

**COVENTRY BOARD OF EDUCATION  
APPROVED MINUTES  
MEETING OF THURSDAY, DECEMBER 10, 2009**

Members Present: Larry Pietrantonio, Chairman  
Cheryl Trudon, Vice Chairman  
Mary Ann Emanuele, Secretary  
John Barrett  
Jennifer Beausoleil  
Mary Kortmann  
Mark Malcolm

Also Present: Robert Joyce, Student Representative

Administrators Present: Dr. Donna Bernard, Superintendent  
Sherry Holmes, Fiscal Services Director

Also present were David Petrone, GHR Principal; Troy Hopkins, CHS Principal; Paul Noel, Director of Physical Plant and Facilities, Matt Hurlock, CNH Teacher and CHS Volleyball Team Coach; several Coventry High School students; and several citizens. All motions are directed to the Coventry Board of Education.

**I. CALL TO ORDER**

By: Chairman, L. Pietrantonio at 7:34 p.m.  
Place: Town Hall Annex

**II. SALUTE THE FLAG**

The Pledge of Allegiance was led by L. Pietrantonio.

**III. AUDIENCE OF CITIZENS**

Michelle Joyce of 263 Mark Drive presented a proposal for use of channel 17 by students and staff. The proposal is attached to these minutes.

**IV. REPORT OF THE SUPERINTENDENT**

Recognition: "Coventry Pride" – Coventry High School Volleyball Team

Dr. Bernard said she is delighted to be recognizing the Volleyball Team once again as state champions. The players talked about what they learned as members of a championship team. Mr. Hurlock talked about what was great about this group of players. On behalf of the Board, Dr. Bernard presented the team with a \$200 gift certificate to use toward their program.

C. Trudon commended the team and thanked them for the amazing job they did representing Coventry. She said their sportsmanship and the example they set was excellent.

L. Pietrantonio said recognizing this team never gets old. He said what they've accomplished makes everyone proud to say they are from Coventry. He told them to keep up the good work.

## VI. REPORT OF CHAIRMAN

L. Pietrantonio reminded everyone that there was a combined Town Finance and BOE Fiscal meeting on Monday, December 14 at 7:00 p.m. at Town Hall, conference room B.

## VIII. APPROVAL OF MINUTES

VOTE: Approve Minutes of November 12, 2009

**MOTION: To Approve the Minutes of November 12, 2009**

**By: C. Trudon                      Seconded: M. Kortmann**

**Result: Motion passes unanimously.**

## X. NEW BUSINESS

A. VOTE: Accept Retirement of Scott Rhoades, CNH Teacher

**MOTION: To Accept the Retirement of Scott Rhoades, CNH Teacher**

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

L. Pietrantonio commended Scott Rhoades for all of his hard work. He said he is a great teacher and will be sorely missed.

**Result: Motion passes unanimously.**

B. VOTE: Approve GHR May 2010 Trip to New York City

**MOTION: To Approve GHR May 2010 Trip to New York City**

**By: C. Trudon                      Seconded: M. Kortmann**

J. Beausoleil asked what grade was going. Mr. Petrone verified it was 5<sup>th</sup> grade.

C. Trudon asked about the number of pupils attending. Mr. Petrone said the number was scaled back because there were too many tickets purchased last year and the lower number is more realistic in this economy.

J. Barrett asked what would happen if there were more students who wanted to go and could not because of the low number of tickets purchased. Mr. Petrone said there would be a lottery.

M. Emanuele asked what the students, who don't go, would be doing that day and would they be following the same curricular objectives. Mr. Petrone said the students who would stay back attend a normal day of school. He said the curricular objectives for the trip are specific to the trip.

J. Barrett said this trip is far enough ahead that the students do have an opportunity to fundraise. He said we are eliminating an opportunity for many students due to economics. Mr. Petrone said that all students are eligible for confidential financial assistance through the PTO.

J. Barrett said the way the tickets were bought has isolated a finite amount of children. C. Trudon said all children can sign up to go, regardless of their economic status, and if there are too many then the lottery is implemented. J. Barrett said you are deterring students because there is only a limited amount. L. Pietrantonio said it is no different than a sporting event where there are just so many seats. He said it is open to everyone.

C. Trudon noted there are a large number of parents who choose not to send their children just because it is a trip to New York City, and it has nothing to do with money. She said even if it was free you would get some who would not send their students.

M. Malcolm asked why the trip could not be done locally, for instance to the Bushnell in Hartford, which would enable more students to go. D. Petrone said it is for the experience of going to Broadway and to New York City.

C. Trudon said many of these students have been to a performance in Hartford already and this is a new experience.

Mr. Petrone added that in the past the school has had to send out to students second and third flyers about the trip to try to generate more interest. He said in the past they have not had to turn away students by using the lottery.

**Result: Motion passes 6-0-1 (J. Barrett abstains)**

J. Barrett said the opportunity is limited to a finite amount of students. He asked that they consider having something more localized on the same day for students who do not go on the New York trip. L. Pietrantonio said they would take it under advisement.

C. VOTE: Approve CHS June 2011 Trip to Costa Rica

**MOTION: To Approve CHS June 2011 Trip to Costa Rica**

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

Two CHS students, Ashlee Kendall and Alex Macomber, talked about why they want to go to Costa Rica and the academic benefits to going. Dr. Bernard noted this is the same trip that high school students have taken in the past.

J. Beausoleil said, as a parent whose student took a trip two years ago, she knows the students have an opportunity to fundraise and participate in other learning activities. She said there is a multipronged educational opportunity with these trips. She continued, the students have to take responsibility for the fundraising and they work together to pick the trips. She noted the teachers run a very tight ship.

**Result: Motion passes 5-0-2 (J. Barrett and M. Emanuele abstain)**

J. Barrett said he does not see any reason for the Board to sponsor a trip that happens in the summer time.

M. Emanuele said the trip is out of the country and out of school time and she does not know why the Board has to approve it.

Dr. Bernard said it is integrated with the curriculum and the activities surrounding the trip happen throughout the school year. C. Trudon said the fundraising and the club participation happen throughout the school year. L. Pietrantonio said it is a school sponsored trip and it is out of state and overnight and it is Board policy it be approved by the Board. Dr. Bernard said legal counsel indicates the Board approves the trip.

D. Information and VOTE: Capitol Improvement Plan – S. Holmes

Mr. Noel spoke to items on the CIP summary (which is attached to these minutes). He said some items have carried from previous years. Ms. Holmes said that the first item, the compressor for the CNH walk-in refrigerator, needs replacing and was just added to the sheet recently. Mr. Noel went on to discuss the rest of the items.

Dr. Bernard spoke to the last item on the list – Three portables for preschool. She said there will be a space issue down the road at the Coventry Grammar School. She continued to explain that there will be either full day kindergarten or preschool intertwined into the Coventry Grammar School and space will be a problem. She said the item is noted on the CIP for the record.

A discussion ensued about the status of the preschool, the previous feasibility study, and who is ultimately in charge of the preschool. Dr. Bernard said she would have the proper staff come back to discuss and answer questions on the preschool. L. Pietrantonio agreed saying the item could be brought back as an agenda item.

L. Pietrantonio directed the conversation back to the CIP and said he would like to focus on FY11 and potentially FY12. He reminded the Board that by Town Charter anything over \$100,000 that is put on the CIP is a referendum item. He said for instance regarding item #4 Classroom Computerization/Upgrade, the chances are the full amount will not be approved for the CIP.

L. Pietrantonio next addressed item #9 Infrastructure, Equipment, and Carpet Replacement at \$262,270. He said that item will need to be discussed as a long-range plan. He said we would need to look to see if we can store money to have a long term plan in place in order to fix things every year. He said with that figure on the sheet, it would have to go to referendum and it is not feasible to ask for such a generic item at referendum.

C. Trudon asked if item #9 could be done in stages or as mini-projects within the big project and spread out over more years. Ms. Holmes explained, they were asked by the Town to develop a line item like this to address these issues and to get the funding for these types of projects going.

Dr. Bernard asked why it can't be divided out to a figure like \$50,000 each year over several years. Mr. Noel said he does not want to put a list together that becomes obsolescent. He said when the projects this item is meant for finally fail, we won't have time to pursue them through the CIP. He said the purpose is to build a fund, so there is a mechanism in place to fund these projects.

M. Malcolm noted item #4 and asked if the theory behind it was the same as what is being discussed for item #9. L. Pietrantonio said it is along the same idea and explained the CIP process further saying the items that the Board approves tonight will go to the Town Manager. He continued, the Town Manager will prioritize the items that will actually go to the Town Council for consideration (this is the Town Manager's right by Town Charter).

M. Kortmann said she thinks the Board needs an item like #9 and \$75,000 is a good starting point for each year. Dr. Bernard said we can call it Preventative Capitol Investment. The group discussed the CIP process and capitol replacement options.

J. Barrett asked why we haven't bought a compressor for the CNH refrigerator. He said he does not believe the item belongs on the CIP. Ms. Holmes said the money is not available in the food service budget. He asked why we can't just fix the compressor.

The group discussed the condition of the compressor, the issue of spending the money to fix it, and where the money should come from.

C. Trudon said the item could get tied into one of the other items on the CIP.

Ms. Holmes agreed, it was the recommendation that it be put into item #2 Electrical Modifications-CNH.

J. Barrett said he thinks it will get buried in another item, reprioritized, and not taken seriously. C. Trudon said she does not want to see it buried, but does not think it can fly on its own. She agreed that it does not necessarily belong there.

J. Barrett said he would like a more detailed description of the items on the CIP. He asked specifically about the upgrade to digital controls of the boilers at CGS and if there were multiple projects included in that item. Mr. Noel said it was one project; it replaces the whole system “soup to nuts.” J. Barrett said the item would have to go to referendum at that price or it would have to be built into the Board’s regular budget.

J. Barrett said for the last two years the Board has not gotten anything out of the CIP from the Town Council. He said we have only gotten something for the computers, because of the special fund. He said there is no other money for anything here. He said we are wasting our time. L. Pietrantonio agreed.

J. Barrett said the process we are going through is inappropriate and the Board should be more involved in the presentation to the Town Council. Ms. Holmes said there is a plan to have a meeting this year and the Board will be invited to voice its concerns directly.

M. Malcolm said it is all in how you sell it. He said when he heard Ms. Holmes review in detail the items associated to #9, there was a lot of information that made him listen. He said detailed descriptions, even pictures, are needed when discussing these items. Ms. Holmes said when the presentation is done to the Council we can have more information.

L. Pietrantonio said the FY11 CIP has to be determined tonight.

The group discussed how the funds for the CIP are used from year to year.

J. Beausoleil suggested that item # 9 be divided out into three groups; Infrastructure Repair and Replacement; Equipment Repair and Replacement; and Carpet/Furniture Replacement. She said the \$262,270 should be divided into those three categories and spread out over three years. She said this will help the public to understand.

J. Barrett suggested the scoreboard be put out to the next year. The group agreed.

J. Barrett asked about the flatbed truck. Mr. Noel explained the need for a replacement truck. He also said one of the vans that is being used now has been recommended for retirement by the workers at the Town Garage. The group agreed to keep the truck on the FY11 list.

The group moved on to discuss the ceiling tiles at CGS. Mr. Noel explained the issues at the site.

Regarding the electrical modifications at CNH, Mr. Noel agreed it is antiquated and should be upgraded to a newer service. The group agreed to leave the item on the list.

The group discussed item #7 Offsite Backup System/Energy Management System-Computers. Ms. Holmes said the back up system was estimated to be \$8,000 and the energy management system is approximately \$13,000. The group agreed the energy management system would come off the list. Members discussed what a Disaster Recovery Plan includes and might cost for a district the size of Coventry. The group said the figure could be \$25,000 if item 7 changed to just a Disaster Recovery Plan. (With further information received, the disaster recovery was taken off completely, to be included in the computer line.)

M. Malcolm asked to keep item #1, but add it to item #2 and if possible it could be taken out at a later date if we learn more information and are able to pay for it out of the regular budget.

The Board agreed the FY11 list to be submitted to the Town would be as follows (in no priority order):

Combine items 1) Compressor for Walk-in Refrigerator-CNH and 2) Electrical Modifications-CNH

Item 3 – Replacement of Ceilings in C-wing at CGS

Item 4 – Classroom Computerization/Upgrade

Item 5 – New Flatbed Truck

The group agreed to adjust item # 9 into three separate categories as discussed and to spread the dollar amount out over a three year span at \$22,000 for each year in each category, beginning in FY2012.

M. Malcolm said he was not assigning fault or blame, but noted the CIP information has blindsided everyone at the table and the Board needs to do a better job at planning ahead before these types of meetings. He said this is poor execution against a deadline. The group agreed. C. Trudon said it could be put on the agenda earlier in the fall.

**MOTION: To approve the CIP as discussed.**

**By: J. Barrett**

**Seconded: M. Malcolm**

**Result: Motion passes unanimously.**

E. Information: FY11 Budget Calendar

L. Pietrantonio noted the budget calendar dates. J. Barrett said it would be appropriate for the Fiscal Committee to meet with the Superintendent ahead of time and work on the budget before it is developed. L. Pietrantonio said the budget is bigger than the three members on the Fiscal Committee. J. Barrett said there should be input and guidance from the Board before the budget is developed. He said he is not talking about this year, but that the Board should plan for next year. M. Malcolm agreed and suggested a meeting in July.

## **XI. REPORT OF BOARD MEMBERS**

Information: Fiscal Committee Report – Mrs. Holmes and M. Kortmann

M. Kortmann said the budget transfers are the issue tonight and are up for a vote. She said the Fiscal Committee unanimously brings forth the budget transfers. She explained the two categories – Actual Budget Appropriation Adjustments and the Projected Budget Appropriation Adjustments. She noted that Mr. Noel came to the Fiscal meeting to discuss his projection in utilities and there may be a need to transfer only another \$18,000, but we are waiting to see and in the end there may not be a need for an additional transfer.

M. Kortmann said the other category that we are watching is unemployment. She said it seems at this moment we will be fine in that category.

**MOTION: Approve the Potential Budget Appropriation Adjustments as of October 31 as Presented**

**By: C. Trudon**

**Seconded: M. Kortmann**

M. Emanuele asked for clarification on the amounts of \$43,000 and the \$7,989 and where they came from. M. Kortmann explained it is personnel savings and the difference comes from the salaries of people who have left and the new lower salaries of people who were hired.

**Result: Motion passes unanimously.**

J. Barrett asked how the new LEA numbers affect Coventry. M. Kortmann said we would be fine if the 23% was not taken away. J. Barrett asked if the budget was intact. M. Kortmann said yes.

## **XII. EXECUTIVE SESSION**

Pursuant to CGS-1-200(c)(6)(A), the Board of Education will go into Executive Session for discussions of the Custodian/Maintenance Negotiations and Teacher Negotiations

**MOTION: Pursuant to CGS-1-200(c)(6)(A), the Board of Education will go into Executive Session for discussions of the Custodian/Maintenance Negotiations and Teacher Negotiations with the Superintendent and Fiscal Services Director at 10:27 p.m.**

**By: C. Trudon                      Seconded: M. Emanuele**

**Result: Motion passes unanimously.**

## **XIII. OPEN SESSION**

The Board of Education returned to Open Session at 10:59 p.m.

**MOTION: To extend the Board meeting beyond 11:00 p.m. in compliance with Board policy.**

**By: C. Trudon                      Seconded: J. Barrett**

**Result: Motion passes unanimously.**

**MOTION: Pursuant to CGS-1-200(c)(6)(A), the Board of Education will return to Executive Session for discussions of the Custodian/Maintenance Negotiations and Teacher Negotiations with the Superintendent and Fiscal Services Director at 11:01 p.m.**

**By: C. Trudon                      Seconded: J. Barrett**

**Result: Motion passes unanimously.**

## **OPEN SESSION**

The Board of Education returned to Open Session at 11:40 p.m.

## **XIV. ADJOURNMENT**

**MOTION: To adjourn the meeting at 11:40 p.m.**

**By: J. Barrett                      Seconded: M. Malcolm**

**Result: Motion passes unanimously.**

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Respectfully submitted:

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Kimberlee Michaud  
Board Clerk

**January 14, 2010**

Approved

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# Proposal for Channel 17

## Introduction

In the December 3, 2009 meeting Representative John Barrett brought up the question of needing a committee to recommend the best use of Channel 17, Coventry's educational access channel. It is the belief of this author that a committee is not necessary. Instead this proposal offers a means by which we can utilize existing budgeted resources within the school district and benefit the entire Coventry community.

## Needs/Problems

Channel 17 is a community resource provided by Charter Communications to benefit the Coventry Public School program. However, at this time there is no specific resource or entity leading the charge on fulfilling the content needs of the channel.

In addition to this Fox 61 recently announced they would no longer be hosting the "Fox 61 Student News Program." The dissolving of this program leaves us with an opportunity to leverage the time and talent of our middle and high school students in broadcast journalism and other related classes and the faculty supporting them to affect a change in the management and use of Channel 17.

Michelle Joyce, MBA  
263 Mark Drive  
Coventry, CT 06238  
(860) 742-4478

## Goals/Objectives

The goal of the proposal is to:

- Goal 1 – affect a change in scope of material presented on Channel 17
- Goal 2 – utilize existing talent and resources provided by our students and staff in the middle and high schools who worked on the Fox 61 Student News programs and now have no "home" for their work.

## Procedures/Scope of Work

This proposal relies on the following scope of work.

1. Set up meeting with Charter Communication representative, Principals of CGS, GHR, CNHMS, CHS, faculty associated with student productions for Fox 61

Student News program. The purpose of this meeting would be to receive information on the regulations regarding content to be featured on Channel 17.

2. Subsequent to that meeting, the Principals and faculty would meet to review upcoming events and programs for the spring semester. This would allow them to create a "blueprint" of content available for airing on Channel 17. It would also ensure all schools receive equal representation.
3. Once the blueprint is established the faculty can meet with students to create story boards and plan the timing necessary to support the creation, editing and uploading of content.
4. Content could also be provided by the photography, art, music and journalism classes at CNHMS and CHS in the form of animated PowerPoint files, increasing the student and faculty population assisting with the maintenance of Channel 17.

## Summary

The community has identified a need to affect a change in the use of Channel 17. We have students who are in need of a "home" for their work with the dissolution of the Fox 61 Student News program. This leaves us with a team of talented individuals who have access to existing resources that can easily be redirected into supporting a change in the management and use of Channel 17. This author thanks the Board of Education for their review and consideration of this most worthwhile project.

COVENTRY BOARD OF EDUCATION FY2011-FY2015 CIP SUMMARY						12/10/2009
PROJECTS	FY2011	FY2012	FY2013	FY2014	FY2015	TOTAL
1. COMPRESSOR FOR WALK-IN REFRIGERATOR-CNH	\$ 4,905					\$ 4,905
2. ELECTRICAL MODIFICATIONS-CNH	\$ 32,000					\$ 32,000
3. REPLACEMENT OF CEILINGS IN C-WING AT CGS	\$ 40,000					\$ 40,000
4. CLASSROOM COMPUTERIZATION/UPGRADE	\$ 115,000	\$ 120,000	\$ 125,000	\$ 130,000	\$ 135,000	\$ 625,000
5. NEW FLATBED TRUCK	\$ 20,000					\$ 20,000
6. FOOTBALL/TRACK/SOCCER SCOREBOARD	\$ 30,000					\$ 30,000
7. OFFSITE BACKUP SYSTEM/ENERGY MGMT. SYST-COMPUTERS	\$ 21,500					\$ 21,500
8. PAVE CHS PARKING LOT BY AUDITORIUM		\$ 60,000				\$ 60,000
9. INFRASTRUCTURE, EQUIPMENT & CARPET REPLACEMENT		\$ 262,270				\$ 262,270
10. UPGRADE CGS BOILER CONTROLS TO DIGITAL CONTROLS		\$ 130,000				\$ 130,000
11. UPGRADE GHR BOILER CONTROLS TO DIGITAL CONTROLS		\$ 60,000				\$ 60,000
12. REPLACEMENT CGS ROOF****		\$ 500,000				\$ 500,000
13. REPLACEMENT CNH ROOF****		\$ 500,000				\$ 500,000
14. REPLACEMENT GHR ROOF****		\$ 500,000				\$ 500,000
15. CHS ASBESTOS ABATEMENT & FLOOR REPLACEMENT					\$ 180,000	\$ 180,000
16. THREE PORTABLES FOR PRESCHOOL					\$ 550,000	\$ 550,000
TOTALS:	\$ 263,405	\$ 2,132,270	\$ 125,000	\$ 130,000	\$ 865,000	\$ 3,515,675

\*\*\*\* The life expectancy of the existing roofs is 2010.

Notes: Project items in each column are in no priority order.  
 STEAP Grant includes Bleachers at the CHS Track Field.