

EASTFORD BOARD OF EDUCATION MINUTES OF REGULAR MEETING

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

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

I. Call to Order

Chair Bowen called the meeting to order at 7:04 PM.

II. Pledge of Allegiance

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

III. Citizen Participation

None.

IV. Approval of Minutes

MOTION: (Ellsworth/Calchera) That the Board of Education Regular Meeting Minutes of August 13, 2020 be approved. Motion passed unanimously.

V. Correspondence, Communications

- Meritorious Service Medal Award to Charles Kernan
- Scholarship thank you notes from recipients Kayla Gaudreau and Cody Goodwin
- Letter from Christopher Sandford, Woodstock Academy Head of School, containing the 2019-20 Annual Report

VI. Committee Reports

- A. Executive/Personnel—None.
- B. Fiscal— None.
- C. Policy— Policies on agenda for approval and first reading.
- D. Woodstock Academy – None.
- E. EastConn— None.
- F. Long Range Facilities—None.
- G. Transportation—None.
- H. Curriculum—None.
- I. Scholarship Steering Committee – None.
- J. School Safety Committee – None.

VII. Superintendent Report

Provided the BOE with updates including:

- Highlight of the Month – School reopening
- Facilities – Updates on heating system installation and cleaning protocols
- Collaboration and Communication – status regarding safe reopening of schools
- Finance – monitoring of the budget and expenditures

- Additional News and Notes
- Comments on the Agenda
- Ventilation and Cleaning Protocols and Procedures

Daniel Cowan, engineer at the district's HVAC company EMCOR, and Dr. Paul Torcellini, ASHRAE fellow and member of the ASHRAE Epidemic Task Force, presented an overview of the ventilation system at EES and relevant information pertaining to reducing the risk of spread of COVID-19. They also responded to questions from BOE members.

VIII. Principal Report

Received the Principal's report which discussed and/or provided the following information:

- Field Trips – none scheduled until further notice
- Virtual Field Trips – none scheduled at this time
- Readiness Program/ Council Update
- Grants
- Data on Student Progress
- Computers
- Community and Other Events

Mr. Bowen expressed his thanks to the administration, staff at the school and the Reopening Committee for all their work in getting the school year up and running. He wanted it noted how much all they have done is truly appreciated.

Dr. Leake and Mrs. Chretien each expressed kudos to Mrs. McCombe for all she is doing, going well beyond the scope of her duties as principal.

IX. Director of Pupil Services Report

The Board received the September 2020 report, which shows no changes from the August 2020 report.

X. Unfinished Business

A. Revisions to Policies listed as items A.-C. of Unfinished Business.

MOTION: (Skiff/Cote) To adopt the revisions to Policy 4112.5/4212.5, Employment Checks; Policy 5115, Student Attendance and Truancy and Policy 1250, School Visitors.

Motion passed unanimously.

XI. New Business

A. 2020-21 Bus Routes

MOTION: (Calchera/Ellsworth) To approve the 2020-2021 bus routes. Motion passed unanimously.

B. PMHP Grant Approval

MOTION: (Cote/Skiff) To approve the submission of the PMHP Grant. Motion passed unanimously.

C. Readiness Grant Approval

MOTION: (Ellsworth/Skiff) To approve the submission of the Readiness Grant. Motion passed unanimously.

D. Title IV Grant Approval

MOTION: (Bowen/Ellsworth) To approve the submission of the Title IV Grant. Motion passed unanimously.

- E. Policy 4126/4226, Prohibition of Sexual Discrimination and Sexual Harassment in the Workplace.
The Board received the policy for first reading.
- F. Policy 5152, Title IX of the Education Amendments of 1972: Prohibition of Sexual Discrimination and Sexual Harassment
The Board received the policy for first reading.
- G. COVID-19 Policy, C16 Use of Face Coverings in School
MOTION: (Skiff/Calchera) To adopt the new COVID-19 Policy, C16 Use of Face Coverings in School. Motion passed unanimously.

XII. Additional Agenda Items

None.

XIII. Financial Reports

- A. August 2020 Disbursements—sent to BOE via email
- B. Monthly Financial Summary, August 2020
The Board received and reviewed the monthly report.
- C. Budget Transfers
None.

XIV. Citizen Participation

Daniel Cowan thanked the Town of Eastford, on behalf of EMCOR, for trusting them with the school's heating and ventilation system needs.

XV. Adjournment

MOTION: (Ellsworth/Skiff) To adjourn the Board of Education meeting at 7:50 PM. Motion passed unanimously.

Respectfully submitted,

Kymerli A. Gaylor, Clerk