

# EASTFORD BOARD OF EDUCATION MINUTES OF REGULAR MEETING

Eastford Elementary School  
12 Westford Road  
Eastford, CT 06242  
February 8, 2024

Present: Lauren Barlow (virtual), Michael Bilica (6:02 PM - virtual), Stephen Bowen, Terry Cote, Robert Ellsworth, Adam Minor, Jessica Perry (6:02 PM – 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. Citizen Participation**

None.

## **IV. Approval of Minutes**

MOTION: (Ellsworth/Minor) To approve the Board of Education minutes of the Regular Meeting on January 11, 2024. Motion passed unanimously.

## **V. Correspondence, Communications**

- Town Roof Committee Minutes from the January 11, 2024 meeting
- Letter from Christopher Sandford, The Woodstock Academy Head of School, congratulating Hunter Larson on receiving the Connecticut Association of Public School Superintendents (CAPSS) Student Recognition Award
- Letter from Superintendent Dr. Donna Leake to ELA teacher James Salsich, congratulating him on receiving an Amplifying Student Voices project grant, which he donated to the school

## **VI. Committee Reports**

- A. Executive/Personnel— None.
- B. Fiscal— The Board received the minutes of the January 18, 2024 meeting as well as the agenda for the meeting held prior to this one.

Mr. Bilica and Mrs. Perry joined the meeting at 6:02 PM.

- C. Policy— The Board received the minutes of the January 16, 2024 meeting.
- D. Woodstock Academy – Mr. Ellsworth noted that they are ready to open the new Academy building soon, with an open house likely this spring.
- E. EastConn— Ms. Cote noted that there may only be a 3% cost increase for next year, there is Educator Diversity planning, and support for the Science of Reading initiative is available.
- F. Long Range Facilities— The Board received the minutes of the January 18, 2024 meeting.
- G. Transportation – None.
- H. Curriculum– None.
- I. Scholarship Steering Committee – Ms. Cote noted the Hartford Foundation for Public Giving extended the application deadline for the Ethel Cushing Gardner Music Scholarship to March 14, 2024.
- J. School Safety Committee – Mrs. McCombe noted that the Regional Safety Committee is working on a larger scale practicing of reunification plans.

## **VII. Superintendent Report**

Provided the BOE with updates including:

- Highlight of the Month – Visiting the Grade 1 classroom
- Educational Leadership – \*Expanding the after school programming \*Building strong family-school partnerships \*Summer STEM program \*HVAC project reimbursement
- Facilities - \*Eversource interconnection agreement outstanding \*Work in the gym still in progress, EMCOR was onsite but will return during the February break \*New facility checklists \*Water testing companies
- Collaboration and Communication – \*Continued communication with Town and other towns \*Collaboration with other towns regarding after school, preschool and special education programming
- Finance - \*2024-2025 budget updated as requested \*Following up on Medicaid reimbursement
- Comments on selected agenda items
- LaFramboise Water Services contract

## **VIII. 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
- Professional Development
- Community, other events, and recognition

## **IX. Director of Pupil Services Report**

The Board received an updated February report, which shows changes from the January report.

## **X. Unfinished Business**

None.

## **XI. New Business**

Mrs. Barlow noted that there were numerous policy updates on the agenda and asked if the Board could approve them under grouped motions, which the Board agreed to.

Revisions to Policies listed as items A, B, C, D and E of New Business

MOTION: (Barlow/Cote) To revise Policy 1140, Distribution of Materials; Policy 4118.1 4218.1, Employee Use of District Systems; Policy 5116, Student Discipline; Policy 5131.81, Student Use of Private Technology; and Policy 5131.82, Student Use of District Technology in accordance with the 2023 Shipman & Goodwin policies. Motion passed unanimously.

Repeal Policies listed as items F and G of New Business

MOTION: (Barlow/Bilica) To repeal Policy 6142, Separation of Church and State and Policy 6143, Bilingual Education. Motion passed unanimously.

### **H. New Kindergarten Age Policy**

The Board received the policy for first reading.

### **I. CABE sample Exit Policy and Exit Survey**

The Board received the policy and survey for first reading. Ms. Cote and Mr. Bowen requested that some revisions be made prior to approval.

### **J. School Calendar 2024-2025, Discussion and Possible Action**

Dr. Leake reviewed the calendar with the Board and Mr. Bowen asked that they review the proposed calendar prior to next month's meeting.

Ms. Cote left the meeting at 6:30 PM.

**K. Capital Plan, Discussion and Possible Action**

MOTION: (Bilica/Barlow) To accept the revisions to the Capital Improvement Plan as recommended by the Facilities Committee. Motion passed unanimously.

**L. Budget 2024-2025, Discussion and Possible Action**

MOTION: (Ellsworth/Barlow) To accept the 2024-2025 budget of \$4,610,243, which represents a 1.99% increase, and send it to the Board of Selectmen. Motion passed unanimously.

**M. Preschool Discussion**

Mrs. McCombe spoke about the current Preschool numbers and the possibility of starting a second Preschool class in the future. Mr. Bowen asked that this be added to the March agenda for further discussion.

**XII. Additional Agenda Items**

None.

**XIII. Financial Reports**

A. January 2024 Disbursements—sent to BOE via email

B. Monthly Financial Summary, January 2024  
The Board received and reviewed the monthly report.

C. Budget Transfers

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

\$27,648.95 from 100.1000.1.111.00.5 (Salary, Teachers, Reg Ed) to 100.1000.1.330.00.5  
(Purchased Service, Certified Position)

\$7,647.06 from 100.1000.1.111.00.5 (Salary, Teachers, Reg Ed) to 100.1200.3.111.60.5 (Salary, SE  
Director)

\$8,000.00 from 100.1200.3.112.00.5 (Salary, Para, SE) to 100.1200.3.121.03.5 (Substitutes, Non-Certified,  
SE)

Motion passed unanimously.

**XIV. Citizen Participation**

Media Technology teacher Michelle Bibeault stated that she felt it was a fabulous idea to have a Exit Survey, and that sending it via electronic mail would be a good option as long as there were certain parameters in place.

**XV. Adjournment**

MOTION: (Ellsworth/Bilica) Motion to adjourn the Board of Education meeting at 6:58 PM. Motion passed unanimously.

Respectfully submitted,

Kymerli A. Gaylor, Clerk