

EASTFORD BOARD OF EDUCATION
MINUTES OF REGULAR MEETING

Eastford Elementary School
12 Westford Road
Eastford, CT 06242
December 14, 2023

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; Charles Kernan, Director of Pupil Services

I. Call to Order

Chair Bowen called the meeting to order at 6:00 PM.

II. Pledge of Allegiance

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

III. Citizens of the Trimester

David Budd, grade 7 student, and Grace Moore, grade 2 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. Citizen Participation

None.

Mr. Bowen motioned to move New Business, A. Appointment to Board of Education before
V. Election of Officers

MOTION: (Cote/Barlow) To move New Business, A. Appointment to Board of Education before
V. Election of Officers. Motion passed unanimously.

XIII. A. Appointment to Board of Education

MOTION: (Minor/Cote) To appoint Michael Bilica as a BOE member to fill the current 2 year vacancy. Motion passed unanimously. Chair Bowen swore in Michael Bilica.

Mr. Bowen turned the meeting over to Superintendent Leake to conduct nominations for Board Chair .

V. Election of Board Officers

Chair: Rob Ellsworth nominated Steve Bowen. No other nominations. Steve Bowen was elected unanimously by ballot.

Superintendent Leake turned the meeting back over to Chair Bowen.

Chair Bowen asked if there was a motion to keep the Vice Chair and Secretary positions the same.

MOTION: (Bilica/Cote) To keep the Vice Chair and Secretary positions the same. Motion passed unanimously.

Terry Cote will remain as Vice Chair and Adam Minor as Secretary.

VI. Approval of Minutes

MOTION: (Cote/Ellsworth) That the Board of Education Regular Meeting Minutes of November 9, 2023 be approved. Motion passed unanimously.

VII. Correspondence, Communications

- Letters to Citizen of the Trimester families
- Recommendation for Michael Bilica to fill Board of Education vacancy from Eastford Democratic Town Committee
- Town assessment of school property
- Letter from First Selectperson Deb Richards to Acoustical Design, Inc. awarding them the Ceiling Tile Project at the school
- Email from the State Department of Education regarding the Right to Read legislation waiver determinations
- Annual Report for School Year 2022-2023

VIII. Committee Reports

- A. Executive/Personnel— None.
- B. Fiscal— The Board received the agenda for the meeting held prior to this one.
- C. Policy— The Board received the minutes of the November 20, 2023 meeting. Lauren Barlow advised the Board that there is a new policy that all Board members need to complete sexual harassment training. She also asked the Board if they would be interested in virtual training through CABE. Mr. Bowen asked Board members to think about the training and it will be discussed at the January meeting.
- D. Woodstock Academy – None.
- E. EastConn— None.
- F. Long Range Facilities— The committee is scheduled to meet in January.
- G. Transportation – The Board received the minutes of the November 9, 2023 meeting.
- H. Curriculum– None.
- I. Scholarship Steering Committee – None.
- J. School Safety Committee – None.

IX. Superintendent Report

Provided the BOE with updates including:

- Highlight of the Month – Attending the EES Annual Auction
- Educational Leadership – *Response received on K-3 Reading Waiver Request *Still awaiting word on the After School Grant *Continued communication with State regarding HVAC project reimbursement
- Facilities – *Inspection of sewer pipes *Postponement of Town Roof Committee meeting
- Collaboration and Communication – *Working with EastConn on transportation issues *Meeting with Thompson’s security staff *Working with Deb Richards
- Finance – *Staff and Administration in initial phase of creating 2024-25 budget
- 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
- Data on Student Progress
- High School Information and Open Houses
- Community and Other Events

XI. Director of Pupil Services Report

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

XII. Unfinished Business

None.

XIII. New Business

A. Appointment to Board of Education

This was moved up, prior to V. Election of Board Officers.

B. Committee Appointments

Chair Bowen asked if the Board members wished to stay on their current committees and all indicated they would.

C. Receive Annual Report for School Year 2022-2023

The Board received the Annual Report for the school year 2022-2023.

D. Policies recommended for repeal: 2210, Administrative Leeway in Absence of Board Policy; 6000, Concepts and Roles in Instruction; 6111, School Calendar; 6112, School Day; 6113, Opening Exercises; 6121, Non-Discrimination: Instructional Programs; 6140, Curriculum and 6141, Curriculum Design

MOTION: (Barlow/Bilica) To repeal Policies 2210, Administrative Leeway in Absence of Board Policy; 6000, Concepts and Roles in Instruction; 6111, School Calendar; 6112, School Day; 6113, Opening Exercises; 6121, Non-Discrimination: Instructional Programs; 6140, Curriculum and 6141, Curriculum Design. Motion passed unanimously.

E. Policy 6115, Fire Emergencies

The Board received the policy for first reading.

XIV. Additional Agenda Items

None.

XV. Financial Reports

A. November 2023 Disbursements—sent to BOE via email

B. Monthly Financial Summary, November 2023

The Board received and reviewed the monthly report.

C. Budget Transfers

MOTION: (Bilica/Minor) To authorize the proposed transfers in the FY 2024 budget:

\$12,000.00 from 100.1000.1.111.00.5 (Salary, Teachers, Reg Ed) to 100.1000.1.121.00.5 (Substitutes, Certified)

\$5,000.00 from 100.1200.3.112.00.5 (Salary, Para, SE) to 100.1200.3.121.03.5 (Substitutes, Non-Certified, SE)

\$255.00 from 100.1200.3.122.02.5 (Summer School, SE Para) to 100.1200.3.122.01.5 (Summer School, SE Teachers)

\$2,582.00 from 100.1200.3.122.02.5 (Summer School, SE Para) to 100.1200.3.121.01.5 (Salary, Tutors)

\$1,694.00 from 100.2190.3.323.00.5 (Purchased Service Occupational Therapist) to 100.2190.3.323.01.5 (Purchased Service Physical Therapist)

\$50,000.00 from 100.1200.3.563.00.5 (Tuition, SE, Private) to 100.1200.3.561.31.5 (Tuition, SE, Woodstock Academy)

Motion passed unanimously.

XVI. Citizen Participation

None.

XVII. Adjournment

MOTION: (Bilica/Barlow) Motion to adjourn the Board of Education meeting at 6:37 PM. Motion passed unanimously.

Respectfully submitted,

Kymerli A. Gaylor, Clerk