

**COVENTRY BOARD OF EDUCATION  
APPROVED MINUTES  
MEETING OF THURSDAY, JUNE 30, 2011**

Members Present: Cheryl Trudon, Chairman  
Jennifer Beausoleil, Vice Chairman  
Mary Ann Emanuele, Secretary  
John Barrett (arrived 7:40 p.m.)  
Mary Kortmann  
Mark Malcolm  
Eugene Marchand

Administrators Present: Dr. Donna Bernard, Superintendent  
Gregg Blackstone, Business Manager

Also Present: Barbara Trinks, PSSS Director; Paul Noel, Director of Physical Plant and Facilities; a community member; Mr. Pomeroy, Director of the Agricultural program at E.O. Smith, and several student representatives of the E.O. Smith Agriculture program.

All motions are directed to the Coventry Board of Education.

**I. CALL TO ORDER**

By: Chairman, C. Trudon at 7:32 p.m.  
Place: Town Hall Annex

**II. SALUTE THE FLAG**

The Pledge of Allegiance was led by C. Trudon.

**III. AUDIENCE OF CITIZENS**

Beth Hayes, 201 North Farms Road, stated she is here tonight because of the E.O. Smith Vocational Agriculture education presentation. She said, as the parent of a daughter who has a passion for animals and horticulture, and was present to fully support continuing to fund the education of kids from Coventry at EO Smith. She said she would also like to request that the Board seriously consider increasing the number of students who are allowed to go to this program. She said students who have demonstrated a true passion for pursuing a career in this area really deserve the experience afforded at this school.

Audience of citizens was closed.

**IV. REPORT OF THE SUPERINTENDENT**

**A. Recognition: CHS Track Tournament Students Thomas Myers and Kelly Myers**

Dr. Bernard recognized Thomas and Kelly Myers for their accomplishments at Conference, State, and New England Championship Track and Field meets. She reviewed their accomplishments and presented each of them with a small gift.

The Board members congratulated both students on their accomplishments.

### **B. Information: E.O. Smith Presentation**

Dr. Bernard introduced Mr. Pomeroy, Director of Agricultural Education at E.O. Smith. Mr. Pomeroy introduced several students from the Agricultural program. Mr. Pomeroy spoke about the benefits of the program and the fact that he is only accepting three new students to the program this year. Several students spoke about their experiences at E.O. Smith, the awards they have received, and the importance of the program for them. The Board thanked them for their presentations and asked questions.

M. Emanuele asked when their National competition is being held. Mr. Pomeroy answered the Nationals are October 18 – 23, 2011 and fourteen students will be attending. The Board wished the group good luck at Nationals.

C. Trudon asked about the possibility of evening out the number of students allowed into the program each year. Mr. Pomeroy answered it would need to be discussed at the Superintendent level. He stated the number of students who graduated this year is the number of students he allows into the program the following year. Dr. Bernard stated all Magnet schools are recruiting and Coventry has to balance the ratio of students attending Magnet or other schools and those remaining in District.

M. Malcolm asked what the realistic number of students could be accepted from Coventry into the Agricultural program. Mr. Pomeroy answered ten students per year for a total of forty. M. Malcolm asked if half of the tuition is truly reimbursed by the state. J. Barrett answered Coventry is charged for one half of the tuition costs and the state pays the other half directly to E.O. Smith. Mr. Pomeroy stated Mansfield's per pupil expenditure is \$15,000. J. Barrett stated the tuition cost does not include the transportation cost.

J. Beausoleil asked if the number of students allowed into the program was increased one year, does that mean the town cannot reduce the number of students allowed in the following years. Mr. Pomeroy answered that could be discussed at the Superintendent level as well.

G. Marchand asked how many Coventry students usually apply to the program. Mr. Pomeroy answered usually 10-15 students. G. Marchand asked Mr. Pomeroy what he looks at to determine which students are selected. Mr. Pomeroy answered the essay on the application, interviews with the students, CMT's, and disciplinary records. He said he considers any work the students have done in agriculture and farming as well as membership in clubs such as 4H.

C. Trudon asked if fundraising was done to offset the costs of travel to National. Mr. Pomeroy and the students answered they did and they were able to raise enough funds to cover one half of the costs for each student. C. Trudon asked if there are after school agriculture programs that Coventry students can join in. Mr. Pomeroy answered there are some activities that are after school, but most of the activities are during school hours. He stated there is a possibility to open some of the activities to Coventry students. C. Trudon asked for more information on the activities after school.

C. Trudon asked how she can obtain the data and statistics on the agricultural program that were e-mailed in February from the Coventry Superintendent to the Mansfield Superintendent. She asked to whom questions should be directed. Mr. Pomeroy answered that the liaison to the agricultural program is J. Barrett.

J. Barrett asked about the other opportunities available to agricultural students at E.O. Smith. Mr. Pomeroy answered there are mechanics team learning how to repair farm and other equipment, a public speaking forum for students to learn presentations skills, a marketing and business program, food safety and food service, environmental sciences, and a team building component. Mr. Pomeroy also stated there are early college experiences available where students could receive up to twelve college credits.

J. Barrett stated he attend one of the induction ceremonies and was amazed at the philosophy they promote. J. Barrett stated that E.O Smith was fifth in the state for reading scores and that speaks to the value of the agricultural experience at the school. J. Barrett stated that Coventry has a budget surplus this year and suggested the Board seriously consider increasing the number of students allowed to attend the agricultural program. He stated Coventry as a town needs to promote the younger generation's interest in farming to replace farmers as they retire.

The Board members thanked Mr. Pomeroy and the students for their presentation.

### **C. Information: 2010-2011 Administrator Goal Achievement Update**

#### **1. Pupil and Staff Support Services – Barbara Trinks**

Ms. Trinks reviewed her goal achievement document (which is attached to these minutes) and handed out a data sheet of Anticipated Post-Secondary Outcomes. She thanked the Board and asked if there any questions.

C. Trudon asked about the BCBA funding that was supported by ARRA stimulus money and how it was going to be funded after the ARRA money is gone. Ms. Trinks answered the funding for the BCBA staff person was moved from ARRA to District funding at the end of this year. Ms. Trinks stated the BCBA staff person was in the process of obtaining the BCBA certification and she hopes Coventry will continue to support the staff person. M. Malcolm asked if Ms. Trinks plans to have a full time BCBA staff member permanently going forward. Ms. Trinks answered yes. M. Malcolm asked if Ms. Trinks could present information to the Board at future meeting on the value of the BCBA and the fiscal responsibilities the position brings. Ms. Trinks indicated she could do that.

J. Beausoleil asked for more examples of the themes for the department meetings. Ms. Trinks answered IEP procedural review and program review of the IEP's. J. Beausoleil asked whether the 600 number reported under Goal 6 was students or reports. Ms. Trinks answered it was reports and that there are multiple IEP's for each student. J. Beausoleil asked for an example of an efficiency that was improved in the past year. Ms. Trinks spoke about the change from the multi-part form to a streamlined form and the implementation of a suggested goal. J. Beausoleil asked about metrics on the program, how long each step takes, and accountability to ensure the plan developed is being followed. J. Beausoleil asked if the information could be brought to the Board. Dr. Bernard suggested a creating a flow chart. M. Malcolm stated documentation is collected and reported on students in special education. Ms. Trinks stated she could share information using a case study format.

M. Emanuele asked how many people attended the workshops. Ms. Trinks answered 18 attended the winter workshops and 15 attended the spring workshops. M. Emanuele asked how many students are in the Coventry Alternative Learning Program (CALP). Ms. Trinks answered ten.

J. Barrett commented that some members of the community were asking him about CALP and he asked for information on the program. Ms. Trinks reviewed the school vs. work schedule for the students. J. Barrett asked why special education students who need more instruction are allowed to leave school early to work or volunteer. Ms. Trinks stated these students were struggling with the long school day and the CALP program allows the students to receive the needed education and also develop social skills that will help them relate to bosses and co-workers. G. Marchand asked what type of work they were involved in. Ms. Trinks answered one student was doing work in the fire department, one worked at a gas station, and one worked in a car repair shop. Ms. Trinks mentioned some students assisted Human Services in preparing food baskets. Dr. Bernard stated the CALP program is IEP driven and she applauds Ms. Trinks for her work on this program. Ms. Trinks stated she is meeting with her staff to discuss changes to the program for next year. J. Barrett asked what changes are being discussed. Ms. Trinks answered revamping the program to correct work avoidance behaviors the students have learned over the years. J. Barrett voiced his concern that there is perception in the community that these students are being given a pass. Ms. Trinks stated the soft skill needed in the work force will help these students throughout their careers. She also stated they will be putting in situation assessments next year, more job shadowing, and internships. J. Barrett asked what follow through is occurring with the bosses the students report to. Ms. Trinks answered phone calls were done every one to two weeks. She also stated more follow up is planned for next year. G. Marchand stated this is vocational education. J. Beausoleil asked how transportation is handled. Ms. Trinks answered some students leave directly from school to work and they are provided transportation. She stated some students go home because of their work schedules.

G. Marchand stated the Workforce Investment Board may be a resource. Ms. Trinks stated she will look into using it for next year. M. Emanuele asked what trades the students were interested in and why a technical school was not suggested. Ms. Trinks answered the trades the students were interested in varied and included marine mechanics, HVAC, and Culinary. Dr. Bernard stated many colleges are providing adaptive programs. The Board thanked Ms. Trinks for her presentation.

## **2. Central Office – Gregg Blackstone**

G. Blackstone reviewed his goal achievement document (which is attached to these minutes). He thanked the Board and asked if there any questions.

G. Marchand asked if sharing network services with South Windsor is a long term solution and what the risk is if South Windsor no longer has the extra capacity. G. Blackstone answered this decision was made by the Town of Coventry and not the Board of Education. C. Trudon asked what the process is for the structural analysis. G. Blackstone answered the bids will be reviewed and a decision made based on lowest comparable bid. C. Trudon asked if there was real repair work. G. Blackstone answered it will be an assessment and not a repair. J. Beausoleil commended G. Blackstone on a job well done on his first year citing his excellent financial reports, collaboration with the community, and handling issues with professionalism and grace under fire. The Board thanked G. Blackstone for his presentation.

## **3. Physical Plant and Facilities – Paul Noel**

Mr. Noel reviewed his goal achievement document (which is attached to these minutes). He thanked the Board and asked if there any questions.

J. Barrett asked about the wind turbine and if Mr. Noel had any idea of the amount of power it generates. Mr. Noel answered he did not know. G. Marchand asked where the cameras were situated at the schools. Mr. Noel answered the entrances and isolated spots that school administrators identified as trouble areas. G. Marchand asked what the basic safety issues were at the schools. Mr. Noel answered woodshop, some of the technical classrooms, and propane tanks.

Dr. Bernard asked Mr. Noel where he receives his safety direction. Mr. Noel answered they have a safety officer and they use a consultant. He stated that OSHA has regulations that need to be followed as well. Mr. Noel stated the MSDS sheets are the most time consuming and difficult to control so a software program was purchased. G. Marchand asked if there were any other areas of concern. Mr. Noel answered woodshop because wood dust is a carcinogen and needs to be vacuumed. M. Emanuele asked about cleaning supplies. Mr. Noel spoke to the new floor cleaning supplies that are used. C. Trudon commended Mr. Noel for the great job he is doing, his dedication to the job, and his willingness to come in early and stay late. The Board thanked Mr. Noel for his presentation.

**V. Consent Agenda** (one vote for all items)

- A. Accept Retirement of Raymond Beaulieu
- B. Accept resignation of Stacey Fulton

**MOTION: To approve the consent agenda.**

**By: G. Marchand      Seconded: M. Kortmann**

**Result: Motion passes unanimously.**

**VI. REPORT OF CHAIRMAN**

**Information: Assign Members (3) to Residency Committee**

C. Trudon stated she needs three volunteers for a Residency Committee that should be only a one night, one time meeting. M. Kortmann, M. Emanuele, and G. Marchand volunteered. C. Trudon stated she does not yet have a date. J. Barrett asked what the Residency Committee would be deciding. Dr. Bernard answered it was an ad hoc committee to determine a student's residency.

C. Trudon shared information on the status of the roof committee. She stated the roofing replacements have begun, they have hired a clerk-of-the-works, hired a contractor, and supplies have arrived. C. Trudon stated some of the schools may be done early.

C. Trudon thanked G. Marchand to filling in for her at the graduation ceremony.

**VII. APPROVAL OF MINUTES**

**A. VOTE: Approve Minutes of May 26, 2011**

**MOTION: To Approve the Minutes of the BOE Meeting of Thursday May 26, 2011**

**By: M. Kortmann      Seconded: G. Marchand**

**Discussion:**

C. Trudon asked on page one, last sentence; change the word "then" to "them".

J. Beausoleil asked to add information on a discussion to page two related to business advertising vs. event notification in relationship to signs. She would like to add a sentence to that effect anywhere on that page. J. Beausoleil asked on page three, second paragraph, add the following sentence “J. Beausoleil stated that since it was a school trip, our policy states Board approval is necessary.” J. Beausoleil asked on page four, first paragraph, add the following to end of the paragraph. “The Policies discussed include 6100 Elementary and Secondary, 6120 Objectives of the Instructional Program, 6141 Curriculum Design, 6156 Instructional Methods, 6161 Instruction – Textbook Adoption, and 8110 Role of Board and Members.”

**Result: Motion to approve the minutes with noted changes passes unanimously.**

**B. VOTE: Approve Minutes of June 2, 2011**

**MOTION: To Approve the Minutes of the BOE Meeting of Thursday, June 2, 2011**

**By: M. Kortmann      Seconded: J. Beausoleil**

**Result: Motion to approve the minutes passes 4-0-3 (J. Barrett, M. Malcolm, and G. Marchand abstain)**

**C. VOTE: Approve Minutes of June 9, 2011**

**MOTION: To Approve the Minutes of the BOE Meeting of Thursday, June 9, 2011**

**By: M. Kortmann      Seconded: M. Emanuele**

**Discussion:**

J. Beausoleil asked on page three, add “to see all classes at once” to the end of the second sentence. J. Beausoleil asked on page three, fourth paragraph, add “lessons learned from the new schedule” before “including parent comments and concerns”.

C. Trudon asked on page four, right after the result, add “C. Trudon supported both ideas but wanted a policy to be drawn up before voting in favor of the motion.”

**Result: Motion to approve the minutes with noted changes passes 6-0-1 (J. Barrett abstained.)**

**IX. NEW BUSINESS**

**Information and VOTE: Increase School Lunch Prices – Mr. Blackstone**

G. Blackstone referenced a document in the packet detailing the reasons to increase school lunch prices by a dime for the next school year. He stated the price needs to increase or it could jeopardize funding from the state. G. Blackstone stated that the last price increase was in 2008.

**MOTION: To raise school lunch prices by a dime for the next school year.**

**By: M. Kortmann      Seconded: J. Beausoleil**

**Result: Motion passes 6-1 (Against: M. Emanuele)**

**X. REPORT OF BOARD MEMBERS**

**A. Information and Report – Fiscal Committee Meeting of June 6, 2011. VOTE: End of Year Transfers**

G. Blackstone reviewed the Fiscal management report and end of year spending items report. He stated there was a \$74,000 to spend and the Fiscal committee determined a rank of items to purchase.

M. Kortmann stated that transfers will not occur until August when the final budget numbers are known. M. Malcolm mentioned that the Fiscal committee wanted to approve spending for an energy audit. He said they did not include it because the audit would not be completed in this fiscal year.

J. Barrett asked what the curriculum need is for the mobile computer lab. C. Trudon answered classes use the lab for research. J. Beausoleil stated the rolling computer lab was placed in the budget last year and was cut. She also stated the rolling computer lab is beneficial for classroom time management and occasional classroom use.

M. Emanuele asked if this was the final rank. C. Trudon answered yes. M. Malcolm stated if the surplus is over \$100,000 the funds over that limit will be sent back to the town. C. Trudon stated that CIRMA money would also be sent back to the town.

**MOTION: To table end of year transfers until August.**

**By: M. Kortmann      Seconded: J. Beausoleil**

**Discussion:**

J. Barrett asked if the Fiscal committee was asking for a consensus from the Board for the budget surplus. G. Blackstone answered the PO's were created but have not been sent. He stated they will not be sent until budget numbers are confirmed. J. Barrett asked if the Board could review the spending items one more time before the PO's are released. He stated he wanted the Board to vote on the rank and spending items. M. Malcolm stated he disagrees with J. Barrett that a vote needs to occur before transfers are done.

**Result: Motion passes 6-1 (Against: J. Barrett)**

**B. Information and Report – Policy Committee**

J. Beausoleil reviewed the work the Policy committee has done regarding curriculum policies. She stated the committee is working toward creating a three tiered approach. J. Beausoleil stated many of these policies have not been updated since 2000. J. Beausoleil reviewed the discussion the committee had on the new Medication Administration Policy.

J. Barrett asked if the intent of the Policy committee was to create a liaison to the Board and abdicate the Board's authority to approve curriculum to teachers. J. Beausoleil suggested J. Barrett review the minutes from the Policy meeting and e-mail his concerns to her or any member of the Policy committee. M. Emanuele stated the curriculum policies were outdated and no longer made sense. M. Malcolm asked how the curriculum is presented to the Board. M. Emanuele answered a District committee liaison position, a Board committee member, or a curriculum committee. She said it will be up to the Board to decide which option to do and we would continue with the district curriculum committee. She stated this would allow discussion and comments from the Board to be raised. J. Barrett asked that any new courses be brought to the Board before being approved. J. Beausoleil answered that is an item that can be discussed when that policy is warned to the Board.

Other Report of Board Members:

J. Barrett asked about the RFP for the Grammer school ceiling tiles and lighting that is currently on the web site. He wants to know where the money for this project is coming from. G. Blackstone answered that was included in a CIP from last year and was not a Board expense.

C. Trudon asked J. Barrett to speak with Mr. Pomeroy and obtain answers to the questions that were sent regarding the Agricultural program. J. Barrett answered he would contact Mr. Pomeroy.

G. Marchand commended the work done on the graduation ceremony. He mentioned the standing ovation for Dr. Bernard that occurred during the ceremony. The Board agreed the graduation ceremony was nice.

## **X. ADJOURNMENT**

**MOTION: To adjourn the Board meeting at 10:50 p.m.**  
**By: J. Barrett                      Seconded: J. Beausoleil**  
**Result: Motion passes unanimously.**

Respectfully submitted:

---

Terri Lessard  
Subcommittee Clerk

**July 14, 2011**  
**Approved**



## Coventry Public Schools

### SubSystems/Department Goals for the 2010-2011 School Year

**Barbara K. Trinks – Pupil & Staff Support Services**

#### **Goal Achievement Report: June 2011**

- 1.0 Improve outside resources, partnerships, and revenues, consistent with district goals.
  - 1.3 Use opportunities for training at school sites based on the Connecticut Accountability for Learning Initiative (CALI) to provide training for 100% of Special Education and Related Services staff to expand the use of best practices in data analysis, instruction and assessment to support student achievement.
    - ✓ All Special Education and Related Services staff participated in appropriate trainings provided at each school site through CALLI.
    - ✓ All Special Education and Related Services staff continue to collaborate with their general education colleagues in their buildings and across the district to apply strategies imbedded in the CALI training and initiative.
  - 1.4 Use American Recovery and Reinvestment Act (ARRA) stimulus fund to supplement current programs and to develop new programs and supports designed to increase student achievement and internal capabilities of staff.
    - ✓ ARRA funding has allowed us to increase our access to the consultative services of a Board Certified Behavior Analyst (BCBA).
    - ✓ The BCBA provided weekly interventions and supported program development for 8 students in district using the principles of Applied Behavior Analysis (ABA) and Discrete Trial Instruction (DTI).
    - ✓ The BCBA consulted with various school staff in all buildings relative to student learning and supporting student behavior.
    - ✓ The BCBA provided staff training.
    - ✓ The BCBA provided the supervision required for a staff member of the Coventry Public Schools to progress toward becoming a Board Certified Behavior Analyst.

#### 2.0 Promote efficient functioning and consistent refinement of subsystems within the larger organization.

- 2.4 Continue the implementation of Scientifically Research Based Interventions (SRBI) in conjunction with the *2010 Guidelines for Identifying Children with Learning Disabilities* (Connecticut State Department of Education, September 2010) to support ongoing student assessment, data analysis and instruction for improved student outcomes across the curriculum.
    - ✓ The Special Education and Related Services Leadership Team completed an ongoing analysis of the implications of SRBI and the LD Guidelines in daily practice.
    - ✓ This was also a theme at Department Meetings held monthly.
    - ✓ Gary Cesca, in his role of PSSS Support, attended referral and initial diagnostic PPTs to support consistent implementation across the district.
  - 2.5 Provide educationally based vocational programming and opportunities for 100% of high school students identified as requiring special education services to support a variety of post secondary education and employment outcomes.
    - ✓ The Transition Team met monthly to provide case managers with ways to enhance their assessment and program planning to support post-secondary outcomes.
    - ✓ The Transition Coordinator, case managers and Vocational Trainer provided a variety of experiences to students.
    - ✓ Additional training and discussion have included grade 8 case managers to allow the focus on Transition Planning to begin even earlier for students.
- #### 3.0 Provide clear and regular communication to all constituencies, building a support base for school programs.
- 3.5 Use a variety of mechanisms (i.e. printed materials, district website) to provide resources and information to parents, school staff, community members and school officials on a variety of topics related to special education and the education of students identified as requiring special education services.
    - ✓ The PSSS Administration and Leadership team continue to use established mechanisms for communication. The focus has been

- ✓ Staff learned strategies to collect data, to complete data analysis, and to design instructional strategies appropriate to support academic and behavioral growth for students with autism.
  - ✓ As mentioned previously, the BCBA provided the supervision required for a staff member of the Coventry Public Schools to progress toward becoming a Board Certified Behavior Analyst.
- 5.0 Improve the implementation of technology systems for educational and administrative use.
- 5.2 Increase by 10% the integration and use of Assistive Technology (AT) tools designed to support student learning from Preschool through Grade 12 across the curriculum.
    - ✓ The AT Team met on a regular basis and provided support to students and staff regarding the implementation of AT tools.
    - ✓ The number of students using AT tools increased as did the variety of tools used by students.
  - 5.5 Use members of the Assistive Technology Team to support the implementation and use of AT tools to support student achievement across the curriculum.
    - ✓ Members of the AT Team received training in AT tools to support a variety of student needs including oral communication, reading, writing, math, and note-taking.
    - ✓ AT Team members then provided ongoing training to staff and students using these tools throughout the district.
    - ✓ Additional training was also provided to parents and families for AT tools students used for communication or completing work at home.
- 6.0 Compile and use data to evaluate and improve programs and practices.
- 6.2 Continue to improve the efficiencies and accuracy within special education programs through the continued refinement of the implementation of IEP Direct, the web-based program used for the development of Individualized Education Programs (IEP).
    - ✓ Staff report increased efficiency as they have become more familiar with the program.

- on establishing the required levels of communication to support student achievement.
- 3.11 Collaborate with internal and external resources to provide 2 parent trainings related to child development and special education.
- ✓ The first workshop, entitled "The Nuts and Bolts of Special Education", was held on Wednesday, January 19, 2011. This workshop focused on special education law.
  - ✓ The second workshop, entitled "Developing the IEP", was held on Wednesday, April 6, 2011. This workshop focused on the components of an Individualized Education Program (IEP).
  - ✓ We partnered with the Connecticut Parent Advocacy Center (CPAC) to provide these workshops.

4.0 Implement curriculum programs and practices that improve student educational performance, ensuring alignment with state standards.

- 4.4 Work with CHS staff further develop and refine instruction in the Coventry Alternative Learning Program (CALP), a comprehensive alternative special education program developed to support identified students with a particular focus on improving academic achievement, providing social-emotional and behavioral support and expanding vocational opportunities.
- ✓ CALP Procedures and Structure and the CALP Behavior Support Program were established in the Fall of 2010 by administrators, teachers, and support staff.
  - ✓ An increased involvement by general education staff.
  - ✓ Increased differentiation and individualization of instruction.
  - ✓ A decrease in office referral for students involved in the program.
  - ✓ Two students recently received awards at CHS.
  - ✓ Three students obtained their diplomas at graduation this month.
- 4.4 Further develop internal capacity relative to programming for students with autism.
- ✓ As mentioned previously in the update for Goal 1.4, the contracted services of a BCBA supported PSSS staff as they provided direct instruction using ABA and DTI to students with autism.

- ✓ Professional development was provided to all PSSS staff focusing on both procedural compliance within the IEP and effective IEP development to support student achievement.

6.6 Analyze data to refine School Improvement Plans, including Adequate Yearly Progress (AYP), focusing in moving 10% of students from Below basic and Basic to Proficient in Reading and Math on the CMT and CAPT.

- ✓ Collaboration between Special Education and General Education staff and the implementation of differentiated instruction and SRBI provide the mechanisms to support students in the Below Basic and Basic range of the CMT and CAPT as they work to move into the Proficient range.
- ✓ Specific data relative to student performance will be available in late summer or early fall when CMT and CAPT scores are released.



Coventry Public Schools

SubSystem/Department Goals for the 2010 - 2011 School Year

Gregg Blackstone – Central Office  
June 30, 2011

3.10 Provide information regarding the Roof Replacement Project.  
*I have and will continue to communicate the financial aspects of the project to the Board.*

5.0 **Improve the implementation of technology systems for educational and administrative use.**

5.5 Reduce costs and increase efficiencies by further modifying staff technology roles and responsibilities

- *I worked with the Town Manager and Finance Director to review network and email infrastructure – the result of this review is to obtain services from the Town of South Windsor and replace our current email service provider. This change should lower costs and provide better service.*
- *I worked with the tech team to review and improve existing smartboard deployment and installations*

6.0 **Compile and use data to evaluate and improve programs and practices.**

6.3 Use technology developed data to track and be better informed regarding utility and facility expenses and usage

*I created a heating energy model based on degree days to provide more accurate forecasts of fuel and utilities usage and expenditures. The expenditure forecast is part of the larger monthly management report.*

6.4 Collect data required for bid packages and related supplemental costs and make recommendations to increase efficiency

- *I rebid and consolidated photocopier contracts that have saved \$10K this year*
- *I recently formulated an RFP to address structural issues that were uncovered during the roof snow removal process this past winter*

1.0 **Improve outside resources, partnerships, and revenues, consistent with district objectives.**

1.6 Revise school use facility policy and lease charges; recommend modifications to Educational Facilities Use Fees Fund use requirements.

*These policies and regulations had not been updated in ten years. I worked with Paul Noel and Kimberlee Michaud on revisions that were approved by the Policy Committee and the Board earlier this academic year.*

2.0 **Promote efficient functioning and consistent refinement of subsystems within the larger organization.**

2.8 Analyze and modify current business and fiscal management systems to increase efficiencies

- *I created monthly Profit & Loss and Cash Flow schedules to monitor Food Services operations*
- *I created monthly Management Forecast/Report to more precisely estimate EOY financial position*
- *I created a budget roster database with downloaded BudgetSense data to project FY2012 payroll requirements. I will continue to refine this roster to include fringe benefit data going forward*

3.0 **Provide clear and regular communication to all constituencies, building a support base for school programs.**

3.1 Extend the collaboration between town Finance and school Fiscal committees to improve understanding of financial schedules

*I revised the process for notifying the Town Finance Department of reconciling items on a monthly basis, replacing a hard copy reconciliation with a spreadsheet that incorporates data extracted from BudgetSense, summarized to match the Town's accounting runs.*

*I have participated in joint fiscal meetings, presented the Board budget with the Town Manager at the budget hearing and town meeting, worked with Town staff on the health insurance conversion, and am involved in the Town pension meetings.*

gb 6/30/11

gb 6/30/11



**Coventry Public Schools**

**Sub System/Department Goal Achievement  
for the 2010 - 2011 School Year**

**By: Paul Noel, Director of Physical Plant & Facilities**

- 1.0 Improve outside resources, partnerships, and revenues, consistent with district objectives.
  - 1.1 Continue to work with Police, Fire and Town agencies to improve emergency responsiveness.
    - Attended monthly LECC meetings
    - Changed to the same wireless carrier as the Town's to facilitate direct connect and better communication.
    - Met with town agencies to coordinate plan for roof snow removal
  - 1.2 Work with the Board to revise school facility use policy and lease charges and recommend use criteria for the Educational Facilities Use Fees Fund.
    - Wrote drafts and incorporated suggested changes as a result of fiscal committee and policy committee reviews.
    - Met with town personnel and school administration regarding use of the Educational Facilities Use Fees Fund.
- 2.0 Promote efficient functioning and consistent refinement of subsystems within the larger organization.
  - 2.1 Improve and expand security and safety procedures through improvements in access control, monitoring and safety training and awareness.
    - Installed cameras at all schools
    - Installed key cabinets at all schools
    - Worked with district safety officer to identify and address safety issues.
    - Attended lead renovation training, asbestos refresher and water operator training.
    - Chairman of the Safety Committee/monthly flyers.
  - 2.2 Complete the transition to Green chemicals and techniques.
    - Plan posted on website in October 2010.
    - Converted to green products last year.
    - In the process of clearing out old chemicals.
- 3.0 Provide clear and regular communication to all constituencies, building a support base for school programs.
  - 3.1 Provide the town with facilities needs information.
    - Generated a more comprehensive Capital Improvement Project list based on a more favorable chance for project approvals.
    - Provided information, access and research to facilitate Roofing Project progress.
    - Worked closely with engineer in dealing with structural issues in the schools.
  - 3.2 Improve school way finding instructions and welcoming atmosphere.
    - Replaced courtyard windows near lecture hall at CHS.
    - Completed landscaping upgrades to enhance welcoming atmosphere.
    - Made parking modifications at GHR
    - Installed canopy lights at CGS
    - Added AC to CGS library
    - Painted hallways
    - Created wall back drop for welcoming wall at CNH
    - Moved principals
    - Install sound system in press box
    - Installed flagpole at varsity field.
  - 3.3 Implement curriculum programs and practices that improve student educational performance, ensuring alignment with state standards.
  - 3.4 Improve the implementation of technology systems for educational and administrative use.
    - 5.1 Reduce costs and increase efficiencies by having internal staff assist with technology support and installations.
      - Renovated room 157 at CHS into a computer room.
      - Assisted with installation of smart boards and projectors
      - Assistance in moving server room at CHS (still in progress)
    - 5.2 Compile and use data to evaluate and improve programs and practices.
    - 5.3 Use technology developed data to track and be better informed regarding utility and facility expenses and usage.
      - Provided Business Office with oil, propane and electric usage.

Main Goal Items 1.0 – 6.0 Adopted by the Board of Education  
August 12, 2010

Main Goal Items 1.0 – 6.0 Adopted by the Board of Education  
August 12, 2010