

Coventry Board of Education  
Coventry, Connecticut  
BOARD OF EDUCATION MEETING  
Town Hall Annex  
**Approved Minutes of January 12, 2012**

Members Present: Jennifer Beausoleil, Chairman  
Mary Kortmann, Vice-Chairman  
Mary Minor, Secretary  
Todd Cancelliere  
Eugene Marchand  
William Oros  
Denise Ryan

Also Present: Taylor Vann, Student Board of Education Representative

Administrators Present: David Petrone, Acting Superintendent of Schools  
Gregg Blackstone, Business Manager

Also Present: Michelle Mullaly, Principal of Coventry High School; Stephen Merlino, Coventry High School Assistant Principal; Mary Perkins-Dobek, Interim Dean of Students of Capt. Nathan Hale School; Carla Kennedy, Assistant Principal of Capt. Nathan Hale School; Troy Hopkins, Principal of the G. H. Robertson School; Marybeth Moyer, Principal of Coventry Grammar School; Paul Noel, Director of Physical Plant and Facilities; Barbara Trinks, PSSS Director; and several community members.

All motions are directed to the Coventry Board of Education.

### **I. CALL TO ORDER**

By: J. Beausoleil at 7:32 P.M.  
Place: Town Hall Annex

### **II. SALUTE TO THE FLAG**

The Pledge of Allegiance was led by J. Beausoleil.

### **III. AUDIENCE OF CITIZENS**

Kristen Nissen of 38 Barbara Drive, mother of a future Coventry graduate of 2025, asked the Board to seriously consider full day Kindergarten. She reviewed research and the benefits of full day kindergarten and provided a printed packet supporting her presentation.

Margie Stickles of 103 Joshua Lane asked the Administration to address results of the survey conducted by the administration and what the typical day would be like for full-day students.

Karen Skudlarek of 118 North Farms Road, asked the Board to consider how their decisions would affect the 30% of students who are not meeting the grade level standards by grades 3-5 and how focusing on them would also help the 70% that are reaching standards and may deserve additional services also.

### **IV. REPORT OF THE CHAIRMAN**

J. Beausoleil announced Mr. Petrone as the Acting Superintendent of Schools.

J. Beausoleil said there was a joint fiscal and finance meeting recently and recognized the flawless audit report Mr. Blackstone prepared for the meeting.

## **V. REPORT OF THE SUPERINTENDENT**

### **A. Information: STEPS Presentation and Board VOTE – Kathryn Hassler**

Ms. Hassler, Coordinator of Coventry STEPS, presented the STEPS program to the Board. Her presentation included its governance structure, its development of its logo, website, and resource guide. She discussed the accomplishments and community plan of STEPS. She also discussed the Fiscal Scan and the Community Planning Process. She reviewed the subcommittees within STEPS: Health, Nurturing, and Education.

Ms. Hassler reviewed the future of STEPS in relation to matching the Graustein Grant. The application process begins in March. Ms. Hassler asked the Board for some support in the matching requirement in the form of \$25,000 or re-deployment of staff resources or a combination of these two items. Ms. Hassler said there are various methods of re-deploying resources and there could be redefining job descriptions. Ms. Hassler said a letter has been sent to the Town regarding support for this as well, as multiple resources may be used to match the grant.

J. Beausoleil said the Board will be discussing the budget in the upcoming weeks and will ask the Town Council about their decision also.

### **B. Information & Recognition: Student Representative Update – Mr. Vann**

Mr. Petrone acknowledged T. Vann for his work with the Board as this is his last meeting as the student representative. T. Vann thanked the Board and past Board members for the experience.

T. Vann reported on CHS winter sports.

E. Marchand asked if T. Vann had any suggestions on how to increase involvement, such as a link to the student council. T. Vann said there could be more involvement by informing the student representative of certain topics in advance in order to get student feedback to report to the Board. E. Marchand said empowering the student representative would be a positive addition to the community.

### **C. Information: Full Day Kindergarten Presentation – Ms. Moyer**

Ms. Moyer gave a presentation on Full Day Kindergarten. Ms. Moyer thanked the Administration for all their support in her research as well as the Full Day Kindergarten Committee. She reviewed Kindergarten in Connecticut, School Readiness, Recommendations, Kindergarten Day, Meeting 21<sup>st</sup> Century Standards, and District Cost.

Ms. Moyer said the State of Connecticut is planning on implementing mandatory full day kindergarten in the next two to three years.

Ms. Moyer said the Connecticut Association of Public School Superintendents and Connecticut Education Association are both advocates of full day kindergarten, endorsing it in November 2011 and January 2012 respectively.

Ms. Moyer explained school readiness and the benefits of full day kindergarten for children and for teachers.

Ms. Moyer presented the parent and teacher perspectives based on survey results including adding the opportunity for parents to spend more time in their child's class and extended lessons for teachers. She said two of every three parents who responded to the survey were in favor of full day kindergarten.

Ms. Moyer recommends full day kindergarten to the Board to meet students' academic, physical, social and emotional needs. She said the full day program will lengthen the number of school hours from 450 to 900.

Ms. Moyer reviewed the needs to implement full day kindergarten including one full time and one part-time teachers, furniture, and supplies. The total cost would be approximately \$76,000 after a savings of over \$67,000 in transportation costs.

D. Ryan asked about how the curriculum would be affected in the upper grades given the full day kindergarten would be learning more and it would carry forward. Ms. Moyer said the Common Core Standards will address this.

T. Cancelliere asked if there would be any funding from the State given there would be a mandate for it in the future. Ms. Moyer said she has not heard about any such funding.

T. Cancelliere asked if the survey results could be made available. Ms. Moyer said yes.

E. Marchand asked about there being an option for some full day and some half day classes. Ms. Moyer said it is important to have all children participate in the same full day program but understands that there may be individual special circumstances which will be addressed.

M. Minor thanked Ms. Moyer for putting together the committee to address past questions from past boards.

#### D. Information: Administrative Goal Presentations Continued

##### 1. Physical Plant and Facilities – Mr. Noel

Mr. Noel reported his goals to the Board, which are attached to these minutes. He said his main goals include participating in ASHRAE audit, securing funding and implementing structural repairs and developing a written plan for response to weather related emergencies.

M. Kortmann asked Mr. Noel to do a follow-up report on the savings as a result of the new roofs.

##### 2. Business Office – Mr. Blackstone

Mr. Blackstone reviewed his goals for the Board, which are attached to these minutes. He said his main goals include pursuing savings and reallocating resources toward instruction and support services for students, increase the utilization of the Educational Use of Facilities Fund and implementing recommendations of the energy audit consultant.

Mr. Blackstone will also be on a steering committee to ensure that the Powerschool implementation remains on schedule.

Mr. Blackstone said he will also be reviewing additional diesel savings associated with decreased transportation costs related to full day kindergarten.

##### 3. Pupil & Staff Support Services – Ms. Trinks

Ms. Trinks presented her goals to the Board, which are attached to these minutes. She said her goals include the following: increasing academic achievement, redesigning the Assistive Technology Team, utilizing resources to increase the level of support for post-secondary education/training, implementing the Safe School Climate Plan, improving supports for students with Autism, providing opportunities for PSSS staff for professional development and analyzing the needs of challenging students.

#### E. Information: FY13 Budget Presentation

##### 1. Presentation of FY13 Budget – Mr. Petrone and Mr. Blackstone

Mr. Petrone reviewed the budget proposal and said he would be happy to share this with the community. Mr. Petrone presented the 2012-13 budget to be a .60% increase while funding three main initiatives: 1. Common Core Standards Implementation, 2. All Day Kindergarten, 3. Implementation the Connecticut High School Reform plan for CHS.

Mr. Petrone said Fiscal Impact for implementing the Common Core Standards is \$100,000 including dedicated personnel and outside professional services.

Mr. Petrone said implementing full day kindergarten is accounted for in the budget and would be approximately \$76,000. Mr. Petrone said he supports full day kindergarten as he is concerned about not meeting AYP at Robertson. He also supports the full time para-educator position to continue to make Coventry a place families want to come to and stay for their children's' education.

Mr. Petrone said the cost for the reform plan at Coventry High School would be \$106,000 including a staff member for a tutoring center and FTE for increased credit requirements.

Mr. Petrone reviewed the changes in the areas of payroll and benefits.

Mr. Petrone said this budget fully supports labor contract increases, special education increases and utilizes all remaining ARRA Education Jobs Fund dollars.

Mr. Petrone said there is no time to waste and this budget allows the District to move forward.

J. Beausoleil appreciates that the budget is proactively looking forward to the upcoming state mandates. W. Oros said he likes how the budget is linked to specific goals which keep the Administration accountable. D. Ryan agreed.

Ms. Mullaly, Ms. Dobek, Mr. Hopkins, Ms. Moyer, Mr. Noel, Mr. Blackstone and Ms. Trinks presented the budgetary priorities for their respective schools or departments.

J. Beausoleil said the Board can begin to ask questions regarding the budget via email and to copy all parties involved. She said more questions on the budget will be asked at the budget meetings starting next week.

## **VI. APPROVAL OF MINUTES**

VOTE: Approve minutes of December 19, 2011

**MOTION: To approve the minutes of December 19, 2011**  
**By: M. Kortmann      Seconded by: M. Minor**  
**Result: Motion passes 6-0, 1 abstention (W. Oros)**

## **VII. NEW BUSINESS**

VOTE: Approve Mr. David Petrone and Mr. Gregg Blackstone as the designated representatives authorized to sign claims for reimbursement for the Food Service Child Nutrition Program

**MOTION: To approve Mr. David Petrone and Mr. Gregg Blackstone as the designated representatives authorized to sign claims for reimbursement for the Food Service Child Nutrition Program**  
**By: E. Marchand      Seconded by: W. Oros**  
**Result: Motion passes unanimously (7-0)**

## **VIII. REPORT OF BOARD MEMBERS**

There was no report of Board Members

## **IX. EXECUTIVE SESSION**

VOTE: Pursuant to CGS-1-200(c)(6)(A), the Board of Education will go into Executive Session for discussions related to Para-educator Negotiations.

**MOTION: To go into Executive Session for discussions related to Para-educator Negotiations at 10:23 p.m. with the Superintendent and Business Manager present.  
By: M. Kortmann      Seconded by: D. Ryan  
Result: Motion passes unanimously (7-0)**

**X. OPEN SESSION**

The Board returned to Open Session at 10:40 p.m.

**XI. ADJOURNMENT**

**MOTION: To adjourn the meeting at 10:40 p.m.  
By: D. Ryan      Seconded: E. Marchand  
Result: Motion passes unanimously (7-0)**

---

Respectfully submitted:

\_\_\_\_\_  
Sara O'Brien  
Board Clerk

**January 26, 2012**  
**Approved**



## Coventry Public Schools

### SubSystem/Department Goals for the 2011 - 2012 School Year

By: Paul Noel – Physical Plant & Facilities  
January 12, 2012

- 1.0 Advance achievement for all students by implementing curriculum, instruction and assessment practices, ensuring alignment with national and state standards.
  - 1.1 Participate in ASHRAE Level 1 Energy Audit to support CIP planning and identify opportunities for operation modifications and projects with the potential to achieve efficiencies and energy savings.
- 2.0 Nurture the well-being of all students and create a positive and respectful learning community where each student is held to high expectations.
  - 2.1 Secure funding and implement structural repairs recommended in the Silva Engineering Report.
- 3.0 Improve internal capacity through recruitment, retention and development of high quality staff and provide appropriate resources and learning environments.
  - 3.1 Develop a written plan for response to weather related emergencies, including but not limited to, snow load action levels and options for corrective measures.

Goals 2011-2012  
PN – 1/11/12



## Coventry Public Schools

### SubSystem/Department Goals for the 2011 - 2012 School Year

**Gregg Blackstone – Central Office  
January 12, 2012**

- 1.0 Advance achievement for all students by implementing curriculum, instruction and assessment practices, ensuring alignment with national and state standards.
  - I will continue to pursue savings initiatives that effectively reallocate district resources toward instruction and support services for students
    - Eastconn collaborative for health insurance could yield yearly savings of appx \$200K
    - Relocate M&J yard could reduce yearly trans costs by \$35K
    - Pursue alternatives to sped outplacements through local district collaborations
  
- 2.0 Nurture the well-being of all students and create a positive and respectful learning community where each student is held to high expectations.
  - I will, in consultation with the Director of Plant and Facilities, create a prioritized list of maintenance items and equipment replacements/enhancements aimed at increasing utilization of the Educational Use of Facilities Fund
    - To keep up with wear and tear
    - To enhance the quality of our facilities and increase fee revenue
  
- 3.0 Improve internal capacity through recruitment, retention and development of high quality staff and provide appropriate resources and learning environments.
  - I will work to implement the recommendations of the energy audit consultant, and utilize the audit data to refine the heating energy model that is incorporated into the monthly management report
    - Audit projects ongoing savings estimated at between \$30-\$40K
    - Better fuel forecast accuracy will assist in year-end resource allocations



**Coventry Public Schools**  
**Department Goals for the 2011-2012 School Year**

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

**1.0 Advance achievement for all students by implementing curriculum, instruction and assessment practices, ensuring alignment with national and state standards.**

- 1.1 Increase academic achievement in reading, writing and math for all students identified as requiring special education and related services by collaborating with general education staff to develop Individualized Education Programs (IEPs) for students that align with the grade level curriculum standards or downward extensions of these standards, utilize research-based instructional strategies, assess student achievement regularly and analyze achievement data to improve outcomes for students.
- 1.2 Redesign the Assistive Technology (AT) Team to increase the integration and use of AT tools with a specific focus on tools to support students as they develop communication and literacy skills.
- 1.3 Utilize resources developed by Transition Team members to provide an increased level of support for post-secondary education/training and employment outcomes for all high school students identified as requiring special education and related services.

**2.0 Nurture the well-being of all students and create a positive and respectful learning community where each student is held to high expectations.**

- 2.1 Collaborate with general education staff to implement the Safe Schools Climate Plan throughout the district and to develop and implement Scientifically Research Based Interventions (SRBI) for social, emotional and behavioral learning that promote clear and defined behavioral expectations and positive school climate.
- 2.2 Utilize the supports of our related services professionals and Board Certified Behavior Analyst (BCBA) to improve supports for our students with Autism across the district and to use Functional Behavioral Assessment (FBA) in the development of Behavior Intervention Plans (BIP) for students that provide both preventative and responsive supports to promote student success.
- 2.3 Utilize program supports in Coventry Alternative Learning Program (CALP) to assist students in the program as they work to demonstrate progress in academics, social/emotional/behavioral learning, and transition planning.
- 2.4 Promote family-school-community partnerships, with a specific focus on providing parents with the information they need to be active participants in the Planning and Placement Team (PPT) process for their child.

**3.0 Improve internal capacity through recruitment, retention and development of high quality staff and provide appropriate resources and learning environments.**

- 3.1 Improve the academic achievement of students identified as requiring special education and related services focusing on moving 10% of students from Basic and Below Basic to Proficient in Reading and Math on the CMT and CAPT by collaborating with the Administrative Team to provide Connecticut Accountability for Learning Initiative (CALI) and related trainings to support best practices in curriculum development, instruction, assessment and the data team process.
- 3.2 Provide opportunities for PSSS staff to participate in professional development that relates to both their specific job requirements and expanding programming, as well as to develop plans to apply, implement and share learned techniques, skills and strategies with colleagues.
- 3.3 Analyze programming needs and requirements for our most challenging students and investigate program options and alternatives designed to meet these identified needs.