

# EASTFORD BOARD OF EDUCATION MINUTES OF REGULAR MEETING

Eastford Elementary School  
12 Westford Road  
Eastford, CT 06242  
November 14, 2024

Present: Lauren Barlow, Michael Bilica, Stephen Bowen, Terry Cote, Robert Ellsworth, 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. High School Presentation**

Sharon Cournoyer, Regional District 19 Superintendent, and Louis DeLoreto, E.O. Smith Principal, presented an overview of what E.O. Smith High School has to offer Eastford students. The Board asked questions regarding academics, extracurricular programming, student achievement and tuition costs.

Ms. Cote left the meeting at 6:28 PM.

## **IV. Citizen Participation**

Eastford resident Kerry Blais stated that she found the E.O. Smith presentation informative.

## **V. Approval of Minutes**

MOTION: (Ellsworth/Barlow) To approve the Board of Education minutes of the Regular Meeting on October 10, 2024. Motion passed unanimously.

## **VI. Correspondence, Communications**

- Letter from Sean Scanlon, State Comptroller, regarding the Paraeducator Subsidy Program
- Letter from Michael Susi, The Woodstock Academy Associate Head of Schools for Finance and Operations, regarding the October 1 Student Count

## **VII. Committee Reports**

- A. Executive/Personnel— None.
- B. Fiscal— None.
- C. Policy— The Board received the minutes of the November 4, 2024 meeting.
- D. Woodstock Academy – None.
- E. EastConn— None.
- F. Long Range Facilities— None.
- G. Transportation – The Board received the minutes of the October 10, 2024 meeting.
- H. Curriculum– None.
- I. Scholarship Steering Committee – None.
- J. School Safety Committee – The Board received the minutes of the October 24, 2024 meeting. Mr. Bowen asked how the Active Shooter training was, and Mrs. McCombe and Mr. Kernan stated that it went well and was very beneficial to the staff.

## **VIII. Superintendent Report**

Provided the BOE with updates including:

- Highlight of the Month – \*Working to update the district’s strategic plan
- Educational Leadership – \*Committee meetings scheduled \*Meeting regularly with administrators \*Developing Leadership Goals and Strategic Plan \*Collaborating with teachers
- Facilities - \*Elevator issues \*Met with custodian \*A mason coming to assess brick damage \*A contractor reviewed window framing issue
- Collaboration and Communication – \*Updating E.O. Smith contract \*Oil contract locked in for 25-26 \*Active Shooter training for staff
- Finance - \*Monitoring 24-25 budget \*Beginning to develop 25-26 budget
- Comments on selected agenda items
- October 1 Student Count

## **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
- Professional Development
- 2024 Fall Sports Update
- Upcoming Events
- Special Thanks

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

The Board received the November report, which reflects changes from the October report.

## **XI. Unfinished Business**

### **A. High School Discussion**

Dr. Leake asked the Board how they would like to proceed and what their next steps might be.  
Mr. Bowen asked the Board to look over the materials that E.O. Smith provided and stated that there may be more discussion at the next Board meeting.

## **XII. New Business**

### **A. Receive Annual Report for School Year 2023-2024**

The Board received the Annual Report for the 2023-2024 school year.

**B. through F. Policies 4112.5/4212.5, Employment and Student Teacher Checks; 4152/4252, FMLA; 1100, Non-Discrimination – Community Relations; 4125/4225, Non-Discrimination – Personnel and 5000, Non-Discrimination – Students**

**MOTION: (Barlow/Minor) To replace Policies 4112.5/4212.5, Employment and Student Teacher Checks; 4152/4252, FMLA; 1100, Non-Discrimination – Community Relations; 4125/4225, Non-Discrimination – Personnel and 5000, Non-Discrimination – Students with the corresponding Shipman & Goodwin Policies. Motion passed unanimously.**

### **G. Policy 3150, Board Budget Procedures and Line Item Transfers**

The Board received the policy for first reading.

### **H. Review and possible action on 2024-2025 Leadership Goals**

**MOTION: (Bilica/Barlow) To approve the 2024-2025 Leadership Goals. Motion passed unanimously.**

I. Review and possible action on 2024-2025 Strategic Plan  
The Board received the Strategic Plan and tabled any action on it until their next meeting.

J. Budget 2025-2026, Meeting Dates  
The Finance Committee of the Board set dates for the 2025-2026 budget meetings:

An opportunity for public comment will be held during the regular BOE meeting on December 12, 2024 at 6:00 PM.

Presentation of the Superintendent's Budget will be held during the regular BOE meeting on January 9, 2025 at 6:00 PM.

Budget Meetings will be held on January 21, 2025 at 6:00 PM, January 30, 2025 at 6:00 PM, and (if needed) February 13, 2025 at 5:30 PM.

The Board will review and approve the budget for submission at its meeting on February 13, 2025 at 6:00 PM.

**I. Additional Agenda Items**  
None.

**II. Financial Reports**

A. October 2024 Disbursements—sent to BOE via email

B. Monthly Financial Summary, October 2024  
The Board received and reviewed the monthly summary.

C. Budget Transfers

MOTION: (Ellsworth/Bilica) To authorize the proposed transfers in the FY 2025 budget:

\$10,000 from Salary, Custodial (100.2600.1.112.00.5) to Substitutes, Custodial and other non-certified (100.2600.1.121.02.5)

\$13,000 from Purchased Services, Occupational Therapy (100.2190.3.323.00.5) to Purchased Services, Speech, SE (100.2150.3.323.00.5)

\$2320.24 from Purchased Services, Physical Therapy (100.2190.3.323.01.5) to Purchased Services, Speech, SE (100.2150.3.323.00.5)

\$1888.04 from Tuition, Secondary, WA (100.1000.2.561.31.5) to Tuition, SE, WA (100.1200.3.561.31.5)

Motion passed unanimously.

**III. Citizen Participation**  
None.

**IV. Adjournment**

MOTION: (Ellsworth/Bilica) Motion to adjourn the Board of Education meeting at 7:41 PM.  
Motion passed unanimously.

Respectfully submitted,

Kymerli A. Gaylor, Clerk