

**COVENTRY BOARD OF EDUCATION  
APPROVED MINUTES  
MEETING OF THURSDAY, JULY 8, 2010**

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

Member Absent: Larry Pietrantonio, Chairman

Administrators Present: Donna Bernard, Superintendent of Schools

The Chronicle Newspaper was represented. All motions are directed to the Coventry Board of Education.

**I. CALL TO ORDER**

By: C. Trudon at 7:35 p.m.  
Place: Administration Building Conference Room

**II. SALUTE THE FLAG**

The Pledge of Allegiance was led by C. Trudon.

**III. AUDIENCE OF CITIZENS**

There were none.

**VIII. APPROVAL OF MINUTES**

VOTE: Approve minutes of June 24, 2010

**MOTION: To Approve the Minutes of June 24, 2010**

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

Regarding page 2 the first sentence under Report of Board Members, M. Emanuele asked that the word "walkers" be clarified. "Walkers" was changed to "graduates."

Dr. Bernard asked on page 3, last paragraph, the actual average salary of \$61,000 be added and that \$61,000 did not include any supplemental contracts. J. Barrett asked that his comments also be added, "J. Barrett noted that the figure included 16 part-time employees, two of which only made \$7,000 or \$9,000, which skews down the number. He said without the part-time employees, the number was closer to approximately \$64,000. He added he has tracked this for years and the average has been this high for several years."

**Result: Motion to approve the minutes with noted changes passes 5-0-1 (M. Emanuele abstains).**

## X. NEW BUSINESS

Discussion Session: Board of Education Recommendations for 2010-11 Administrative Direction and Goals

The group discussed how to proceed with the conversation. C. Trudon asked the group to talk about their goals and where they might fit into the Board's adopted goals.

M. Malcolm said the goals are subjective and not quantifiable. He said he thinks the goals should be quantifiable. Dr. Bernard noted, as an example, 2.5 "Implement processes and practices that further increase academic achievement." She said that specific goal could have a percentage worked in to it, as an example.

J. Beausoleil said the Board should look at the 5 main goals individually. J. Barrett agreed.

The group discussed Goal 1.0 Improve outside resources, partnerships, and revenues, consistent with district goals.

J. Barrett said he has a concern about "improving outside resources, partnerships, and revenues...". He said he is afraid staff may consider that a "green light" to make partnerships without Board knowledge. M. Malcolm said he would be worried if staff thought such a broad goal was a "green light." J. Beausoleil said you might want to add under item 3.0 a directive that staff would communicate more with the Board and keep the Board more informed.

Staying on Goal 1.0, J. Beausoleil suggested the wording "... with district goals" be changed to "... with district policies." The group discussed this point and if items would still be vetted through the Board enough. Dr. Bernard said your administration would keep communication flowing and that it would keep improving.

Regarding Goal 1.0, the group talked about changing the wording "... with district goals" to "... with district objectives." The consensus was to go with the word "objectives."

The group moved on to 2.0 Promote efficient functioning and consistent refinement of subsystems with the larger organization. The group agreed to keep this as is.

The group moved to 3.0 Provide clear and regular communication to all constituencies, building a support base for school programs. Specifically Dr. Bernard suggested an addition to 3.2 Expand Board and public information regarding department and school goal achievement., as a way to keep the Board more informed. M. Malcolm said the word 'expand' is conflicting, because what was written as an achievement was all done in the past, the goal of expansion was not reached.

J. Barrett asked for clarification of who the group considers "constituencies" as noted in 3.0. C. Trudon said she believes it is everyone and anyone who may want information. The group agreed.

The next goal was discussed; 4.0 Implement programs and practices that improve student educational performance, ensuring that such practices align with state standards.

M. Kortmann said this is where we say to staff go forward with curriculum changes that will align with state standards, specifically the new standards adopted at the state level.

M. Malcolm and J. Barrett disagreed. M. Malcolm said no goal should be a rubber stamp for staff to do anything. M. Kortmann said the goals are the overwhelming philosophy of the Board and the staff should go forth.

The group discussed at what level curriculum should be presented to the Board. J. Barrett said this goal should not be a blanket for any curriculum to be approved. M.

Kortmann, J. Beausoleil, and C. Trudon disagreed and said if it aligns with state standards the Board does not have to be involved. Dr. Bernard added that any new class that might be taught, for example, is vetted through many many levels; they are not just “approved” and happen.

M. Emanuele said she would like to see the word, “curriculum” incorporated into the goal. In addition she would like to see the Curriculum Resource Team present goals and objectives for the year, just like the other administrators and the same as J. Beausoleil has suggested for the Technology Department.

The group agreed the word “curriculum” would go first before the word “programs.” In addition the second part of the phrase is to be worded as follows “... ensuring alignment with state standards.”

Regarding, Goal 5.0 Improve the implementation and use of educational and administrative technology systems., J. Beausoleil said she would like to see the goal read, “Improve the implementation of technology systems for educational and administrative use.” The group agreed.

C. Trudon asked for further thoughts about the goals in general.

M. Emanuele said she would like to see an additional goal that would be an evaluative section for the goal system. The group discussed this aspect and how wide or narrow the goal could be.

Dr. Bernard suggested “Compile and Use Data to Evaluate and Improve Programs and Practices.”

M. Emanuele said you will be able to set clear and measurable objectives under this goal. J. Barrett added it will be helpful in meeting goals under number 3.0. The group agreed. M. Emanuele said yes, it feeds back into the other 5 goals.

The group agreed on the addition of 6.0. Compile and Use Data to Evaluate and Improve Programs and Practices.

The group discussed how to move forward.

M. Kortmann asked if Dr. Bernard had any ideas or drafts for 2010-11. Dr. Bernard said she would like to know of ideas the Board is thinking and said those thoughts would be worded and flushed into the objectives with the Administrators.

C. Trudon asked to start with 6.0 as it is new. M. Kortmann said 5.8 should be moved to 6.0.

The group discussed test scores and where and how that should be worded. They instructed Dr. Bernard to add test scores as 6.1 and to come up with the wording. 5.8 would now become 6.2.

M. Kortmann asked that Business Office and Business Projection Reports be added as an objective.

C. Trudon asked that transportation cost data be added as a point.

M. Kortmann asked that 1.10 be thrown out. The group agreed.

M. Kortmann asked that the test scores be presented more graphically. J. Barrett said he would like to see the cohort results more than just grade information. The group agreed.

M. Emanuele said she would like to see earlier grades’ testing information. She said she realizes State tests are not administrated at second grade, but knows other testing is being done.

J. Beausoleil asked for a refinement of the new shared schedule at CNH/CHS.

Dr. Bernard said the new pilot of the K-5 report card will show up on the goals.

J. Barrett noted the town has an energy efficient committee and said he would like to see the physical plant and facilities department more involved in that. M. Kortmann said Paul Noel is on the town committee. J. Barrett said he would like to see “energy efficiency” be included in the goals, specifically use of fuel cells.

C. Trudon noted roofs should be on the list and also food services.

M. Emanuele would like to see if buildings closed during the Christmas and New Year’s break would make a difference in energy costs. The group discussed the building use and custodial use and shifts.

M. Kortmann said she would like to see the School Use Facilities Policy and Lease Charges as an objective.

J. Beausoleil said she would like to see improvement at the schools district-wide of the logistics of walking up to the schools as a stranger. She said there is a systemic issue with the entrances and where people should go. J. Barrett agreed saying that visitor driveway, parking, and entrances should be clearly marked.

M. Emanuele asked that the Administrators be as specific in their goals as possible so they are measurable.

Dr. Bernard said that the Board may have more specifics to add once they hear the presentation of the Superintendent’s objectives in September.

J. Beausoleil said Food Service, Curriculum, and Technology need to be added as presenters. C. Trudon she said she wants to hear full reports from all, not abbreviated because there are more presenters.

J. Barrett noted objective 5.2 Implement three-year Technology Plan to begin in the 2009-10 school year., and said the plan submitted to the State was incomplete for Coventry’s purposes.

C. Trudon said she heard that teaching in the computer lab would be eliminated. She would like to know who will handle this issue, is it under the Technology Department or the Technology Plan.

The group discussed technology in general and the budgeted staff cuts. J. Beausoleil asked for a status on the budgeted staff cuts. Dr. Bernard said she would provide that information.

J. Barrett brought the conversation back to his point about the lack of a specific technology plan for the district. Dr. Bernard said technology is integrated into all aspects of all of the administrators’ goals. J. Beausoleil said she would like to see the goal reworded into a three prong stool – Curriculum Technology Integrations, the Technology I. T. Department and the State Technology Plan. J. Barrett said they all work together toward the same goal and it should be a set plan. M. Kortmann said the State Technology Plan is from a time when Technology was very new and needed to be integrated. She said you don’t have a specific plan for “math.” The group debated whether it was a separate plan or if they are integrated into the goals and objectives. Dr. Bernard said it would be reflected in the administrators’ goals and objectives.

C. Trudon said she would like to know more about the online testing that might be coming and if Coventry is ready. In addition, she would like to see the sixth grade technology curriculum advance to the level of the students coming from fifth grade.

M. Malcolm noted special education funding and specifically outplacements. He said the district was “lucky” this year with not having as many outplacements and that the issues of special education finances will be of a great concern for 2010-11. He suggested some

innovated thinking in the area of outplacements and he said it should be reflected in the goals how to strategically reduce outplacements. Dr. Bernard made note.

C. Trudon said she would like to hear from the preschool aspect and would like to hear about data from the preschool services, for instance, what in-house services are we most likely to need in the near future.

Dr. Bernard said that on August 12 the main six goals would be presented for approval and if the Board has further ideas they can mention them that evening. C. Trudon asked that the minutes be forwarded to the Administrators so they could start thinking about the goals.

## **XI. ADJOURNMENT**

**MOTION: To adjourn the Board meeting at 10:30 p.m.**

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

**Result: Motion passes unanimously.**

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Respectfully submitted,

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Kimberlee Michaud  
Board Clerk

**August 12, 2010**  
**Approved**