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EASTFORD BOARD OF EDUCATION
MINUTES OF REGULAR MEETING

Eastford Elementary School
12 Westford Road
Eastford, CT 06242
June 8, 2023

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Present:       Lauren Barlow, Michael Bilica, Stephen Bowen, Terry Cote, Robert Ellsworth (virtual), Adam Minor, Jessica Perry (virtual)

Also Present:  Dr. Donna Leake, Superintendent; Carole McCombe, Principal; Mary Polchaninoff, Pupil Services Director (virtual)

**I.      Call to Order**
Chair Bowen called the meeting to order at 6:04 PM.

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

**III.    Citizens of the Trimester**
Madison Boyd, grade 8 student, and Logan Gillett, 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.    Grade 8 Presentation – Washington, D.C.**
Grade 7 student Porter Barlow and Grade 8 students Owen Budd and Noah Kernan presented a slide show of the recent seventh and eighth grade trip to Washington, D.C.  They thanked the Board for allowing the classes the opportunity to travel to D.C.

**V.     Citizen Participation**
None.

**VI.    Approval of Minutes**
MOTION: (Bilica/Ellsworth) That the Board of Education Regular Meeting Minutes of May 11, 2023 be approved. Motion passed unanimously.

**VII.   Correspondence, Communications**
- Letters to Citizen of the Trimester families
- Teacher Evaluation Flexibilities information from the CT State Board of Education
- Resignation letter from Mary Polchaninoff, Pupil Services Director

**VIII.  Committee Reports**
    A.    Executive/Personnel— The Committee met prior to this meeting to discuss the non-affiliated salaries for 2023-2024.
    B.    Fiscal— None.
    C.    Policy— None.
    D.    Woodstock Academy – Mr. Ellsworth just stated that The Academy is in 'graduation mode'.
    E.    EastConn— Ms. Cote stated that QMC graduation was on 6/8 and ACT graduation on 6/9. The Board held a retreat on 6/3 where they discussed strategic planning.

F.   Long Range Facilities— None.
G.   Transportation – None.
H.   Curriculum– None.
I.    Scholarship Steering Committee – None.
J.   School Safety Committee – Donations are coming in to fund the bollards which will be placed outside of the school.

## IX.   Superintendent Report
Provided the BOE with updates including:
- Highlight of the Month – Spending time with students and speaking with Grade 8 students following their trip to Washington, D.C.
- Educational Leadership – Teachers working on new math and science programs, summer learning opportunities, After School grant opportunities and the Right to Read grant
- Facilities – Pipe leak in the Gym entry area and custodians receiving refresher training
- Collaboration and Communication – Working with Town on budget hearing, ceiling tile project and collaboration with EastConn on professional development
- Finance – End of year grant reports completed and presentation of BOE budget at town meeting
- Comments on selected agenda items

## 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
- Update on Grants
- Data on Student Progress
- Curriculum Updates
- School Climate Survey and Progress Toward Goals
- 2023 fall Sports Update
- Community and Other Events

## XI.   Director of Pupil Services Report
The Board received the June report, which shows no changes from the May report.

## XII.   Unfinished Business
A.  Establish Committee for Non-Certified Staff Union Contract
Committee members will be Lauren Barlow, Steve Bowen, and Rob Ellsworth.

B.  Establish Committee for Certified Staff Union Contract
Committee members will be Steve Bowen, Terry Cote, and Adam Minor.

## XIII.   New Business
A.  Teacher Evaluation Flexibilities
MOTION: (Bilica/Barlow) To adopt the 2023-2024 Flexibilities option for teacher evaluation. Motion passed unanimously.

B.  Right to Read Grant Approval
MOTION: (Bilica/Cote) To approve submission of the Right to Read Grant. Motion passed unanimously.

C. Non-Affiliated Salaries
   MOTION: (Bilica/Barlow) To set the 2023-2024 salaries of non-affiliated employees according to the recommendations of the Executive Committee. Motion passed unanimously.

D. Set Tuition Rate for 20233-2024 school year
   MOTION: (Bilica/Minor) To set the tuition rate for 2023-2024 at $16,050.78 per pupil. Motion passed unanimously.

E. Resignation of Pupil Services Director
   MOTION: (Barlow/Bilica) To accept, with regret and thanks, the resignation of Pupil Services Director Mary Polchaninoff at the end of July, 2023. Motion passed unanimously.

## XIV. Additional Agenda Items
None.

## XV. Financial Reports
A. May 2023 Disbursements–sent to BOE via email
B. Monthly Financial Summary, May 2023
   The Board received and reviewed the monthly report.
C. Budget Transfers
D. End of Year Budget Transfers, Purchases and Unexpended Funds

MOTION: (Bilica/Barlow) To authorize the Superintendent to make year-end transfers within the FY 2023 budget to bring all accounts into balance and commit to the following projects:

Fix the Preschool playground door; Internal Security Doors with Keyless Access; Rear Door Keyless Access; Camera Additions; Student Computers; New Science Materials; and Pre-paying Oil, Attorney Fees, and Professional Development,

and allow the Executive Committee to direct the spending of any surplus funds, should there be any, after all unencumbered bills are paid, and internally encumber up to up to $84,242.54 (2%) of the 2022-2023 budget for the Town of Eastford's Municipal Reserve Fund.

   Motion passed unanimously.

## XVI. Citizen Participation
None.

## XVII. Executive Session
MOTION: (Minor/Cote) To enter into Executive Session at 7:06 PM to discuss Superintendent Evaluation. Motion passed unanimously.

The Board left Executive Session at 7:31 PM.

## XVIII. Adjournment
MOTION: (Bilica/Barlow) Motion to adjourn the Board of Education meeting at 7:32 PM. Motion passed unanimously.

Respectfully submitted,

Kymberli A. Gaylor, Clerk