

EASTFORD BOARD OF EDUCATION MINUTES OF REGULAR MEETING

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

Present: Stephen Bowen, Megan Calchera (remote), Terry Cote (remote), Robert Ellsworth (remote), Adam Minor (remote), Jessica Perry (remote)

Absent: Lauren Skiff

Also Present: Dr. Donna Leake, Superintendent (remote); Carole McCombe, Principal (remote); Mary Jo Chretien, Pupil Services Director (remote)

I. Call to Order

Chair Bowen called the meeting to order at 7:00 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 19, 2021 be approved. Motion passed unanimously.

V. Correspondence, Communications

- Thank you notes from scholarship recipient Amanda Hair
- Letter from The Woodstock Academy Head of School, Christopher Sandford, wishing the district a successful 2021-22 school year and including the 2020-21 Annual Report

VI. Committee Reports

- A. Executive/Personnel— None.
- B. Fiscal— None.
- C. Policy— The Board received the minutes of the August 31, 2021 meeting.
- D. Woodstock Academy – Mr. Ellsworth is officially on the WA Board of Trustees.
- E. EastConn— Ms. Cote shared some changes to EastConn’s bylaws - any district in the region may now be on their Board of Directors and Board members can be appointed at any time during the year.
- F. Long Range Facilities— Mr. Ellsworth stated that the Town Roof Committee is deciding whether or not to replace the roof with State Reimbursement.
- G. Transportation—The Board received the agenda for the meeting held prior to this one.
- 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 – The opening of the school year

- Educational Leadership – Included special shout outs to staff members
- Facilities – Updates on the boiler and roof projects and a sidewalk repair quote
- Collaboration and Communication – Partnership with Eastern Connecticut State University for clinical students and student teachers
- Finance – Completion of the end of project reports
- Comments on the Agenda

VIII. Principal Report

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

- Field Trips/ Virtual Field Trips – none scheduled at this time
- Readiness Program/ Council Update
- Data on Student Progress
- Professional Development
- Fall Sports Update
- Growth and Evaluation Flexibilities
- Community and Other Events

IX. Director of Pupil Services Report

The Board received the September report, which shows changes from the August report.

X. Unfinished Business

- Revisions to Policy 3150, Board Budget Procedures and Line-Item Transfers
Chair Bowen requested to move this policy review to the October 2021 meeting.
- Revisions to Policy 3313, Relations with Vendors
Chair Bowen requested to move this policy review to the October 2021 meeting.
- Repeal Policy 3313.1, Local Purchasing
Chair Bowen requested to move this policy review to the October 2021 meeting.
- Repeal Policy 3326, Paying for Goods and Services
Chair Bowen requested to move this policy review to the October 2021 meeting.
- Revisions to Policy 3326.1, Paying for Goods and Services: Payroll
Chair Bowen requested to move this policy review to the October 2021 meeting.
- Revisions to Policy 3320, Purchasing
Chair Bowen requested to move this policy review to the October 2021 meeting.
- Adopt new policy, Code of Conduct for Procurements Under a Federal Award
Chair Bowen requested to move this policy review to the October 2021 meeting.

XI. New Business

- Resignation of Special Education Teacher
MOTION: (Ellsworth/Cote) To accept, with regret and thanks, the resignation of Special Education Teacher Steven Guilbault. Motion passed unanimously.
- Review and possible action on Leadership Goals and Strategic Plan
MOTION: (Calchera/Perry) To approve the Leadership Goals and Strategic Plan for 2021-2022. The Board discussed the goals and plan, opting to amend the motion to read 'To approve the Leadership Goals and Strategic Plan for 2021-2022 with the agreement that the Board will reassess these goals once the newly-elected board is seated in January 2022'. Motion passed unanimously.
- Policy 1212, Volunteers, Student Interns and Other Non-Employees
The Board received the policy for first reading.
- Policy 1250, School Visitors and Observations
The Board received the policy for first reading.

- E. Policy 3515, Facilities/Building Use
The Board received the policy for first reading.
- F. Policy 5131.1, Transportation
The Board received the policy for first reading.
- G. Policy 5131.911, Bullying Prevention and Intervention
The Board received the policy for first reading.
- H. Policy 5142, Student Health Services and related policies
The Board received the policy for first reading.
- I. Bylaw 9270, Conflict of Interest
The Board received the bylaw for first reading.
- J. Policy 4116/4226, Nepotism
The Board received the policy for first reading.
- K. Discussion of Board format in accordance with current state rules
The Board discussed whether to hold meetings in-person, via Zoom or hybrid. There was also a discussion of starting the meetings at 6:00 PM.
Beginning October 2021, the meeting will be held hybrid starting at 6:00 PM.

XII. Additional Agenda Items

None.

XIII. Financial Reports

- A. August 2021 Disbursements—sent to BOE via email
- B. Monthly Financial Summary, August 2021
The Board received and reviewed the monthly report.
- C. Budget Transfers
None.

XIV. Citizen Participation

None.

XV. Adjournment

MOTION: (Cote/Calchera) Motion to adjourn the Board of Education meeting at 8:00 PM.
Motion passed unanimously,

Respectfully submitted,

Kymerli A. Gaylor, Clerk