

EASTFORD BOARD OF EDUCATION  
MINUTES OF REGULAR MEETING

Eastford Elementary School  
12 Westford Road  
Eastford, CT 06242  
January 13, 2022

**This meeting was held via Zoom conferencing**

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

**I. Call to Order**

Chairman Stephen Bowen called the meeting to order at 6:00 p.m.

**II. Pledge of Allegiance**

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

**III. Citizen Participation**

None.

**IV. Approval of Minutes**

MOTION: (Barlow/Cote) That the Board of Education Regular Meeting Minutes of December 9, 2021 be approved. Motion passed unanimously.

**V. Appointment of Board of Education Member**

The candidate withdrew his name from consideration prior to this meeting.

**VI. Correspondence, Communications**

- Letters from Dr. Leake to families providing COVID-19 updates and procedures – 12/17/21, 1/5/22, 1/6/22 & 1/11/22
- Letter from teacher Candice Mead regarding student tuition
- Minutes from the Town Roof Committee meeting held on December 21, 2021
- 2021-22 Leadership Goals and Strategic Plan
- Resignation letters from staff members Laurie Bardsley and Mary Jo Chretien
- Town of Eastford's BOE Capital Assets Responsibility Policy

**VII. Committee Reports**

- A. Executive/Personnel — None.
- B. Fiscal — None.
- C. Policy — None.
- D. Woodstock Academy — None.
- E. EASTCONN — None.
- F. Long Range Facilities — The Board received the minutes of the December 21, 2021 meeting.
- G. Transportation — None.
- H. Curriculum — None.
- I. Scholarship Steering Committee — None.

J. School Safety Committee — None.

### **VIII. Superintendent Report**

Provided the BOE with updates including:

- Highlight of the Month – Return to in-person learning following winter break
- Educational Leadership – Meetings with EastConn and CREC, meetings and updates pertaining to COVID-19, Leadership Goals and Strategic Plan
- Facilities – Repairs done to resolve boiler issues
- Collaboration and Communication – Continued contact with First Selectman, Deb Richards
- Finance – Development of the 2022-2023 operating budget
- 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
- Professional Development
- Middle School Sports
- Community and Other Events

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

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

### **XI. Unfinished Business**

A. Committee Appointments

The Board received their committee appointments:

Policy: Lauren Barlow (Chair) and Jessica Perry

Woodstock Academy: Robert Ellsworth

EastConn: Terry Cote

Long Range Facilities: Robert Ellsworth (Chair) and Stephen Bowen

Transportation: Stephen Bowen (Chair) and Adam Minor

Curriculum: Adam Minor (Chair) and Lauren Barlow

Scholarship Steering: Terry Cote (Chair), Lauren Barlow and Jessica Perry

School Safety: Terry Cote (Chair) and Jessica Perry

B. School Calendar 2022-2023

MOTION: (Barlow/Perry) To approve the 2022-2023 School Calendar. Motion passed unanimously.

### **XII. New Business**

A. Discussion of the Ethel Cushing Gardner Music Scholarship (Hartford Foundation)

Dr. Leake stated applications are due by February 1 and reiterated that the Scholarship Steering Committee will be the members in charge of the nomination process.

B. Resignation of Grade Two Teacher

MOTION: (Cote/Barlow) To accept, with regret and thanks, the resignation of grade two teacher Laurie Bardsley at the end of the 2021-2022 school year. Motion passed unanimously.

- Dr. Leake, Lauren Barlow and Adam Minor all personally thanked Mrs. Bardsley.
- C. Resignation of Pupil Services Director  
MOTION: (Ellsworth/Barlow) To accept, with regret and thanks, the resignation of Pupil Services Director Mary Jo Chretien at the end of the 2021-2022 school year. Motion passed unanimously.  
Dr. Leake personally thanked Mrs. Chretien.
- D. Discussion and possible action: Hiring an Architect for Roof Project  
MOTION: (Ellsworth/Minor) To support the Town Roof Committee's recommendation of Architect for the Roof Replacement Project and enter a contract with Silver/Petrucelli and Associates for \$20,850. Motion passed unanimously.
- E. Capital Plan, Discussion  
The Facilities Committee will be reviewing the Capital Plan and will bring it to the Board at a later date.
- F. Budget 2022-2023, Discussion  
Dr. Leake gave a PowerPoint presentation to the Board providing an overview of the 2022-2023 Budget, noting many new additions requested. The Board will receive the Superintendent's budget on January 14, 2022, which will be posted to the website as well.

**XIII. Additional Agenda Items**

None.

**XIV. Financial Reports**

- A. December 2021 Disbursements – sent to BOE via e-mail.  
B. Monthly Financial Summary, December 2021  
The Board received and reviewed the monthly report.  
C. Budget Transfers  
None currently.

**XV. Citizen Participation**

None.

**XVI. Adjournment**

MOTION: (Barlow/Ellsworth) Motion to adjourn the Board of Education meeting at 6:48 p.m.  
Motion passed unanimously.

Respectfully submitted,

Kymberli A. Gaylor, Clerk