

EASTFORD BOARD OF EDUCATION  
MINUTES OF REGULAR MEETING

Eastford Elementary School  
12 Westford Road  
Eastford, CT 06242  
May 14, 2026

Present: Lauren Barlow, Michael Bilica, Stephen Bowen, Terry Cote, Robert Ellsworth, Adam Minor

Also Present: Dr. Donna Leake, Superintendent; Carole McCombe, Principal; Charles Kernan, Director of Pupil Services

**I. Call to Order**

Mr. Bowen called the meeting to order at 6:01 PM.

**II. Pledge of Allegiance**

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

MOTION: (Bilica/Cote) To add to the Agenda New Business, XI. L. Appointment of Board of Education Candidate and to move it after the Pledge of Allegiance. Motion passed unanimously.

Mr. Bowen invited Ms. Palulis to say a few words about herself, which she did.

**XI. New Business**

L. Appointment of Board of Education Candidate

MOTION: (Bilica/Minor) To appoint Michele Palulis as a BOE member to fill the current 4-year vacancy. Motion passed unanimously.

Chair Bowen swore in Ms. Palulis, who then joined the Board table.

**III. Citizen Participation**

None.

**IV. Approval of Minutes**

MOTION: (Ellsworth/Cote) To approve the Board of Education minutes of the Regular Meeting on April 9, 2026. Motion passed unanimously.

**V. Correspondence, Communication**

- Letters to First Selectman Deb Richards containing the Board of Education's 2026-2027 budget
- Letter from Patricia Morgan of the Beagary Charitable Trust, donating \$1200 towards physical education equipment/supplies
- Letter from Dr. Leake to Patricia Morgan of the Beagary Charitable Trust, thanking her for the Trust's \$1200 donation to purchase physical education equipment/supplies
- Letter from Dr. Kevin Boucher of Abington Family Healthcare announcing his retirement and the closure of the practice
- Letter of resignation from Board Member Nancy Neff, effective May 1, 2026
- Documentation from Shipman & Goodwin regarding the Amendment to Teacher Termination Statute
- Notice from Governor Lamont indicating the increase in Eastford's state funding

## **VI. Committee Reports**

- A. Executive/Personnel— None.
- B. Fiscal— The school budget was presented to the Town.
- C. Policy— The Board received the minutes of the April 27, 2026 meeting.
- D. Woodstock Academy – Mr. Ellsworth stated that The Academy is getting their fiscal house in order for their end of year.
- E. EastConn— None.
- F. Long Range Facilities— The Board received the minutes of the April 9, 2026 meeting.
- G. Transportation – None.
- 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 – \*Meeting with Grade 8 students
- Educational Leadership – \*Development of 2026-27 budget for presentation \*Following recent legislation \*Conversations with local school leadership
- Facilities - \*Continued contact with roof and solar companies \*Bids received for roof and water filtration projects \*Quotes received for needed repairs
- Finances - \*BOE 2026-27 budget presented at Town meeting \*2025-26 budget continues to be monitored \*Security grant follow up \*Additional funding received from State
- Collaboration and Communication – \*Eastern CT Early Start Collaborative Community Table \*Collaboration with Deb Richards on 2026-27 Budget and Long Term Capital Plan
- Comments on selected agenda items
- Most recent student count

## **VIII. Principal Report**

The Board received the Principal's report which discussed and/or provided the following information:

- Field Trips/ Virtual Field Trips
- Eastford Preschool Program/ Early Start CT and Local Governance Partnership (LGP)
- Data on Student Progress
- High School Information
- Professional Development
- Fall Sports Update
- Upcoming Events
- Special Thanks and Recognition

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

The Board received the May report, which shows changes from the April report.

## **X. Unfinished Business**

- A. Policy 6173, Parental Access to Instructional Material  
MOTION: (Barlow/Bilica) To accept the revisions to Policy 6173, Parental Access to Instructional Materials. Motion passed unanimously.
- B. New Policy 6185, Library Collection Development and Maintenance  
MOTION: (Barlow/Cote) To adopt new Policy 6185, Library Collection Development and Maintenance. Motion passed unanimously.

## **XI. New Business**

### **A. Accept Roof Replacement Contract**

MOTION: (Bilica/Barlow) To accept the contract from Northeast Builders Roofing Company in the amount of \$45,750 to replace the middle school roof. Motion passed unanimously.

### **B. Accept Water Filtration Contract**

MOTION: (Ellsworth/Bilica) To accept the contract from LaFramboise Water Services in the amount of \$27,100 to improve the water filtration system. Motion passed unanimously.

### **C. Approval of the Fiscal Year 2027 IDEA Grants**

MOTION: (Bilica/Cote) To approve the Fiscal Year 2027 IDEA Grants. Motion passed unanimously.

### **D. and E.**

Policy 3240, Tuition Fees and Policy 3313, Relations with Vendors

MOTION: (Bilica/Minor) To repeal Policy 3240, Tuition Fees and Policy 3313, Relations with Vendors. Motion passed unanimously.

### **F. through I.**

Policy 3231, Medical Reimbursement for Special Education; Policy 3250, Student Materials Fees; Policy 3326.1, Paying for Goods and Services: Payroll, and Policy 3330, Code of Conduct for Procurement Under a Federal Award

MOTION: (Barlow/Bilica) To accept the revisions to Policy 3231, Medical Reimbursement for Special Education; Policy 3250, Student Materials Fees; Policy 3326.1, Paying for Goods and services: Payroll, and Policy 3330, Code of Conduct for Procurement Under a Federal Award. Motion passed unanimously.

### **J. Resignation of paraeducator**

This item was tabled.

### **K. Approval of funding**

MOTION: (Ellsworth/Barlow) To approve paying for the cost of the D.C. trip teacher chaperones out of the 2025-2026 school budget. Motion passed unanimously.

## **XII. Additional Agenda Items**

XI. New Business, L. Appointment of Board of Education Candidate, was added at the beginning of this meeting.

## **XIII. Financial Reports**

### **A. April 2026 Disbursements—sent to BOE via email**

### **B. Monthly Financial Summary, April 2026**

The Board received and reviewed the monthly summary.

### **C. Budget Transfers**

MOTION: (Ellsworth/Bilica) To authorize the proposed transfers in the FY 2026 budget:

\$100.00 from 100.2500.1.240.00.5 (Tuition Reimbursement) to 100.2500.1.235.00.5 (Flex Spending)

\$1000.00 from 100.2500.1.250.00.5 (Insurances, Unemployment) to 100.2210.1.322.00.5 (Prof Development, Teachers)

\$7500.00 from 100.1000.1.111.00.5 (Salary, Teachers) to 100.2190.3.323.03.5 (Purchased Services, BCBA)

\$8000.00 from 100.2600.1.112.00.5 (Salary, Custodial) to 100.2600.1.340.00.5 (Purch Services, Maintenance)

\$10000.00 from 100.1000.1.111.00.5 (Salary, Teachers) to 100.2220.1.731.00.5 (Equipment, Media)

\$5000.00 from 100.1200.3.112.00.5 (Salary, Para, SE) to 100.2220.1.731.00.5 (Equipment, Media)

Motion passed unanimously.

**XIV. Citizen Participation**

Mr. Bilica provided information regarding the Regional Meeting for Quiet Corner Boards of Education that he recently attended.

Mrs. McCombe thanked the Board for their breakfast donations for Staff Appreciation Week held May 4-8, 2026.

**XV. Adjournment**

MOTION: (Ellsworth/Minor) Motion to adjourn the Board of Education meeting at 6:29 PM.  
Motion passed unanimously.

Respectfully submitted,

Kymerli A. Gaylor, Clerk