

EASTFORD BOARD OF EDUCATION  
MINUTES OF REGULAR MEETING

Eastford Elementary School  
12 Westford Road  
Eastford, CT 06242  
December 12, 2024

Present: Lauren Barlow, Michael Bilica (virtual), Stephen Bowen, Terry Cote (virtual 6:01 PM), Robert Ellsworth (6:03 PM), Adam Minor, Jessica Perry (virtual)  
Also Present: Dr. Donna Leake, Superintendent; Carole McCombe, Principal

**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.

Ms. Cote joined the meeting at 6:01 PM.

Mr. Ellsworth joined the meeting at 6:03 PM.

**III. Citizens of the Trimester**

Harrison Demers, grade 2 student, and Aaron Minor, grade 8 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 Input on 2025-2026 Budget**

None.

**V. Citizen Participation**

None.

**VI. Approval of Minutes**

MOTION: (Minor/Barlow) To approve the Board of Education minutes of the Regular Meeting on November 14, 2024. Motion passed unanimously.

**VII. Correspondence, Communications**

- Thank you card from the Class of 2025 and the 2024 Auction Committee

**VIII. Committee Reports**

A. Executive/Personnel— None.

B. Fiscal— None.

C. Policy— None.

D. Woodstock Academy – Mr. Ellsworth stated that The Academy is fiscally trending in the right direction and that Prep Soccer was voted top in the country for the second year in a row.

E. EastConn— Ms. Cote stated that EastConn is working hard at not ending the calendar year in a deficit and they hope to start 2025 in the black.

F. Long Range Facilities— The Board received the agenda of the meeting held prior to this one.

G. Transportation – The Board received the minutes of the November 14, 2024 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 – \*Focusing on accomplishments over the past six years
- Educational Leadership – \*Provided support for numerous accomplishments
- Facilities - \*Provided support for numerous accomplishments
- Finance - \*Provided support for numerous accomplishments
- Collaboration and Communication – \*All achievements made possible through the support of many people and organizations
- 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 Updates
- Upcoming Events
- Special Thanks

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

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

## **XII. Unfinished Business**

A. Policy 3150, Board Budget Procedures and Line Transfers

MOTION: (Barlow/Bilica) To replace Policy 3150, Board Budget Procedures and Line Item Transfers, with the corresponding Shipman & Goodwin policy. Motion passed unanimously.

B. Review and possible action on 2024-2025 Strategic Plan

MOTION: (Bilica/Ellsworth) To approve the 2024-2025 Strategic Plan. Motion passed unanimously.

C. High School Discussion

Mr. Minor expressed his appreciation that the Regional District 19 Superintendent and E.O. Smith Principal presented at the November meeting.

Mrs. McCombe stated that Grade 8 students visited E.O. Smith on December 4 and that, to date, four students have submitted formal requests to attend there next year.

## **XIII. New Business**

A. Discussion and possible action regarding State facility surveys

The Board received the State facility surveys, which will be posted on the school website.

## **I. Additional Agenda Items**

None.

## **II. Financial Reports**

A. November 2024 Disbursements–sent to BOE via email

B. Monthly Financial Summary, November 2024

The Board received and reviewed the monthly summary.

- C. Budget Transfers  
None.

**III. Citizen Participation**  
None.

**IV. Adjournment**

MOTION: (Minor/Ellsworth) Motion to adjourn the Board of Education meeting at 6:48 PM.  
Motion passed unanimously.

Respectfully submitted,

Kymerli A. Gaylor, Clerk