

June 19, 2026

Donna Leake
[REDACTED]
[REDACTED]

Dear Dr. Leake:

This is to notify you that at its June 11 regular meeting, the Eastford Board of Education voted to give you a 3.0% raise for the next fiscal year. Therefore, your salary for 104 days in the 2026-27 school year will be \$65,382.01.

Your health benefits premium share will be 20.5% for the 2026-27 school year.

This letter will become an amendment to the contract you signed on June 29, 2021 and the updates you received on June 20, 2022, June 15, 2023 and June 13, 2025.

EASTFORD BOARD OF EDUCATION MINUTES OF REGULAR MEETING

Eastford Elementary School
12 Westford Road
Eastford, CT 06242
September 11, 2025

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

III. Citizen Participation

None.

IV. Approval of Minutes

MOTION: (Ellsworth/Cote) To approve the Board of Education minutes of the Regular Meeting on August 21, 2025. Motion passed unanimously.

V. Correspondence, Communications

- Letter from Melinda Smith, Thompson Superintendent of Schools, offering Tourtellotte Memorial High School as a school of choice
- Letter from Kimberly Bush, EastConn Director of Transportation, regarding the school bus run times (**Note: No citizens attended the meeting to voice their concerns)
- Confirmation of Inspection by Charles Sweetland, Fire Marshal

VI. Committee Reports

- A. Executive/Personnel— None.
- B. Fiscal— None.
- C. Policy— The Board received the agenda for the September 22, 2025 meeting.
- D. Woodstock Academy – Mr. Ellsworth noted that the hope is to have the North Campus Gymnasium repaired by winter.
- E. EastConn— Ms. Cote noted that the Executive Director's contract was extended.
- F. Long Range Facilities— The Board received the agenda for the meeting which took place prior to this one.
- G. Transportation – None.
- H. Curriculum– There is a meeting scheduled for September 30, 2025.
- I. Scholarship Steering Committee – None.
- J. School Safety Committee – A meeting should be scheduled prior to the October BOE meeting.

VII. Superintendent Report

Provided the BOE with updates including:

- Highlight of the Month – *The return of the students

- Educational Leadership – *The YMCA program is underway *Working on adjustments to bus routes *Eastford did not qualify for Title I funding *New model policies *Participate in LGP meetings *Initiated a “Super” Duper Math Troopers Club for Grades 1-3
- Facilities - *Facilities Committee meeting prior to BOE meeting
- Finances - *End of Year expenditure reports completed *Grant applications have been submitted
- Collaboration and Communication – *Working with area superintendents regarding HVAC legislation *Maintaining contact with Deb Richards *Liberty Tree planning and celebration *Reached out to new WA Head of School *Meeting with Union Superintendent Steve Jakopsic *Off-site professional development experience at Mystic Seaport
- Comments on selected agenda items
- Sample of the “Super” Duper Math Troopers Club packets

VIII. Principal Report

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

- Field Trips/ Virtual Field Trips
- 2025-2026 School Year Update
- Eastford Preschool Program/ Local Governance Partnership (LGP)
- Data on Student Progress
- School Climate Survey and Progress Toward Goals
- 2025 Fall Sports Update
- Update on Grants
- Upcoming Events

IX. Director of Pupil Services Report

The Board received the September report, which reflects changes from the August report.

X. Unfinished Business

None.

XI. New Business

A. Approval of Overnight Trip to Mystic Seaport

MOTION: (Barlow/Cote) To approve the overnight trip to Mystic Seaport for grades 7 & 8 on November 6-7, 2025. Motion passed unanimously.

XII. Additional Agenda Items

None.

XIII. Financial Reports

A. August 2025 Disbursements—sent to BOE via email

B. Monthly Financial Summary, August 2025

The Board received and reviewed the monthly summary.

C. Budget Transfers

MOTION: (Ellsworth/Barlow) To authorize the proposed transfer in the FY 2026 budget:

\$42,206.13 from Salary, Teachers (100.1000.1.111.00.5) to Purchased Services, Certified Position (100.1000.1.330.00.5)

Motion passed unanimously.

XIV. Citizen Participation

Eastford resident Nancy Neff voiced her appreciation to Dr. Leake and her staff for working on the bus situation, and she noted how pleased she was to hear how well the Eastford students attending E.O. Smith were doing.

XV. Executive Session

MOTION: (Barlow/Cote) To enter Executive Session at 6:18 PM to discuss the extension of the Superintendent's contract. Motion passed unanimously.

Respectfully submitted,

Kymberli A. Gaylor, Clerk

The Board voted to approve a one year extension of the Superintendent's contract through June 2027.

The Board left Executive Session at 6:55 PM.

XVI. Adjournment

MOTION: (Ellsworth/Barlow) Motion to adjourn the Board of Education meeting at 6:55 PM. Motion passed unanimously.

Respectfully submitted,

Adam Minor, BOE Secretary