the vacant position of Nursing Supervisor. Jill has worked for the district for the last four years as a school nurse, and is currently assigned to Bailey Middle School.

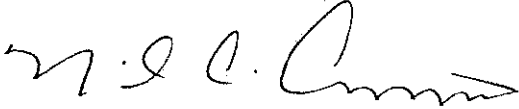
Jill received a Bachelor of Science degree from Fordham University in Business Administration and then obtained a Bachelor's degree in Nursing from Georgetown University. I strongly believe that both areas of study will serve her well in the role of Nursing Supervisor.

As I pointed out at a recent Board meeting, this position currently is in the Teachers' bargaining group. After negotiating with that union as well as with the Nurse's, it will remain there. We have agreed to compensate the position based on the individual's years of experience as well as the level of education per the negotiated salary scale. In Jill's case, she will begin on a Bachelors level step five which pays \$51,515.00 annually. We have also agreed on a stipend of \$6,800.00. The stipend allows the administration to add ten additional days to the current work year. This will enable the supervisor to close out the year once school is let out, but more importantly, it will greatly assist the district with registration, sports physicals, and other medical issues that arise during the summer months.

If you or any Board member has any questions prior to the meeting, or I can provide you with additional information, please do not hesitate to ask.

Thank you for your consideration.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Neil C. Cavallaro". The signature is fluid and cursive, with a long horizontal stroke at the end.

Neil C. Cavallaro
Superintendent of Schools

Cc: Anne Druzolowski, Assistant Superintendent
Jolene Barnes, Personnel Director
Theresa Carlucci, Payroll
Nicki McMinn, Benefits
Kristen Scanlon, President, WHFT
Sandy McCauley, President, WHFN

ATTACHMENT



WEST HAVEN PUBLIC SCHOOLS

"Schools Committed to Excellence"

P. O. Box 26010

West Haven, Connecticut 06516

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

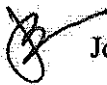
#19-31

Jolene Barnes
Personnel Director
jolene.barnes@whschools.org

29 May 2019

MEMORANDUM

TO: Neil Cavallaro, Superintendent of Schools

FROM:  Jolene Barnes, Personnel Director

SUBJECT: Recommendation: Health/Physical Education Teacher
West Haven High School

Jonathan Capone would like to recommend for this position:

Name:	Camdyn Morgillo 30 Yates Street West Haven, CT 06516
Position:	Health/P.E. Teacher
Location:	West Haven High School
Annual Salary:	Step 1 BS \$41,232 BS
Effective:	August 26, 2019

Cc: Dana Paredes, Principal, West Haven High School
Jonathan Capone, District Coordinator Health/PE/Athletics
Theresa Carlucci, Payroll
Nicoletta McMinn, Benefits
Kristen Scanlon, WHFT Union President
Mathew Cavallaro, Finance Director
Board Agenda
Personnel File




STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



#19-32

TO: Sponsors of the National School Lunch Program

FROM: John D. Frassinelli, Chief 
Bureau of Health/Nutrition, Family Services and Adult Education

DATE: January 28, 2019

SUBJECT: Operational Memorandum No. 05-19
Process for Submitting the Healthy Food Certification (HFC) Statement for
School Year 2019-20

This memo summarizes the requirements for submitting the 2019-20 HFC Statement to the Connecticut State Department of Education (CSDE). It also provides information on the Connecticut Nutrition Standards (CNS), HFC resources, and state beverage requirements.

Annual HFC Statement

Section 10-215f of the Connecticut General Statutes (C.G.S.) requires that each local board of education or governing authority for all Connecticut public school districts participating in the National School Lunch Program (NSLP) must **take action annually** to certify whether all food items sold to students separately from reimbursable meals will or will not meet the CNS. This includes all public schools, regional educational service centers, the Connecticut Technical High School System, charter schools, interdistrict magnet schools, and endowed academies.

For school year 2019-20, the HFC period is July 1, 2019, through June 30, 2020. All public school districts participating in the NSLP must submit the online Healthy Food Certification Statement (Addendum to Agreement for Child Nutrition Programs (ED-099)) by **July 1, 2019**. The vote by the board of education or governing authority on whether to participate in HFC must occur by July 1, 2019, or the district is ineligible for HFC during school year 2019-20.

HFC Application Process for 2019-20

The annual HFC Statement will be completed online in the CSDE's Online Application and Claiming System for Child Nutrition Programs (CNP System), as part of the district's 2019-20 application module for the U.S. Department of Agriculture's (USDA) Child Nutrition Programs. The 2019-20 module is expected to be available in the CNP System in **May 2019**. The CSDE will notify sponsors when the module is open and the HFC application module becomes available.

In the meantime, public school sponsors of the NSLP **must follow the procedures below** to ensure timely submission of the 2019-20 HFC Statement by the deadline of July 1, 2019.

1. Schedule the HFC votes at a meeting of your board of education or governing authority that occurs **before June 30, 2019**. The board of education or governing authority for each public school that participates in the NSLP must vote "yes" or "no" on whether to

implement the healthy food option, i.e., follow the CNS for all foods sold to students separately from reimbursable meals. **The motion and meeting minutes for the healthy food option should include the specific criteria for the healthy food option required by C.G.S. Section 10-215f, as indicated below.**

- **Healthy food option:** Pursuant to C.G.S. Section 10-215f, the board of education or governing authority certifies that all food items offered for sale to students in the schools under its jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will comply with the Connecticut Nutrition Standards during the period of July 1, 2019, through June 30, 2020. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to, school stores, vending machines, school cafeterias, and any fundraising activities on school premises sponsored by the school or by non-school organizations and groups.

If the board of education or governing authority votes “yes” for the healthy food option above, the board of education or governing authority must also vote on whether to allow food exemptions. **The motion and meeting minutes for food exemptions should include the specific criteria for food exemptions required by C.G.S. Section 10-215f, as indicated below. Note:** If the board of education or governing authority votes “no” for the healthy food option above, a vote on whether to allow food exemptions is not required.

- **Food exemptions:** The board of education or governing authority will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the food items are not sold from a vending machine or school store. An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The “regular school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held.

For more information, see the CSDE’s handout, *Exemptions for Foods and Beverages in Public Schools*.

2. Conduct the HFC votes at the scheduled meeting of the board of education or governing authority. **Maintain a copy of the meeting minutes** indicating the results of the HFC votes for the healthy food option and food exemptions, as outlined in step 1.
 - The meeting minutes must indicate whether the board of education or governing authority voted “yes” or “no” to implement the healthy food option, and must include the specific language for “Healthy food option” in step 1.

- If the board of education or governing authority voted “yes,” for the healthy food option, the meeting minutes must also indicate whether the board of education or governing authority voted “yes” or “no” to allow food exemptions, and must include the specific language for “Exemption for food items” in step 1.
3. In **May 2019**, when the CSDE notifies districts that the HFC application module is available, complete the online HFC application module and upload the meeting minutes indicating the results of the HFC vote. **Note:** The CSDE will e-mail school nutrition programs when the 2019-20 HFC application module of the CNP System is available. Instructions on how to access the HFC application module will be provided at that time. **Please do not access the CNP System prior to receiving this notification from the CSDE.**

For additional guidance on the HFC application process, review the CSDE’s presentation, *Application Procedures for HFC*, and visit the “Apply” section of the CSDE’s HFC webpage.

Interschool Agreements for HFC Schools

A public school or district (recipient site) that receives meals under contract from a HFC district (providing sponsor) can choose to certify for the healthy food option and follow the CNS for all foods sold to students separately from reimbursable meals. This must be indicated in section 3 of the Full-service Interschool Agreement Form between the recipient site and the providing sponsor district.

In order for the providing sponsor to receive HFC payments for any recipient sites, the interschool agreement must be submitted to the CSDE by **July 1, 2019**. If the CSDE receives the interschool agreement **after** this date, the CSDE will **not** include the recipient site’s lunch counts in the total number of reimbursable lunches used to determine HFC payments for school year 2019-20. For more information, see CSDE Operational Memorandum No. 4-19: Interschool Agreements for School Year 2019-20.

Schools must submit **hard copies** of the interschool agreements to the CSDE. Interschool agreements are not submitted through the CNP Online System. The interschool agreements for school year 2019-20 are available in the “Interschool Agreements” section of the CSDE’s Forms for School Nutrition Programs webpage.

Connecticut Nutrition Standards (CNS)

The CSDE did not make any changes to the CNS for school year 2019-20. For a summary of the CNS, see the CSDE’s handout, *Summary of Connecticut Nutrition Standards for Foods in Schools*. Additional information on the CNS is available on the CSDE’s CNS webpage. The CSDE’s HFC webpage provides numerous resources to assist districts with implementing HFC including:

- Complying with HFC (Presentation);
- Ensuring District Compliance with HFC;
- Guide to Competitive Foods in Schools;
- Questions and Answers on Connecticut Statutes for School Food and Beverages;

- Requirements for Food and Beverage Fundraisers in Public Schools Choosing HFC;
- Requirements for Food and Beverages in Vending Machines in Public Schools Choosing HFC; and
- Requirements for Foods and Beverages in School Stores in Public Schools Choosing HFC.

State Beverage Requirements

As a reminder, the beverage requirements of C.G.S. Section 10-221q apply to **all public schools**, regardless of whether the district certifies for the healthy food option of HFC under C.G.S. Section 10-215f. This includes all public school districts, interdistrict magnet schools, charter schools, endowed academies, and the Connecticut Technical High School System. Additional information on the beverage requirements is available on the CSDE's Beverage Requirements webpage.

C.G.S. Section 10-221q addresses requirements for the sale of beverages to students in public schools, and allows exemptions if beverage sales meet specific conditions. Beverage exemptions are not part of the annual HFC Statement, which applies only to food sales. If a public school district chooses to allow beverage exemptions, the CSDE recommends that the board of education or governing authority conducts the vote on beverage exemptions at the **same time** as the HFC vote. If the district does not have a beverage exemption in place, noncompliant beverages can never be sold to students on school premises.

The motion and meeting minutes for beverage exemptions should include the specific criteria for beverage exemptions required by C.G.S. Section 10-221q, as indicated below.

- **Exemptions for beverages:** The board of education will allow the sale to students of beverages not listed in Section 10-221q of the Connecticut General Statutes provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the beverages are not sold from a vending machine or school store. An "event" is an occurrence that involves more than just a regularly scheduled practice, meeting or extracurricular activity. The "school day" is the period from midnight before to 30 minutes after the end of the official school day. "Location" means where the event is being held, and must be the same place as the beverage sales.

For more information, see the CSDE's handout, *Exemptions for Foods and Beverages in Public Schools*.

For questions or additional information, please contact Susan Fiore at 860-807-2075 or susan.fiore@ct.gov or Teri Dandeneau at 860-807-2079 or teri.dandeneau@ct.gov.

JDF:sff

Important: This is a numbered Connecticut State Department of Education (CSDE) operational memorandum that contains important program information. Please read carefully and retain in a binder for future reference. All CSDE operational memoranda are posted on the CSDE's Operational Memoranda for School Nutrition Programs webpage.

#/9-33

AMENDMENT

WEST HAVEN BOARD OF EDUCATION

AND

SODEXO OPERATIONS, LLC.

THIS AMENDMENT, dated May 24, 2019, is between West Haven Board of Education ("SFA") and SODEXO OPERATIONS, LLC. ("FSMC").

WITNESSETH:

WHEREAS, District and entered into a certain Management Agreement, dated May 12, 2016 ("Agreement"), whereby Sodexo manages and operates SFA's Food Services operation in West Haven, Connecticut;

WHEREAS, the parties now desire to amend the aforesaid Agreement;

NOW, THEREFORE, in consideration of the promises herein contained and for other good and valuable consideration, the parties hereto agree as follows:

1. Pursuant to Section 16.1 B, SFA and FSMC have mutually agreed to extend the Agreement for one (1) year commencing on July 1, 2019, and continuing until June 30, 2020 (renewal 3), unless terminated by either party as hereinafter provided. The Agreement is subject to one additional one-year renewal.

2. Any and all references to the "2018-2019" school year shall be changed to "2019-2020."

3. Section 12.11 C and 12.11 D are deleted in their entirety and the following substituted therefor:

"C. The FSMC shall charge a management fee of \$72,299 for the period of July 1, 2019 through June 30, 2020 payable in ten equal installments of \$7,229.90, September through June. The fee adjustment is 3.0% based on the CPI index for all Urban, North East Food Away from Home.

D. The FSMC shall charge a flat administrative fee of \$181,915 for the period of July 1, 2019 through June 30, 2020, payable in ten equal installments of \$18,191.50, September through June. The fee adjustment is 3.0% based on the CPI index for all Urban, North East Food Away from Home

The following functions are the FSMC's responsibility, and will be included in such fees:

- Corporate supervision
- Financial reporting and analysis
- Field auditing
- Marketing assistance
- Purchasing administration"

4. Section 12.11 K. Surplus option (amendment) is deleted in its entirety and the following substituted therefor:

12.11K surplus option:

The SFA and the FSMC shall work together to ensure a financially sound and well-run operation. The FSMC guarantees a surplus of \$100,000 for the period of July 1, 2019 through June 30, 2020. The Surplus shall be defined as all operating revenues of the SFA's food service program in excess of all actual and direct costs of operation of the SFA's food service program, as described above in Section 12.11 (A through D), including the operating expenses for SFA's non-supervisory personnel working in the SFA's food service program. If, as of June 30, 2020, the records for food service operations show that there is not a Surplus of \$100,000 for the prior contract year, the FSMC agrees to provide to SFA, on or before August 15, 2020, all amounts that are less than the \$100,000 of Surplus (including any and all deficit) up to 100% of the Administrative and Management Fees. FSMC and SFA shall mutually agree upon any guarantee for any renewal years.

5. Section 12.11 K.1 is deleted in its entirety and the following substituted therefor:

12.11 K.1 Assumptions. Financial terms of the Agreement are based upon existing conditions and the following assumptions. If there is a change in conditions, including, without limitation, changes to items in the following assumptions, FSMC shall provide the SFA with notice of such changed items, reasonable proof of such changed item (unless such item was changed by the SFA) and the effect on the Guarantee. The SFA may challenge FSMC's conclusions on the changed item or the effect on the Guarantee. If agreed to by the SFA, the Guarantee shall be adjusted to compensate for such change.

- D. Changes in SFA's policies, practices, and service requirements shall result in an appropriate adjustment.

- E: Legislation, regulations and reimbursement rates that create changes in the school lunch program shall remain consistent throughout the year.
- F: The federal reimbursement rates in effect as of July 1, 2020 shall remain consistent throughout the year.
- G: There shall be no competitive sales during the lunch period.
- H: Service hours, service requirements type or number of facilities selling food and/or beverages on SFA's Premises shall remain consistent throughout the year.
- I: West Haven will continue to certify for the CT Healthy Food Bill for the 2019/2020 school year.
- J: Labor costs for food service employees (excluding FSMC employees) shall not exceed \$970,523 for the 2019/2020 school year.

5. Section 3.14 A is deleted in its entirety and the following substituted therefor:

A. Sodexo shall prepare meals for designated Summer Lunch Program sites operated by District commencing on June 12, 2019 and continuing through August 16, 2019 ("Summer Lunch Program").

WEST HAVEN BOARD OF EDUCATION

By: _____
 Name (printed): _____
 Title: _____
 Date: _____

SODEXO MANAGEMENT, INC.

By: _____
 Michael Grey
 Regional Vice President
 Date: _____

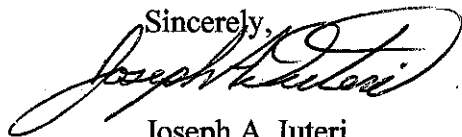
P.1.

May 15, 2019

Dear Mr. Cavallaro,

This is to inform you that as of June 30, 2019, I will be retiring from the West Haven Board of Education.

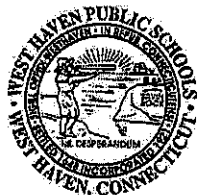
Sincerely,

A handwritten signature in cursive script, appearing to read "Joseph A. Iuteri". The signature is written in black ink and is positioned above the printed name.

Joseph A. Iuteri

F. 2.

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

21 May 2019

MEMORANDUM

TO: Neil Cavallaro, Superintendent of Schools

FROM:  Jolene Barnes, Personnel Director

SUBJECT: Production Worker/Cashier
St. Lawrence School

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

Name: Tennesa Perez-Hernandez
Address: 32 Nacca Road
West Haven, CT 06516
Position: Production Worker/Cashier
Location: St Lawrence School
Annual Salary: Hourly Rate-\$13.74
Effective: May 23, 2019

Cc: Meg Kingston, Director of Food Services
Matthew Cavallaro, Finance Director
Sarah White, UPSEU Union President
Theresa Carlucci, Payroll Coordinator
Board Agenda/Informational
Personnel File

5/22/019

F.3.

School Calendar Year
2019 - 2020

33 Dunbar RD
MILFORD, CT 06460

DEAR: Neil CAVALARO

In Accordance with AFSCME LOCAL
2706 CONTRACT (Section 7.5) this is
to inform you that I will be retiring
from The West Haven public school
system as of June 30, 2019

Sincerely,

JAMES FREDA
Building Manager

James m Freda

5/24/19

F.Y.

Lucille Blakeslee
690 Jones Hill Rd #22
West Haven, Ct. 06516

Jolene Barnes
Personnel Director
West Haven Board Of Education, Ct. 06516

Subject: Letter of Retirement

Dear Mrs. Barnes:

In accordance with AFSCME Local 2706 contract, page 8 section 7.5. This letter is to inform you of my retirement this fiscal year June 30, 2019, from the West Haven Board of Education.

Thank You

Lucille Blakeslee 5/24/19

Lucille Blakeslee

Received

MAY 24 2019

Personnel Dept.
W.H. Board of Education

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@whschools.org

Jolene Barnes
Personnel Director

23 May 2018

Patrick Toole
Forest School

Dear Pat:

Sent via Email

Your request for a voluntary transfer has been granted. Your new assignment which is Special Education Teacher- at Bailey Middle School will be effective the 2019-2020 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 Tuesday May 28, 2019. A signed email copy is acceptable. Please retain a copy for your records.

Please take note that teachers who are granted transfers will not be permitted similar consideration for another transfer for a period of two years after the transfer.

Sincerely,

Jolene Barnes
Personnel Director

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

I am accepting the voluntary transfer to Special Education Teacher- at Bailey Middle School effective the new school year 2019-2020.

Signature

5/23/19

Date

F.6.

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jolene.barnes@whschools.org

Jolene Barnes
Personnel Director

25 May 2018

Kathleen Freel
Carrigan Intermediate School

Dear Kathy:

Sent via Email

Your request for a voluntary transfer has been granted. Your new assignment which is Social Studies Teacher at Bailey Middle School will be effective the 2019-2020 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 Wednesday May 29, 2019. A signed email copy is acceptable. Please retain a copy for your records.

Please take note that teachers who are granted transfers will not be permitted similar consideration for another transfer for a period of two years after the transfer.

Sincerely,
Jolene Barnes
Jolene Barnes
Personnel Director

Cc: Neil Cavallaro, Superintendent of Schools
Colette Bennett, Coordinator of ELA/ Social Studies
Richard Weber, Principal, Carrigan
Robert Bohan, Principal, Bailey
Theresa Carlucci, Payroll
Kristen Scanlon, WHFT Union President
Board Agenda/Informational
Personnel File

I am accepting the voluntary transfer to Social Studies Teacher at Bailey Middle School effective the new school year 2019-2020.

Kathleen Freel
Signature

5/24/19
Date



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jolene.barnes@whschools.org

F. 7

Jolene Barnes
Personnel Director

25 May 2018

Joseph Latella
Forest School

Dear Joe:

Sent via Email

Your request for a voluntary transfer has been granted. Your new assignment which is **Physical Education Teacher- at West Haven High School** will be effective the 2019-2020 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 **Wednesday May 29, 2019**. A signed email copy is acceptable. Please retain a copy for your records.

Please take note that teachers who are granted transfers will not be permitted similar consideration for another transfer for a period of two years after the transfer.

Sincerely,

Jolene Barnes
Personnel Director

Cc: Neil Cavallaro, Superintendent of Schools
Jon Capone, Coordinator of PE/Health/Athletics
Dana Paredes, Principal, West Haven High School
Thomas Hunt, Principal, Forest
Theresa Carlucci, Payroll
Kristen Scanlon, WHFT Union President
Board Agenda/Informational
Personnel File

I am accepting the voluntary transfer to **Physical Education Teacher at: West Haven High School** effective the new school year 2019-2020.

Signature

5/28/19
Date

1.8.

May 21, 2019

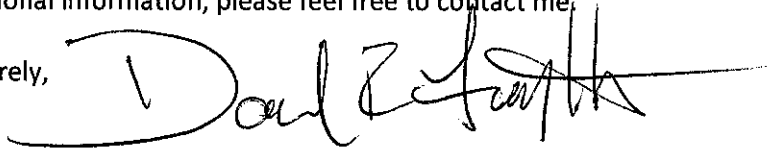
Mr. Neil Cavallaro, Superintendent
West Haven Board of Education
355 Main Street
West Haven, CT 06516

Dear Superintendent Cavallaro:

This letter is my official notification to you and the West Haven Board of Education that I will retire effective June 30, 2019, as Building Manager at Forest Elementary School.

Please accept my gratitude for the opportunity to work for the BOE for the past 27 years. If you require additional information, please feel free to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "David Forsyth". The signature is written in a cursive style with a large initial "D" and a long horizontal stroke extending to the right.

David Forsyth
38 Cullen Avenue
West Haven, CT 06516

cc: Jolene Barnes

May 23, 2019

Dear Mr. Cavallaro:

I would like to inform you of my decision to retire from my position of Paraprofessional at Seth Haley School as of June 30, 2019.

It has been very rewarding working with the many staff members and students of West Haven Schools. I thank you for all of your support and opportunities over the years.

Sincerely,

Adeline O'Connor

Adeline O'Connor

CC: AmyJo Palermo, Principal
J. Lucibello, Pupil Services

Received

MAY 28 2019

Personnel Dept.
W.H. Board of Education





May 28, 2019

P. 10

Dear Neil Cavallaro

Jolene Barnes

I would like to inform you that as of June 30, 2019 I will be retiring from my position at Seth Haley School. I have been a Paraprofessional for the last 13 years. Please consider this my formal notification to the West Haven Board of Education.

Respectfully,

Joy Parniawski

Joy Parniawski

Received

MAY 28 2019

Personnel Dept.
W.H. Board of Education

To: Neil Cavallaro

From: Walter Lessandrini

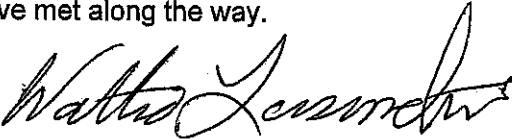
Re: Retirement

Date: May 28, 2019

I want to take this opportunity to advise that I will be retiring from my position of Plumber from the Board of Education as of 6/30/2019.

I would like to thank you for the many years I have spent here and will miss the many wonderful people I have met along the way.

Sincerely,



Walter Lessandrini

P. 11

6.12.

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Jolene Barnes
Personnel Director
jolene.barnes@whschools.org

29 May 2019

To: Neil Cavallaro
Superintendent of Schools

From:  Jolene Barnes
Personnel Director

Subject: **Successful Bid**

Vacancy to be Filled: Assistant Building Manager 2:30PM-10:30PM
Pagels School

Successful Bid: Patricia Marinos

Present Position: Assistant Custodian
Pagels School

Seniority Date: March 17, 1998

Effective Date: June 17, 2019

Cc: Chris Everone, Director of Facilities
Michael McGrath, Supervisor of Custodians
Gary Palermo, Principal, Pagels School
Teresa Heaney, AFSCME Local 2706 Union President
Matthew Cavallaro, Finance Director
Theresa Carlucci, Payroll
Nicoletta McMinn, Benefits
Board Agenda/Informational
Personnel File

P.13.

May 30, 2019

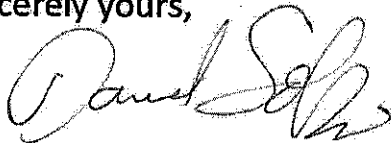
To whom it may concern:

Suoerintendent of Schools, West Haven

I, David P. Salzo would like to formally announce my retirement
Effective June 30, 2019 from my postion with the board of Education.

I would to extend my thankfulness to all during my years of service. It
has been a pleasure to work with/for everyone.

Sincerely yours,



David Salzo

Received

MAY 30 2019

Personnel Dept.
W.H. Board of Education



WEST HAVEN DEPARTMENT OF EDUCATION

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West Haven, Connecticut 06516

Telephone 203-937-4300 X 7120 Fax (203) 931-6876

www.whschools.org

P. 1/5

Donna Kosiorowski RN MS NCSN
Supervisor, School Health

5/30/19

MEMORANDUM

To: Neil Cavallaro, Superintendent of Schools
From: Donna Kosiorowski MS RN, Supervisor School Health
Subject: Recommendation for School Nurse

At the completion of the interview process, the interview committee would like to make the following recommendation for approval:

Name: Monica Skakacz RN
19 Cowpen Road
West Haven, Connecticut 06472

Position: School Nurse
Step 2- \$44,074.47
Effective: August 23, 2019

cc. Anne Druzolowski, Assistant Superintendent
Matthew Cavallaro, Finance Director
Jill Grego, School Nurse Supervisor
Sandy McCauley, President WHFT and School Nurses
Theresa Carlucci, Payroll
Nicoletta McMinn, Benefits
Jolene Barnes for Personnel File
Board Agenda

May 28, 2019

F.15.

Linda DellaValle
11 Homesteader Lane
West Haven, CT 06516

RE: Retirement

Dear Mr. Cavallaro;

In accordance with the AFSCME Local 2706 contract, this letter is to inform you that I will be retiring as of June 30, 2019 from the West Haven Board of Education.

Thank you for your time.

Sincerely,



Linda DellaValle

Food Service

Bailey Middle School

Cc: Jolene Barnes

Received

MAY 30 2019

**Personnel Dept.
W.H. Board of Education**