

D.I.A.

WEST HAVEN BOARD OF EDUCATION
May 21, 2018
Regular Board Meeting
Board Meeting Room

A Regular Meeting of the Board of Education was held on May 21, 2018 in the Board Meeting Room on the second floor of City Hall, 355 Main Street, West Haven, Connecticut. The meeting was called to order by Rosemary Russo, Chairwoman of the Board of Education. The meeting was called to order at 6:00 p.m. and opened with a pledge to the flag.

**BOARD MEMBERS
IN ATTENDANCE:**

Rosemary Russo, Chairwoman
Robert Guthrie, Vice Chair
Susan Walker, Secretary/Treasurer
Patrick Leigh
Patricia Libero
Karen Pacelli
Rosa Richardson

BOARD MEMBERS ABSENT:

Lauren A. Aceto
James W. Morrissey

ADMINISTRATORS PRESENT:

Neil Cavallaro, Superintendent of Schools
Anne Druzolowski, Assistant Superintendent
Matt Cavallaro, Director of Finance

CITY OFFICIALS PRESENT:

Mayor Nancy R. Rossi

STUDENT REPRESENTATIVES

PRESENT:

Sumedha Chowdhury
David O'Brien

Chairwoman Russo said before starting with Public Portion she would like to take a Moment of Silence for the students that were killed at Santa Fe High School. Thank you.

B. Public Portion of Meeting

Chairwoman Russo opened up public session and asked if anyone would like to address the board this evening. Kristen Palm said she is a parent of two children in the school system and she is here for some clarification. She has a daughter who has perfect attendance and a seven year old son. She just received a letter on her son's attendance as he had been out for thirteen days and ten of them were medically excused. She is

confused as to why with medical excusals she would have received a letter. If they are considered excused medically then she would think he has three unexcused absences. In the handbook it states a medically excused doctor's note is excusable and the state website states the same. She was told this doesn't count so she is here to receive a clear message and if it is not excused then she would think we need to change our handbooks. Patrick Leigh asked who told her it was not excused. After turning in all the medical notifications she still received the letter and contacted the principal who told her that she needed to speak with someone who handles truancy because this is the district policy. Ms. Palm wants clarification on what that policy is. Superintendent Cavallaro said the letters are generated after so many absences regardless of the medical or non-medical excuse. We do have a lot of people that call in sick and bring in doctor's notices. The idea is really to monitor this. Thirteen absences is a lot for a year but it might be a special year; it could be the flu or some kind of extended illness. We try to work with and identify families where truancy becomes an issue. Ms. Palm agrees with that completely but when you have someone who is consistent with doctor's notices and calling the school and then receives a letter stating you are going to be reported to DCF this is uncomfortable and she feels it is not consistent with everything especially when you have a handbook that states they are excused and this deserves an explanation. Superintendent Cavallaro said the point is that we want to monitor things closely and look at the doctor's notices. Why don't you meet with Mr. Turcio the Assistant Director and after you meet with him I will meet with him and review the letter to see what it says because just the threat of DCF is not necessarily warranted. Ms. Palm said by clarifying this it would make it easier for everyone. Ms. Palm thanked Superintendent Cavallaro. The board gave thanks. There were no other speakers. Public session ended at 6:05 PM.

REPORTS

C.1.a. Administration/Status of Schools

Superintendent Cavallaro said Matt and I met with Patrick last Friday to review the budget before passing an operating budget. We decided that prior to presenting anything to the board we would wait until the June 7th MARB Meeting and get a better idea of final funding. We have gotten about \$37,000.00 extra dollars in ECS Funding that is required to come to the district. We thought we would wait for that meeting, get a budget approved and then move forward. Overall we are in pretty good shape and we are about \$600,000.00 away and with some retirements and some maneuvering we should be in pretty good shape for the year.

Mayor Rossi said there will be a subcommittee this Thursday the 24th at 9:00 AM in the Board's Meeting Room. They expect it to last about 90 minutes.

Dr. Druzolowski said we have a new area in this room that spotlights on teachers. We are currently showing Carol Hummel's grade 4 class from Mackrille. Mrs. Hummel does a project that the kids love and they do it so professionally. Take a look at it and note that it is a team of three children that get together and this is one of their finest writing examples and it is nonfiction.

This gives you an example of what we are trying to get our youngsters to do, to really delve deeply into nonfiction. From now on that is what they will see a lot of. Carol didn't know that we were going to display this tonight but she does know now. Superintendent Cavallaro said he believes we are inviting her to the next board meeting. The board gave thanks.

C.1.b. Student Representatives' Report

Finals will begin on June 8th for seniors and June 11th for underclassmen. The full report will be found at the end of the minutes. The board gave thanks.

C.1.c. Board

Rosa is looking forward to participating once again in the Attendance Hearings.

Bob attended the Bailey Spring Concert and the WHHS College Signing Day with some of the board members and it went well. He attended the CAFE Legislative Wrap Up and will bring the paperwork in for the board to look at. One of the most important things that came out of there was that the funding for the mentoring teachers is back so they don't have to search for the money to cover this. CAFE's Collective Bargaining Workshop is June 12th in Rocky Hill.

Pat will also be at the attendance hearings once again and Dana runs it like clockwork. Students come in and it is like attendance court. The kids present their cases and it is always interesting to listen to them and see what is going on. Some of our kids come to school with things that I don't know if I would be able to function in school with. It is pretty amazing what these kids have to deal with and still come to school and maintain their behavior, and their grades and everything else. It is always an eye opener and makes you realize that there are people out there that really need a lot of help in our city. Thank you for inviting me.

Sue attended the National Jr. Honor Society for Bailey and it was a lovely ceremony with about 174 students being inducted into the Honor Society and that is fantastic. Sue also attended the high school Signing Day for College. Congratulations to David O'Brien who will be attending Hofstra and keeping up our tradition of Student Representatives getting into really good schools. Sue is looking forward to everything that will be coming up in the next month.

Mayor Rossi attended the Award Ceremony today and it was wonderful. There were so many students that received awards for taking the AP classes and challenging themselves. It was a great experience and a wonderful presentation and it was very nice.

Chairwoman Russo said it is so nice to hear all these good things that are happening in West Haven and all the honors and awards that our students are getting. Rosemary said she knows our teachers really work hard and it is paying off and showing what our students are accomplishing. Tomorrow night is the Adult Ed Graduation at 7:00 PM in the high school and she hopes some board members will attend. There is a blood drive June 1st at Savin Rock Conference Center in honor of Pam Gardner. Tracy Morrissey actually initiated this and she will be working it all day 10 to 3. If anyone is available to help out or donate blood during that time it will be greatly appreciated.

Rosa Richardson also wanted to let board members know that Merle Stevens our English

teacher at WHHS was burned yesterday at home and is in the burn unit at Bridgeport Hospital. We should keep her in our prayers. Rosemary thanked Rosa for this information.

C.1.d. Committee

Patrick Leigh said we have been waiting to have a meeting on finance. As Superintendent Cavallaro previously stated we will wait until we get past the MARB meeting on the 7th and then we will hold our meeting; that way we will know exactly where we stand and we look forward to presenting.

Karen Pacelli said that they held a curriculum meeting on May 7th and our agenda item was the district report cards with SBAC. We just discussed the areas that we have done so well in and this was discussed in the board meeting on May 7th.

Bob Guthrie said a policy committee meeting was held prior to this meeting and the committee voted unanimously to approve the Online Fundraising Campaigns – Crowdfunding Policy #3281.2 and it is on the board agenda tonight.

Chairwoman Russo said we will have an Early Childhood Committee Meeting before our next board meeting at 5:15 PM.

D.1. Approval of Minutes

D.1.a. West Haven Board of Education Regular Board Meeting with an Executive Session 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.

Chairwoman Russo asked for a motion to approve the Regular Meeting minutes D.1.a.

Bob Guthrie made the motion to approve the minutes

Rosa Richardson seconded the motion with a correction. It is Taryn Driend not Karen OK.

Discussion: All board members were in favor except for Pat Libero who abstained.

Minutes are approved

D.2. Resignations: (Certified)

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

Effective: June 30, 2018

Reason: Retirement

Chairwoman Russo asked for a motion to approve items 18-24

Pat Libero made the motion

Susan Walker seconded the motion

Discussion: Rosa wished her well and asked is this an area we would have to replace?

Superintendent Cavallaro said there are two teachers from the high school who are retiring and according to Dana we only need to replace one. There are two music teachers at the elementary school and we are replacing one. OK thank you for that information.

Pat Libero worked with Deb Suraci at the high school and she is an incredible art teacher and incredible community person who does a lot with the kids. She and Trisha Thompson will be really missed; they are integral to the whole school. They are very talented and are fun people who will be missed next year and I wish them good luck in their retirement. Chairwoman Russo concurs with Pat and said both of these teachers have given an enormous amount of time to the students in West Haven and their service is really appreciated and I hope they have an incredible restful and fun retirement. All board members were in favor
Item 18-24 is approved

18-25 Marianne Hartnack, Special Ed Teacher - SRCS

Effective: June 30, 2018

Reason: Retirement

Chairwoman Russo asked for a motion to approve items 18-25
Rosa Richardson made the motion
Karen Pacelli seconded the motion
Discussion: Pat Libero said I have known Marianne forever as we were both Special Ed teachers and I feel like all my friends are finally retiring. She is a great lady and a great Special Ed teacher and she will be missed at Savin Rock. Chairwoman Russo said the board wishes her good luck and thanks her for her service.
All board members were in favor
Item 18-25 is approved

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

Effective: June 30, 2018

Reason: Retirement

Chairwoman Russo asked for a motion to approve items 18-26
Rosa Richardson made the motion
Pat Libero seconded the motion
Discussion: Rosa Richardson wishes she and Debora well and hopes they can do some traveling together.
All board members were in favor
Item 18-26 is approved

18-27 Rebecca Jennings, Special Ed Teacher – Mackrille

Effective: June 18, 2018

Reason: Relocation

Chairwoman Russo asked for a motion to approve items 18-27
Pat Libero made the motion
Karen Pacelli seconded the motion
Discussion: Rosa Richardson has known Rebecca since childhood and is fortunate enough to be one of her coaches. She is a great kid and Rosa wishes her well as she moves on.

All board members were in favor
Item 18-24 is approved

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.**

Chairwoman Russo asked for a motion to approve item 18-28
Rosa Richardson made the motion
Karen Pacelli seconded the motion
Discussion: Dr. Druzolowski said this is just a continuation of the Adult Education Grant for the second consecutive year and they just take it and nurture it more each year.
All board members were in favor
Item 18-28 is approved

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

Chairwoman Russo asked for a motion to approve item 18-29
Pat Libero made the motion
Sue Walker seconded the motion
Discussion: Rosa Richardson said we have a roster here but do we know what the ratio is student to chaperone? Superintendent Cavallaro stated they said approximately 20 students and given the number of chaperons including the band director and the assistant we are well within the district policy of ten to one; it is more like four or five to one. OK thank you for that clarification.
All board members were in favor
Item 18-29 is approved

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

Chairwoman Russo asked for a motion to approve item 18-30
Karen Pacelli made the motion
Pat Libero seconded the motion
Discussion: Rosa asked if we are going to allow the Superintendent to make decisions or does everything come before the board? Superintendent Cavallaro said we will do it similarly to the way we do a field trip. If it is within reason, a small amount or a small one time project it will come through Neil and we will develop a form similar to a field trip form. If it is a large amount perhaps a playground or something like that it will become before the board. Rosa asked who will oversee an item like a playground; will it be the principal of that school or the superintendent? The way the policy reads the first

person that the agency group booster club will get permission from is the principal then the superintendent... who is going to oversee this... however as a board we are acknowledging and/or supporting the fundraising. We can't stop someone from doing a fundraising on their own. One of the things we are trying to accomplish is to #1 protect the board first and foremost and #2 protecting the booster clubs that are actually doing the fundraising. Rosa said or the PTA Councils or the....correct whoever the organization is correct. Rosa said the policy doesn't clearly define any oversight for these types of events. Superintendent Cavallaro said no, he thinks it does because the money does have to be accounted for at the school level and any gift which is common for anyone who makes a donation has to understand that once they raise the money and give the gift to the school it becomes property of the West Haven Board of Education so there is a level of accountability that doesn't exist right now. Thank you.

All board members were in favor

Item 18-30 is approved

F. Informational

The Student Rep Report follows on the next page.

Chairwoman Russo asked for a motion to adjourn

Karen Pacelli made the motion

Rosa Richardson seconded the motion

The meeting adjourned at 6:30 PM

Respectfully submitted,

Marylou Amendola

Board Secretary

BOE Student Rep Report

May 21, 2018

1. June 2—SATs , June 9—ACTS—at Hopkins
2. The Senior Band concert is May 30th at 7:30. Admission is \$5.
3. The Senior Directed One Act comedy is June 8th at 6 & 8pm. Admission is \$5.
4. Today students maintaining a B or better in honor/AP class were honored this morning at the Honors/AP award ceremony.
5. Graduation is June 18th
6. Senior prom is this Thursday at Woodwinds in Branford.
7. The Academic Awards Ceremony is also this Thursday.
8. Senior Scholarship night is May 30th

D. I. b.

WEST HAVEN BOARD OF EDUCATION
May 21, 2018
Policy Committee Meeting

A meeting of the Policy Committee took place on May 21, 2018 in the Board's Meeting Room on the second floor of City Hall, 355 Main Street, West Haven, Connecticut. The meeting was called to order by Robert Guthrie, Chairman of the Policy Committee at 5:30 PM.

COMMITTEE
MEMBERS IN
ATTENDANCE:

Robert Guthrie, Chairman
Patrick Leigh
Pat Libero

BOARD MEMBERS
IN ATTENDANCE:

Karen Pacelli
Rosemary Russo

ADMINISTRATORS PRESENT: Neil Cavallaro, Superintendent of Schools

CITY OFFICIALS PRESENT:

STUDENT REPRESENTATIVES
PRESENT:

Chairman Guthrie said there are a couple of other policies Neil is working on Sexual Health Education and Personnel Absences but these are still being looked at by CABA and lawyers so we will see that later. They are looking to update these policies.

We are looking at a policy to address crowdfunding and we presently do not have one on that specific item. We aren't looking to change candy sales and things that are controlled at the building level or the principal level. The out of town trips would still come to the superintendent and then to the board. This is specifically about crowd funding and how people raise the name whether it is classroom based or club based using our name and how items will become the property of the district. The goal is to get this out now so all the present fundraisers know this.

Patrick asked if there is a reason all of this couldn't fall under fundraiser policy. Bob said crowdfunding is more specific in how they go about it. Superintendent Cavallaro said it is the new wave of online fundraising so it is branching off into something a little bit different. Patrick said you don't think it is a subset within fundraising or you think it is its

own entity. Neil thinks it can be and this is something we should get out as its own policy. Neil thinks it not only protects the BOE it also protects the group doing the fundraising or someone who thinks they are doing something on behalf of the group. It is good that we are able to monitor it. We are going to develop a form similar to field trips and if we think it meets a certain threshold we will bring it to the board. This is something we should monitor more closely than we have been. It is important we have a record of those kinds of activities. Patrick said so this is just pertaining to employees or board members of the BOE. Bob said it could be a booster club. Neil said the nice thing about this is that all of our booster clubs and most of our organizations within WHHS have their funds in the student activity account so once funds are taken they go into an account and they are held whether it is the Penalty Box Club, The Dugout Club or the Band Parents Association the money is kept track of within the high school and those are the bigger fundraisers. Patrick thinks there definitely has to be something in that policy that states an account or some way to track that funding because he can see this opening a door of I am going to start my own fundraiser in the name of and scam.....Superintendent Cavallaro said that is the purpose of the policy. Chairman Guthrie said that is what this is hopefully going to clean up going forward. Superintendent Cavallaro said we did see some districts have already started this and he has received several requests this year to do a Go Fund Me. Neil thinks this is long overdue. Patrick asked if anyone knows if there is a cost associated with Go Fund Me and how do they make money. Pat Libero said she thinks they take a percentage. Pat said Up All Night is doing this and she knows there is an administrative charge to use Go Fund Me. Neil said that would be the decision of the actual club and/or person who goes to the organization. Superintendent Cavallaro doesn't think any one person should be in charge of money for anything. A further discussion took place.

Chairman Guthrie said the goal of the policy is to try to control this going forward and everyone will be aware of this when school starts. Karen Pacelli said the candy sales we don't need to approve but will there be certain guidelines put in the policy of ones we would need to approve? Superintendent Cavallaro said we aren't changing that we are only talking about the actual online policies right now. Karen said so this means any fundraising on line. Correct that is the purpose of this particular policy nothing else is changing. Patrick asked who writes the policy. Neil said we get several policies from CAFE. Mandatory ones are passed by state law. Bob said we also get various policies from different towns to look at that are handled differently because of the size of their district. Basically everything in Shelton goes to the Superintendent because it is a smaller district in size for buildings, kids and staff. This didn't really make sense for West Haven. Ours is much more in line with what CAFE presented. Patrick said so we already have a policy written per se. Neil said he is sure there is a fundraising policy that we have. We generally contact CAFE and they have a list of all the policies and they send us sample policies to work from and we would either present you with the samples or work through a draft and if there was nothing we could contact the attorney's office if need be but most of the time there is something out there that we can use and tailor it to our needs. Patrick asked where that policy is held and how is it distributed so people understand it. Superintendent Cavallaro said on a policy like this he would send out a letter as soon as possible if the board chooses to pass it. All of our policies are on line because we

subscribe to the CAFE Online Policy. Once the policy is passed we send a copy to CAFE notifying them and it will go on line. Awesome and then it's distributed to the people affected how? Superintendent Cavallaro will send a cover letter to all of the schools, the athletic director, the assistant principals at the high school who oversee the various clubs because we want to get this out to everyone prior to school letting out for the summer so when they meet during the summer to plan their yearly activities they are aware of this.

Karen said in regard to Go Fund Me they are starting to not charge for service. They are going to have service fee free for new personal crowdfunding campaigns. They used to take 5% of donations and payment processors take 2.9%, along with 30 cents per donation. Now they are saying that they just ask for a tip; so I may offer to give them \$1.00 or you can also then provide a percentage if you want. That was a lot to charge. A further discussion took place.

Superintendent Cavallaro said to remember that any gift no matter how it comes about ultimately becomes the property of the Board of Education once the group hands the gift over to the school.

Chairman Guthrie asked for a motion for the approval of the Online Fundraising Campaign Crowdfunding Policy #3281.2

The motion was made by Patrick Leigh

Pat Libero seconded the motion

Discussion:

All board members were in favor

Motion approved

The meeting adjourned at 5:48 PM

Respectfully submitted,

Marylou Amendola
Board Secretary