

**EASTFORD BOARD OF EDUCATION  
MINUTES OF REGULAR MEETING**

Eastford Elementary School  
12 Westford Road  
Eastford, CT 06242  
December 9, 2021

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

**I. Call to Order**

Chairman Stephen Bowen called the meeting to order at 5:57 p.m.

**II. Pledge of Allegiance**

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

**III. Citizens of the Trimester**

Nora Miller, grade 5 student, and Ella Barlow, grade 4 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 attend the meeting and be congratulated by the Board.

**IV. Citizen Participation**

None.

Mr. Bowen turned the meeting over to Superintendent Leake to conduct nominations for Board Chairperson.

**V. Election of Board Officers**

Chair: Ms. Cote nominated Mr. Bowen. No other nominations. Mr. Bowen elected unanimously by ballot.

Superintendent Leake turned the meeting over to Chair Bowen.

Vice Chair: Mr. Minor nominated Ms. Cote. No other nominations. Ms. Cote elected unanimously by ballot.

Secretary: Ms. Cote nominated Mr. Minor. No other nominations. Mr. Minor elected unanimously by ballot.

**VI. Approval of Minutes**

MOTION: (Ellsworth/Barlow) That the Board of Education Regular Meeting Minutes of November 11, 2021 be approved. Motion passed unanimously.

## **VII. Correspondence, Communications**

- Letters to Citizen of the Trimester families
- Minutes from the Town Roof Committee meetings held on November 30, 2021 and December 7, 2021

## **VIII. Committee Reports**

- A. Executive/Personnel — None.
- B. Fiscal — None.
- C. Policy — None.
- D. Woodstock Academy — None.
- E. EASTCONN — The Board received the October 2021 EASTCONN Executive Director's Report.
- F. Long Range Facilities — Mr. Ellsworth and Mr. Bowen are part of the Town Roof Committee, and the meeting minutes were provided to the Board.
- G. Transportation — None.
- H. Curriculum — None.
- I. Scholarship Steering Committee — None.
- J. School Safety Committee — None.

## **IX. Superintendent Report**

Provided the BOE with updates including:

- Highlight of the Month – Student participation in community learning experiences
- Educational Leadership – The CABA/CAPSS Convention, support from regional resource centers and continued guidance from the State Departments of Education and Health
- Facilities – Continued adjustments to the heating system
- Collaboration and Communication – Exploring options with Eastern and meeting with new First Selectman, Deb Richards
- Finance – Building the 2022-2023 operating budget
- Comments on the Agenda

## **X. 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
- Middle School Sports
- Community and Other Events

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

The Board received the December report, which shows no changes from the November report.

## **XII. Unfinished Business**

Mr. Bowen noted that there were numerous policy updates on the agenda and asked if the Board could approve them in one motion, which the Board agreed to.

Revisions to Policies listed as items A. through F. of Unfinished Business

MOTION: (Minor/Cote) To accept the revisions to Policy 1100, Non-Discrimination; Policy 4125/4225, Non-Discrimination (Personnel); Policy 4126/4226, Prohibition of Sexual Discrimination and Sexual Harassment in the Workplace (Personnel); Policy 5000, Non-

Discrimination (Students); Policy 5152, Title IX Prohibition of Sexual Discrimination and Sexual Harassment (Students); and Policy 6116, Parent-Teacher Communication. Motion passed unanimously.

- G. Discussion and possible action: Regional District 19, E.O. Smith High School Contract  
The Board received a copy of the 2022-2025 contract for review and chose to approve it at the meeting.  
MOTION: (Ellsworth/Cote) To approve the 2022-2025 contract with Regional District 19, E.O. Smith High School. Motion passed unanimously.

### **XIII. New Business**

- A. Committee Appointments  
Chair Bowen requested that each Board member provide him with a list of three committees they would like to serve on.
- B. Approval of ESSER II Special Education Recovery Activities and American Rescue Plan Grant submissions  
MOTION: (Barlow/Minor) To approve submission of the ESSER II Special Education Recovery Activities Grant and the American Rescue Plan Grant. Motion passed unanimously.
- C. Preliminary School Calendar 2022-2023  
The Board reviewed a preliminary 2022-2023 school calendar.
- D. Budget 2022-2023, Discussion following Citizen's input meeting  
There was no discussion, as no citizens attended the input meeting.

### **XIV. Additional Agenda Items**

None.

### **XV. Financial Reports**

- A. November 2021 Disbursements – sent to BOE via e-mail.
- B. Monthly Financial Summary, November 2021  
The Board received and reviewed the monthly report.
- C. Budget Transfers  
MOTION: (Cote/Perry) To authorize the proposed transfers in the FY 2022 budget: \$15,000 from Salary,Para,SE (100.1200.3.112.00.5) to Substitutes,Non-Cert,SE (100.1200.3.121.03.5)  
  
Motion passed unanimously.

### **XVI. Citizen Participation**

Mr. Bowen thanked former Board members Lauren Skiff and Megan Calchera for their service and welcomed newly elected Board member Lauren Barlow. He also thanked the Board and the Eastford staff for all they do.

### **XVII. Adjournment**

MOTION: (Minor/Ellsworth) Motion to adjourn the Board of Education meeting at 6:34 p.m.  
Motion passed unanimously.

Respectfully submitted,

KyMBERLI A. GAYLOR, Clerk