

EASTFORD BOARD OF EDUCATION  
MINUTES OF REGULAR MEETING

Eastford Elementary School  
12 Westford Road  
Eastford, CT 06242  
December 10, 2020

Present: Stephen Bowen, Terry Cote (remote), Robert Ellsworth (remote), Adam Minor (remote), Jessica Perry (remote 7:05P), Lauren Skiff (remote)  
Absent: Megan Calchera  
Also Present: Dr. Donna Leake, Superintendent (remote); Carole McCombe, Principal (remote); Mary Jo Chretien, Pupil Services Director (remote)

**I. Call to Order**

Chair Bowen called the meeting to order at 7:01 PM.

**II. Pledge of Allegiance**

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

**III. Citizens of the Trimester**

Linnea Barlow, grade 8 student, and Jillian Norman, grade 2 student, were named recipients of the Trimester Citizenship Award. The Board of Education recognizes students who exemplify the qualities of leadership, respect, support of peers and involvement in school activities. Both students were able to virtually participate in the meeting and be congratulated by the Board.

**IV. Citizen Participation**

None.

**V. Approval of Minutes**

MOTION: (Ellsworth/Skiff) That the Board of Education Regular Meeting Minutes of November 12, 2020 be approved. Ms. Cote noted a correction to the EastConn Committee report. Motion passed unanimously, pending correction.

**VI. Correspondence, Communications**

- Town Building Committee Minutes from November 19, 2020
- First Trimester Honor Roll

**VII. Committee Reports**

- Executive/Personnel—None.
- Fiscal— The Board received the agenda for the budget meeting, including citizen’s input, held prior to this meeting.
- Policy— The Board received the minutes of the November 12, 2020 meeting.
- Woodstock Academy – None.
- EastConn— None.
- Long Range Facilities—The Board received the agenda for the December 10, 2020 meeting, held prior to this meeting.
- Transportation—None.
- Curriculum– There is an upcoming meeting scheduled.
- Scholarship Steering Committee – None.
- School Safety Committee – The Board received the minutes of the November 24, 2020 meeting.

**VIII. Superintendent Report**

Provided the BOE with updates including:

- Highlight of the Month – Thankful for the support of the dedicated staff, students and families working together to make it possible for on-site learning at EES to continue.
- Educational Leadership – Administrators meet weekly to review updates regarding the COVID-19 Pandemic
- Facilities – Heating system updates
- Collaboration and Communication – Meeting regularly to share ideas and support
- Finance – Approval of additional Coronavirus Grant funds
- Comments on the Agenda

#### **IX. 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 – Teachers are monitoring student progress
- Professional Development – virtual options
- Middle School Sports – Eastford not participating in winter team sports
- Community and Other Events

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

The Board received the December 2020 report, which shows changes from the November 2020 report.

#### **XI. Unfinished Business**

A. School Calendar 2021-2022

MOTION: (Perry/Minor) To approve the 2021-2022 School Calendar. Motion passed unanimously.

#### **XII. New Business**

A. Policy 1331, Prohibition Against Smoking, first reading

The Board received the policy for first reading.

B. Policy 5119, Physical Activity and Student Discipline

The Board received the policy for first reading.

C. Policy 5120, Homeless Children and Youth

The Board received the policy for first reading.

D. Policy 5141.25, Guidelines for Students with Food Allergies and/or Glycogen Storage Disease

The Board received the policy for first reading.

E. New Policy 5131.2, Student Dress Code

The Board received the policy for first reading.

F. Regulation 5141.25, Accommodating Students with Special Dietary Needs

MOTION: (Skiff/Perry) To approve the repeal of Regulation 5141.25, Accommodating Students with Special Dietary Needs. Motion passed unanimously.

G. Discussion of the Ethel Cushing Gardner Music Scholarship

The applications are opening and Dr. Leake recommended that the Scholarship Steering Committee be the members in charge of the nomination process.

H. Budget 2021-2022, Discussion

Mr. Bowen questioned the Board as to whether they would like to see the budget kept as status quo, which would be a percentage increase of 5-6%, or if there was a specific percentage they would be comfortable sending to the Board of Selectmen.

Mr. Ellsworth stated that he would prefer to stay with status quo and send it to the BOS then to the Town as is.

Ms. Cote noted the drastic cuts that had to be made in the current 2020-2021 budget, and she would be unsure where the Board would be able to make cuts in the 2021-2022 budget. She did note that the ideal range would be a 4-5% increase.

Mrs. Skiff suggested cutting technology increases as the school was able to 'get ahead' at the end of 2019-2020.

Mr. Bowen advised the Board to be ready to come and fully participate fully at the next meeting.

**XIII. Additional Agenda Items**

None.

**XIV. Financial Reports**

- A. November 2020 Disbursements—sent to BOE via email
- B. Monthly Financial Summary, November 2020  
The Board received and reviewed the monthly report.
- C. Budget Transfers  
Dr. Leake noted that although there are certain budget lines that have negative balances, there are no transfers requested at this time. A request for needed transfers will be made after the reimbursements from the Coronavirus Relief Fund are received.

**XV. Citizen Participation**

None.

**XVI. Adjournment**

MOTION: (Skiff/Minor) To adjourn the Board of Education meeting at 7:39 PM. Motion passed unanimously.

Respectfully submitted,

Kymerli A. Gaylor, Clerk