

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

Eastford Elementary School
12 Westford Road
Eastford, CT 06242
May 12, 2022

Present: Lauren Barlow (virtual), Michael Bilica (6:06 PM), Stephen Bowen, Terry Cote (virtual), Robert Ellsworth (virtual), Adam Minor, Jessica Perry (virtual)
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 6:01 PM.

II. Pledge of Allegiance

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

III. Presentation from The Woodstock Academy

Michael Harten, Dean of Academics at The Woodstock Academy, provided an update for the Town of Eastford, which included an overall update on the Academy as well as breaking out how the Eastford students are faring. Both Mr. Harten and Holly Singleton, Associate Head of School, entertained questions from the Board.

Mr. Bilica joined the meeting 6:06 PM

IV. Citizen Participation

None.

V. Approval of Minutes

MOTION: (Bilica/Minor) That the Board of Education Regular Meeting Minutes of April 14, 2022 be approved. Motion passed unanimously.

VI. Correspondence, Communications

- Insurance rate increase notification from the CT Partnership Plan
- Grant-funded program flyers
- Resignation letters from Instrumental Music teacher David Burgess and paraprofessional Margaret Pittman
- Project approval from the State of Connecticut Department of Administrative Services for the Roof Replacement and Photovoltaic project at Eastford Elementary School

VII. Committee Reports

- A. Executive/Personnel— None.
- B. Fiscal— None.
- C. Policy— None.
- D. Woodstock Academy – None.
- E. EastConn— None.
- F. Long Range Facilities—None.
- G. Transportation—None.

- H. Curriculum– None.
- I. Scholarship Steering Committee – The Board received the minutes of the meeting held on May 9, 2022.
- J. School Safety Committee – None.

VIII. Superintendent Report

Provided the BOE with updates including:

- Highlight of the Month – A shout out to the entire EES staff
- Educational Leadership – Continued review and implementation of curriculum programs, Strategic Planning goals and another summer STEM program
- Facilities – The grant approval was received for the Roof project, contact with plumber regarding requested estimates
- Collaboration and Communication – Grade three author visit with Scotland Elementary, Oil Consortium meetings, and activities sponsored by the After School grant
- Finance – Review of the current budget and upcoming Town meetings
- Comments on selected agenda items

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
- Curriculum Updates
- Professional Development
- Community and Other Events

X. Director of Pupil Services Report

The Board received the May report, which shows changes from the April report.

XI. Unfinished Business

- A. Repeal Bylaw 9222, Removal of Board Officers and replace with S&G Model Policy, Removal of Board Officers
MOTION: (Barlow/Bilica) To repeal Bylaw 9222, Removal of Board Officers and replace with S&G Model Policy, Removal of Board Officers. Motion passed unanimously.
- B. Repeal Bylaw 9250, Reimbursement of Board Member's Expenses and replace with S&G Model Policy, Reimbursement of Board Member's Expenses
MOTION: (Barlow/Bilica) To repeal Bylaw 9250, Reimbursement of Board Member's Expenses and replace with S&G Model Policy, Reimbursement of Board Member's Expenses. Motion passed unanimously.
- C. Repeal Bylaw 9271, Code of Conduct for Board Members and replace with S&G Model Policy, Code of Conduct
MOTION: (Barlow/Bilica) To repeal Bylaw 9271, Code of Conduct for Board Members and replace with S&G Model Policy, Code of Conduct. Motion passed unanimously.
- D. Retain current Bylaw 9311, Formulation, Adoption, Amendment or Deletion of Policies
MOTION: (Barlow/Bilica) To retain current Bylaw 9311, Formulation, Adoption, Amendment or Deletion of Policies. Motion passed unanimously.

- E. Repeal Bylaw 9312, Formulation, Adoption, Amendment or Deletion of Bylaws and replace with S&G Model Policy, Formulation, Adoption, Amendment or Deletion of Bylaws
MOTION: (Barlow/Bilica) To repeal Bylaw 9312, Formulation, Adoption, Amendment or Deletion of Bylaws and replace with S&G Model Policy, Formulation, Adoption, Amendment or Deletion of Bylaws. Motion passed unanimously.

XII. New Business

- A. Approval of Scholarship Recipients 2022
The committee recommended six recipients, who were not named at this time.
MOTION: (Cote/Barlow) To approve the recommendations of the Scholarship Committee. Barlow, Cote, Ellsworth, Minor and Perry voted in favor. Bilica abstained. Motion passed.
- B. Revise Policy 5144, Administration of Student Medications in the Schools
The Board received the current policy for first reading.

Ms. Cote left the meeting 6:53 PM.

- C. Repeal Bylaw 9230, Orientation of Board Members and replace with corresponding CABE policy
The Board received the current bylaw and the CABE policy for first reading.
- D. Repeal Bylaws 9313, Formulation, Adoption, Amendment or Deletion of Administrative Regulations; 9314, Suspension of Policies, Bylaws and Regulations; and 9322, Public and Executive Session and replace with corresponding S&G Model Policies
The Board received the current bylaws and the S&G model policies for first reading.
- E. Repeal Bylaw 9330, Board/School System Records and 9350, Board of Education Hearings
The Board received the current bylaws for first reading.
- F. Retain current Bylaw 9326, Order of Business
The Board received the current bylaw for first reading.
- G. Review current 2021-2022 Budget
Dr. Leake provided the Board with a list of budget lines where there will be budget surpluses this year and a list of items/projects the school administration would like the Board to consider purchasing out of this year's budget. There was discussion and Dr. Leake and Mr. Bowen asked the Board to review the project list so it may be addressed at the June meeting.

XIII. Additional Agenda Items

MOTION: (Bilica/Minor) To amend the agenda to include New Business, H. Staff Resignations. Motion passed unanimously.

XII. New Business, cont.

- H. Staff Resignations
MOTION: (Bilica/Perry) To accept, with regret, the resignations of Instrumental Music teacher David Burgess and paraprofessional Margaret Pittman at the end of the 2021-2022 school year. Motion passed unanimously.

XIV. Financial Reports

- A. April 2022 Disbursements—sent to BOE via email
- B. Monthly Financial Summary, April 2022
The Board received and reviewed the monthly report.
- C. Budget Transfers
MOTION: (Bilica/Perry) To authorize the proposed transfer in the FY 2022 budget:

\$6,000 from 100.1200.3.111.00.5 (Salary, Teachers SE) to 100.1200.3.121.03.5 (Substitutes, Non-Certified,SE)

Motion passed unanimously.

XV. Citizen Participation

Mrs. McCombe mentioned that all students have been invited to participate in the Town's Memorial Day celebration.

XVI. Adjournment

MOTION: (Bilica/Ellsworth) Motion to adjourn the Board of Education meeting at 7:21 PM.
Motion passed unanimously,

Respectfully submitted,

Kymberli A. Gaylor, Clerk