Sterling Board of Education

Minutes of the Regular Meeting
June 17, 2026
Community Room - 6:00pm
"EXCELLENCE WITH KINDNESS"

I. Call to Order

Meeting was called to order by: Courtney Langlois (Board Chair) at 6:00 p.m.

Present at the meeting: John Brady (Vice Treasurer), Catherine Malo (Board Member), Benjamin Johnston (Board Member)

Also Present at the meeting: Theodore Friend (Superintendent), Heather Nickerson (Principal), Laura Smith (Clinical Supervisor), Dr. Kristen Lanzillo (Director of Special Services), Christine Chandler (Board Clerk)

Absent from the meeting: Jennifer Mossner (Vice Chair), Victoria Robinson-Lewis (Treasurer), Sara Howley (Business Manager)

II. Pledge of Allegiance

The Pledge of Allegiance was recited.

III. Public Comment

No one came forward to speak.

IV. Reports and Communications

A. Correspondence - C. Langlois shared a letter from CABE thanking the Board for renewing their membership. She also shared a thank you note from Alissa Civiello thanking the Board for attending her retirement party and for the gift.

B. **Consent Agenda**

1. Minutes of Meeting May 20, 2026
2. Superintendent's Report - T. Friend shared that to make sure that the school is in compliance, he had shared the Special Education Out-Placed student costs with the Board.
3. Special Education Director's Report
4. Principal's Report
5. Clinical Supervisor's Report
6. Monthly Check Register

- A motion was made by J. Brady and seconded by B. Johnston to approve the Consent Agenda as presented.
    - Vote: All in favor
    - Outcome: Motion Passed

C. **Budget and Expense Report**

T. Friend presented S. Howley's Budget and Expense Report noting the following:

1. 10-248A 2% Non-Lapsing Account Balance

a. Current Balance: **$777,732**

b. **Projected** 25-26 Remaining Budget Balance: $130,000

2. Fiscal Year 2025-2026

a. All grants are drawn down and ready for year-end reporting when it opens

b. Budget line transfers will be presented at August meeting

c. Town is scheduling a meeting with new auditors in July to go over expectations, at which point they will schedule the first audit meeting

d. $145,631.52 in open purchase orders - the majority being monthly outplacement tuitions and utility bills that we are pending the final invoices for

- A motion was made by C. Malo and seconded by J. Brady to approve the Budget and Expense Report as presented.
    - Vote: All in favor
    - Outcome: Motion Passed

D. **Plainfield Board of Education Liaison**

No one was able to attend the meeting though C. Langlois did attend graduation on June 12th. She noted that there were 125 graduates and that the graduation was very well done.

E. **Personnel - Resignation/Retirement/New Hire**

In T. Friend's reporting under the Consent Agenda he turned the introductions over to H. Nickerson. H. Nickerson was pleased to present the following new employees to the Board. The Board was happy to welcome everyone to Sterling.

New Hire - Faith Smith (Kindergarten)
New Hire - Colby Menard (⅞ Social Studies)
New Hire - Grace Gronski (1st Grade)

V. Unfinished Business

- No unfinished business at this time.

VI. New Business

A. Review, discussion, and possible approval of the following contracts:

- Theodore Friend - Superintendent of Schools
- Heather Nickerson - Principal
- Laura Smith - Clinical Supervisor/Social Worker
- Kristen Lanzillo - Director of Special Services/School Psychologist
- Sara Howley - Business Manager
- Christine Chandler - Executive Assistant/HR/BOE Clerk
- Cory Luba - IT Director - Shared Services Agreement
- Casey Brown - Computer Technician - Shared Services Agreement
- Kim Gunn - Transportation Director

- A motion was made by C. Malo and seconded by B. Johnston to approve the following contracts:
  - Theodore Friend - Superintendent of Schools
  - Heather Nickerson - Principal
  - Laura Smith - Clinical Supervisor/Social Worker
  - Kristen Lanzillo - Director of Special Services/School Psychologist
  - Sara Howley - Business Manager
  - Christine Chandler - Executive Assistant/HR/BOE Clerk
  - Cory Luba - IT Director - Shared Services Agreement
  - Casey Brown - Computer Technician - Shared Services Agreement
  - Kim Gunn - transportation Director

    - Vote: All in favor
    - Outcome: Motion Passed

VII. Committee Updates

A. Policy - No update
B. Budget - No update
C. Negotiations - We will be entering into negotiations for the 2026-2027 SY.

VIII. Recommendations, Questions and/or Comments

B. Johnston inquired about the status of the bus tracking system. It was explained that the system was initially funded by a grant, the grant funds had ended and subsequent renewal costs were high. Additionally, administration noted that spotty service in certain areas of the town resulted in inaccurate tracking information for parents.

IX. Public Comment

No one came forward to speak.

X. Executive Session

A. Discuss Personnel Matters
B. Discuss Superintendent's Evaluation

- A motion was made by C. Malo and seconded by J. Brady to enter into Executive Session to Discuss Personnel Matters and the Superintendent's Evaluation. T. Friend was in attendance.
    - Vote: All in favor
    - Outcome: Motion Passed

- Entered Executive Session: 6:18 p.m.
- Exited Executive Session: 6:40 p.m.

XI. Adjournment

- A motion was made by C. Malo and seconded by J. Brady to adjourn the meeting.
    - Vote: All in favor
    - Outcome: Motion Passed
    - Meeting adjourned: 6:41 p.m.