

# EASTFORD BOARD OF EDUCATION MINUTES OF REGULAR MEETING

Eastford Elementary School  
12 Westford Road  
Eastford, CT 06242  
August 19, 2021

Present: Stephen Bowen, Megan Calchera, Adam Minor, Jessica Perry, Lauren Skiff  
Absent: Terry Cote, Robert Ellsworth  
Also Present: Dr. Donna Leake, Superintendent; Carole McCombe, Principal; Mary Jo Chretien, Pupil Services Director

## **I. Call to Order**

Chair Bowen called the meeting to order at 7:03 PM.

## **II. Pledge of Allegiance**

Mr. Bowen led those in attendance in the Pledge of Allegiance.

## **III. Citizen Participation**

None.

## **IV. Approval of Minutes**

MOTION: (Skiff/Calchera) That the Board of Education Regular Meeting Minutes of June 10, 2021 and the Special Meeting Minutes of June 22, 2021 and June 30, 2021 be approved. Motion passed unanimously.

## **V. Correspondence, Communications**

- Third trimester 2020-21 Honor Roll
- Email from The Woodstock Academy regarding the Summer Refresh Program
- Email from The Woodstock Academy sharing student Hans Rhyhart's selection for a Congress-Bundestag Youth Exchange Scholarship
- Letter from Emily John, Selectmen's Secretary, requesting the Board of Education's Annual Report for 2020-2021
- Letter from Dr. Leake to First Selectman Jacqueline Dubois regarding the 2020-2021 Board of Education unexpended funds
- Resignation letters from Art Teacher Elizabeth O'Hara and paraprofessionals Stephanie Bulan and Sarah Manbeck
- Thank you notes from scholarship recipients Kayla Gaudreau, Clayton Singleton and Micah Torcellini
- Updated Guidance for the Use of Mitigation Strategies in Connecticut's PreK-12 Schools

## **VI. Committee Reports**

- A. Executive/Personnel— None.
- B. Fiscal— None.
- C. Policy— The Board received the minutes of the meetings held on June 10, 2021 and August 16, 2021.
- D. Woodstock Academy – Mr. Bowen reported that Mr. Ellsworth was finally interviewed at The Academy for a seat on their Board of Trustees.
- E. EastConn— None.

- F. Long Range Facilities—None.
- G. Transportation—None.
- H. Curriculum—None.
- I. Scholarship Steering Committee – None.
- J. School Safety Committee – None.

## **VII. Superintendent Report**

Provided the BOE with updates including:

- Highlight of the Month – The summer school and summer enrichment programs
- Educational Leadership – Work done over the summer including long-term strategic planning, curriculum updates and the hiring of new staff
- Facilities – Continued work on the heating system as well as repairs and upgrades done
- Collaboration and Communication – Partnership with Mystic Aquarium as well as collaboration with the Congregational Church of Eastford
- Finance – Closure of the 2020-2021 operating budget
- Comments on the Agenda
- Student Counts
- Certified Staff Memorandum of Understanding

## **VIII. Principal Report**

Received the Principal's report which discussed and/or provided the following information:

- Field Trips/ Virtual Field Trips
- Readiness Program/ Council Update
- Data on Student Progress
- Professional Development
- New Staff and Anticipated Enrollment
- Security, PMHP and After School Grants
- Fall Sports Update
- Growth and Evaluation Flexibilities
- Community and Other Events

## **IX. Director of Pupil Services Report**

The Board received the August report, which shows changes from the June report.

## **X. Unfinished Business**

None.

## **XI. New Business**

- A. Update on School Reopening  
Dr. Leake spoke to the reopening of school and guidance received from the State.
- B. 2021-2022 Bus Routes  
MOTION: (Calchera/Perry) To approve the 2021-2022 Bus Routes. Motion passed unanimously.
- C. Reports on Student Activities, Milk, Readiness Fees and BASP  
The Board received the 2020-2021 school year reports as of June 30, 2021.
- D. Fee increases for BASP

MOTION: (Skiff/Minor) To approve the fee increase to \$1.00 per day for the 8:00-8:25 AM before school care cost. Motion passed unanimously.

E. Fee increases for Milk

MOTION: (Calchera/Skiff) To approve the fee increase to \$.25 per carton of milk. Motion passed unanimously.

F. Resignation of Art Teacher

MOTION: (Skiff/Minor) To accept, with regret, the resignation of Art Teacher Elizabeth O'Hara. Motion passed unanimously.

G.-M. Revisions to Policies listed as items G.-M. of New Business

MOTION: (Skiff/Calchera) To adopt the revisions to Policy 1100, Non-Discrimination; Policy 4125/4225, Non-Discrimination (Personnel); Policy 4126/4226, Prohibition of Sex Discrimination & Sexual Harassment in the Workplace (Personnel); Policy 5000, Non-Discrimination (Students); Policy 5146, Child Sexual Abuse and Assault; Policy 5131.2, Student Dress Code and Policy 5152, Title IX of the Education Amendments of 1972 – Prohibition of Sex Discrimination & Sexual Harassment (Students). Motion passed unanimously.

N. Policy 3150, Board Budget Procedures and Line-Item Transfers  
The Board received the policy for first reading.

O. Policy 3313, Relations with Vendors  
The Board received the policy for first reading.

P. Policy 3313.1, Local Purchasing  
The Board received the policy for first reading.

Q. Policy 3326, Paying for Goods and Services  
The Board received the policy for first reading.

R. Policy 3326.1, Paying for Goods and Services: Payroll  
The Board received the policy for first reading.

**XII. Additional Agenda Items**

Policy 3320, Purchasing, first reading

MOTION: (Skiff/Minor) To amend the agenda to include New Business, S. Policy 3320, Purchasing, first reading. Motion passed unanimously.

**XI. New Business, cont.**

S. Policy 3320, Purchasing  
The Board received the policy for first reading.

**XIII. Financial Reports**

A. June and July 2021 Disbursements—sent to BOE via email

B. Fiscal Year 2020-2021 Financial Summary

C. Monthly Financial Summary, July 2021  
The Board received and reviewed the monthly report.

D. Budget Transfers  
None.

**XIV. Citizen Participation**

None.

**XV. Adjournment**

MOTION: (Calchera/Perry) Motion to adjourn the Board of Education meeting at 8:12 PM.  
Motion passed unanimously,

Respectfully submitted,

Kymerli A. Gaylor, Clerk