

WINDSOR LOCKS PUBLIC SCHOOLS



BOARD OF EDUCATION MEETING

Regular Meeting

August 22, 2019

6:00 p.m.

Windsor Locks High School

Library Media Center

58 South Elm Street

www.wlps.org

Windsor Locks Board of Education

Patricia King, Chairwoman

Margaret Byrne, Vice Chairwoman

Jim McGowan

Dennis Gragnolati

Joe Tria

Shawn Parkhurst

Superintendent of Schools

MISSION STATEMENT AND CORE BELIEFS

The WLPS will create and sustain a community of life-long learners where all students are engaged, empowered and expected to achieve at the highest levels and to become responsible, contributing citizens in an ever-changing, global society.

In order to achieve our mission our students will receive a world class education that:

- Challenges each student to meet and exceed high expectations through a stimulating, rigorous and challenging curriculum;
- Enables each student to think critically, work collaboratively, and display the confidence necessary to be successful in a diverse and complex society;
- Prepares each student to be an adaptable risk taker who is proud to invest in the future;
- Prepare each student to use all of the technological resources available to complete research, solve problems, and identify creative solutions;
- Develops individuals who are open-minded, respectful, and compassionate,
- Develops honest, interdependent, skilled future leaders and independent thinkers who will become the world's problem solvers;
- Enriches the skills and talents of each student to be inventive and ready to achieve a sustainable future;
- Invites the entire community to be involved in providing a well-rounded education; which
- Inspires each student to become an active member of our community, the nation, and the world.

Regular Meeting
August 22, 2019
WINDSOR LOCKS BOARD OF EDUCATION
Windsor Locks High School ~ Library Media Center
6:00p.m.
AGENDA

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. ROLL CALL
- IV. BOARD AND ADMINISTRATIVE COMMUNICATIONS INCLUDING BOARD SUB-COMMITTEE REPORT
- V. PUBLIC AUDIENCE (Only On Agenda Items)
CONSENT AGENDA: **VOTE NEEDED**
- VI. A. Minutes: p. 1 EXHIBIT VI A
 - July 18, 2019 – Regular MeetingB. Personnel Report: p. 8 EXHIBIT VI B
 - New Hires
- VII. BUSINESS ITEMS BEFORE THE BOARD

Goal 1: Windsor Locks Public Schools will insure that all students are engaged in their learning and challenged to achieve at the highest level.

 - A. Policy Revision to 5126(b) – Honor Roll: First Read p. 11 EXHIBIT VII 1 A
 - B. SAT Scores p. 14 EXHIBIT VII 1 B

Goal 2: Windsor Locks Public Schools will use research-based leadership and best workplace practices to ensure high levels of achievement.

 - A. Changes to 2019 - 2020 Teacher Evaluations p. 15 EXHIBIT VII 2 A
 - B. Board of Education - Update Goals: **VOTE NEEDED** p. 16 EXHIBIT VII 2 B
 - C. Adult Core Values p. 17 EXHIBIT VII 2 C
 - D. Transfer General Fund Budget Monies: **VOTE NEEDED** p. 19 EXHIBIT VII 2 D

Goal 3: Windsor Locks Public Schools will support every student through a diverse network of caring adults.

 - A. Commemorative Recognition Request: **VOTE NEEDED** p. 21 EXHIBIT VII 3 A
 - B. Primary Mental Health Grant – North Street School: **VOTE NEEDED** p. 23 EXHIBIT VII 3 B
 - C. Office of Partnerships – Updated Job Description for Assistant and Registrar Position: **VOTE NEEDED** p. 24 EXHIBIT VII 3 C

Goal 4: Windsor Locks Public Schools will provide safe and healthy environments where students will learn how to sustain and promote healthy living.
- VIII. BOARD AND SUPERINTENDENT COMMENT
- IX. PUBLIC AUDIENCE (GENERAL)

X. FUTURE BUSINESS

XI. EXECUTIVE SESSION: To adjourn the meeting to executive session as permitted by Connecticut General Statutes Section 1-225(a) for the following purposes as allowed by Section 1-200(6), that is:

- Discussion of Strategy Bargaining Unit Negotiations

That attendance in the Executive Session shall be limited to:

- Members of the Board of Education
- Superintendent of Schools
- Director of Human Resources

XII. ADJOURN

For the Chairperson of the Board of Education

Shawn Parkhurst

Superintendent of Schools

C: Town Clerk: PLEASE POST

EXHIBIT VI A

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN PARKHURST, SUPERINTENDENT
DATE: AUGUST 22, 2019
RE: APPROVAL OF MINUTES

- July 18, 2019 – Regular Meeting

**Windsor Locks Board of Education
58 South Elm Street
Windsor Locks, CT 06096**

**MINUTES OF THE REGULAR MEETING,
July 18, 2019 at 6:00 p.m.**

These minutes are not official until approved at a subsequent meeting.

Members Present:	P. King, M. Byrne, J. McGowan, D. Gragnolati and J. Tria
Members Absent:	None
Administrators:	S. Parkhurst, S. Cournoyer, C. Bradshaw-Hill, S. Lee, J. Robinson and J. Lavorgna
Student Representatives:	None
Students:	None
Staff:	None
Others:	J. Flanders, P. Malone, J. Marinone, D. Farr and M. Pasquarelli
Press:	None

I. Call to Order

Chairwoman Mrs. Patricia King called the Regular Meeting to Order at 6:03 p.m. in the Windsor Locks High School Library Media Center.

II. Board and Administrative Communications including Board Sub-Committee Report

Board Member Mr. Jim McGowan commented about a book signing he attended with Ms. Cournoyer. The book written by the sister of Master Sargent John Chapman. Students from Heritage Day who based their history project on the life of Master Sargent John Chapman were given a signed copy of the book. The attendance was very good.

Mr. Shawn Parkhurst, Superintendent of Schools, mentioned Tuesday night reading night which begins at 6:15 p.m. every Tuesday at the North Street School library. He also mentioned the virtual read aloud program that has been happening in the district. He has been receiving many calls and emails inquiring how people can volunteer to participate in the program.

Ms. Charmaine Bradshaw-Hill, Business Manager, informed the Board that the audit process has begun. Representatives from BlumShapiro have come to review some of the documents, but intend on returning in October to complete the full evaluation. The auditors did not find any red flags during their summer review.

III. Public Audience (Only on Agenda Items)

Mr. David Farr, addressed the Board. He wanted to speak about the commutative recognition request for Coach Kenneth Malone. He remembers about four years ago he

approached the Board and Mr. Jim O'Brien about honoring former teachers and coaches, great teachers. He mentioned recently the district last two great English teachers, Mrs. June Sherman and Mr. Harold Robinson. He said he is at the meeting to support Ken and his wife, Pat to honor Ken. Pat contacted him about six months ago to see who she should contact so she could have a banner to hang in the pool area honoring Ken. He was the diving and swimming coach for over 20 years in Windsor Locks and produced some great athletes. He hopes the Board honors this request.

Mrs. Patricia Malone, addressed the Board. She thanked the Board for putting her request on the agenda to discuss. Her husband taught for 37 years at North Street School and coached swimming and diving for 22 years. He retired and six weeks later, he passed away. She would like to have a banner hung in the pool area to honor his years as the swimming and diving coach for those 22 years. She has contacted New England Flag Banner Company in Massachusetts that have produced banners for the Windsor Locks High School in the past. They have the Windsor Locks Raider on file and can make that banner. She would like it to read Kenneth Malone, coach of the swim and diving team from 1972 through 1994. The banner will be four feet by ten feet. She noted she has seen a nice spot in the pool area for it to hang. The material will be made of nylon, so it can withstand the elements in the pool area. She wanted to thank the Board and the principal of the high school for pointing her in the right direction.

Mr. Joe Marinone, a retired elementary school teacher, addressed the Board. He too was at the meeting to support the request of Mrs. Malone. He knew Mr. Malone for over thirty years and taught with him at North Street School for the last five years of his career. His daughter swam on the swim team and she was coached by Mr. Malone. Mr. Marinone admired Mr. Malone's enthusiasm and told a quick story of how Mr. Malone was an avid UCONN Husky fan and loved getting pictures taken with opposing mascots and how he got a picture taken in Miami.

IV. Consent Agenda

a. Minutes

It was **MOVED** (Byrne) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education approves the Consent Agenda (a) minutes as presented.

b. Personal Report

It was **MOVED** (Byrne) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education accepts Ms. O'Leary's resignation, effective August 1, 2019 and offer her our appreciation for all of her efforts on behalf of the students of the Windsor Locks Public Schools

V. Business Items Before The Board

1. Goal 1: Windsor Locks Public Schools will insure that all students are engaged in their learning and challenged to achieve at the highest level.

This goal was not discussed at this meet.

2. Goal 2: Windsor Locks Public Schools will use research-based leadership and best workplace practices to ensure high levels of achievement.

a. Food Service Fund Balance Discussion

Ms. Charmaine Bradshaw-Hill, Business Manager, addressed the Board. She noted that in order to comply with CSDE Child Nutrition Program reporting and reconciliation requirements the Food Services Fund must break even or be made whole should there be a deficit at the end of the fiscal year. This deficit will be cleared by using funds within the Special Education Reimbursement account. It has been determined that there was a shortfall of \$148,650.15 during the year-end review of the WLPS Food Services Fund.

It was discussed at length where the shortfalls occurred including the hourly rate for food service employees is higher in the district than the threshold regulated and over seen by Department of Administrative Services, accruing negative meal balance accounts, product loss to do malfunction of equipment and the increased cost of food.

b. Board of Education – Update Goals:

Chairwoman Mrs. Patricia King remarked the Board had a retreat about a month ago to look at the goals of the district and to update those goals. Mr. Shawn Parkhurst has given the Board Members suggestions for the changes and has asked the Board to review those changes. Mr. Parkhurst noted he has brought those changes to the leadership team to review. Those changes are now being brought to the Board for approval. He discussed the proposed changes.

It was suggested the proposed changes be posted so the public can review them as well. Once the comments have been made, Mr. Parkhurst can bring those comments back to the Board at the August meeting and have the final changes voted upon by the Board.

It was **MOVED** (Byrne) and **SECONDED** (Gragnolati) and **PASSED** (U) that the Board of Education directs the Superintendent of Schools to publish the proposed changes to the district’s goals and report the feedback at the August regular meeting for a final approval.

3. Goal 3: Windsor Locks Public Schools will support every student through a diverse network of caring adults.

a. Board of Education Meeting Schedule

Mr. Parkhurst presented to the Board of Education the proposed calendar of Board of Education meetings for 2020. The meetings are scheduled for the second and fourth Thursday of each month, and only one meeting in the months of November, December, July and August.

It was **MOVED** (Byrne) and **SECONDED** (Gragnolati) and **PASSED** (U) that the Board of Education approves the Board of Education meeting calendar for 2020 as presented

b. Connecticut Parent Advocacy Center (CPAC) – Special Education Advisory Council

Mr. Parkhurst introduced, Mr. John Flanders, the Executive Director for CPAC to discuss the purpose of the Special Education Advisory Council. Mr. Flanders addressed the Board. Mr. Flanders noted he is an alumni of Windsor Locks High School, Class of 1975. He explained that last year, the Connecticut Parent Advocacy Center (CPAC) piloted a program to support the development of Special Education Advisory Councils (SEACs) in three Connecticut school districts; Canterbury, Rocky Hill and Norwalk. They hope to add six more districts, which would include Windsor Locks. This year they are continuing this work to support other districts to develop a SEAC. While states like Massachusetts and New Jersey have legislatively mandated such councils for every district, Connecticut law does not require these councils at the district level. District participation in this SEAC Program, requires a commitment from district leadership to work collaboratively with the council, and Boards of Education agree to receive advisory reports from the council to support their decision making on matters related to special education.

A lengthy discussion was held.

It was **MOVED** (Byrne) and **SECONDED** (Tria) and **PASSED** (U) that the Board of Education approves the creation of a Special Education Advisory Council as presented.

c. Statewide Family Engagement Center Grant

Mr. Parkhurst indicated that the district has received an invitation from CREC. CREC is collaborating with the Connecticut State Department of Education (CSDE), State Education Resource Center (SERC), Connecticut Parent Advocacy Center (CPAC), and African Caribbean American Parents of Children with Disabilities (AFCAMP) to implement a Statewide Family Engagement Center Grant from the United States Department of Education. The purpose of this funding is to elevate family engagement policy and practice by promoting partnerships among families, schools and communities to ensure students succeed. The Statewide Family Engagement Center Grant will be used to fund the Connecticut Family Engagement Network (CT-FEN). The CT-FEN will work with families and school districts statewide during a two-year period to establish partnership programming for student success. CREC worked in collaboration with the Connecticut State Department of Education, the Office of Student Support and the Turnaround Office to determine school districts that demonstrate leadership and a commitment to family engagement as a strategic imperative to improve student outcomes. Windsor Locks has been identified as a district for this training,

with an invitation to participate in Cohort One of the Connecticut Family Engagement Network (CT-FEN).

A brief discussion was held.

It was **MOVED** (Byrne) and **SECONDED** (Gragnolati) and **PASSED** (U) that the Board of Education approves the Statewide Family Engagement Center Grant, and authorize the Superintendent of Schools, or his designee, to enter into the Joint Agreement as presented.

d. Request for Commemorative Recognition

Mr. Parkhurst indicated that we have heard from Mrs. Malone in the beginning of the meeting requesting a commemorative recognition of her late husband, Mr. Kenneth Malone. Mr. Parkhurst noted that according to the Board Policy No. 7551 the Board has to initiate the process and the Board shall appoint a subcommittee composed of two (2) Board of Education members and three (3) members of the community.

It was **MOVED** (Byrne) and **SECONDED** (Gragnolati) and **PASSED** (U) that the Board of Education create a subcommittee according to the Board of Education Policy No. 7551 to review the commemorative recognition rest for Mr. Kenneth Malone.

Chairwoman Mrs. Patricia King and Board Member Jim McGowan volunteered to be on the subcommittee as well as Mr. Joe Marinone and Mr. David Farr. It was suggested that Mr. Jim O'Brien be a member of the committee.

4. Goal 4: Windsor Locks Public Schools will provide safe and healthy environments where students will learn how to sustain and promote healthy living.

This goal was not discussed at this meeting

VI. Board and Superintendent Comments

None.

VII. Public Comment

Ms. Melissa Pasquarelli addressed the Board. She wanted to thank the Board for voting for the CPAC. She had a special education student in the school system and it was very difficult for her to understand the IEP process. She felt like she was on one side and the teachers and administrators were on the other side. It will be nice to see the gap closed between the parents and teachers. She knows that Mr. Robinson is a wonderful administrator and helps parents as well as the students, but having this service will help parents tremendously.

VII. EXECUTIVE SESSION:

It was **MOVED** (Byrne) and **SECONDED** (Tria) and **PASSED** (U) that the Board of Education adjourn the meeting to executive session as permitted by Connecticut General Statutes Section 1-225(a) for the following purposes as allowed by Section 1-200(6), that is:

- a. Discussion of Strategy and Board Member Appointment for Multiple Collective Bargaining Unit Negotiations

That attendance in the Executive Session shall be limited to:

- b. Members of the Board of Education
- c. Superintendent of Schools
- d. Director of Human Resources

The Board entered Executive Session at 7:05 p.m.

It was **MOVED** (Tria) and **SECONDED** (Gragnotati) and **PASSED** (U) that the Board of Education terminates Executive Session and reconvenes into public session at 7:14 p.m.

VIII. Adjournment

It was **MOVED** (Gragnotati) and **SECONDED** (Tria) and **PASSED** (U) that the Board of Education adjourns the Regular Meeting of July 18, 2019 at 7:15 p.m.

Respectfully submitted,

Denise M. Piotrowicz
Recording Secretary

EXHIBIT VI B

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHERI LEE, DIRECTOR OF HUMAN RESOURCES
DATE: AUGUST 22, 2019
RE: PERSONNEL REPORT

New Hires:

Name: Alexa Plante
Assignment: Language Arts Teacher at the Middle School
Education: Master of Education from Sacred Heart University, Bachelor of Arts from Eastern Connecticut State University
Experience: 1st Year teaching in Connecticut

Name: Jason Conn
Assignment: Science Teacher at the Middle School
Education: Master of Science Eastern Connecticut State University, Bachelor of Science from Western Connecticut State University
Experience: 1st Year teaching in Connecticut

Name: Marc DelValle
Assignment: Math Teacher at the High School
Education: Bachelor of Science from Central Connecticut State University
Experience: 4 Years teaching in Connecticut

Name: Michael Santanelli
Assignment: Math Teacher at the High School
Education: Master of Science from Sacred Heart University, Bachelor of Science from the University of Connecticut
Experience: 7 Years counseling in Connecticut

Name: Laura Sullivan
Assignment: 1st Grade Teacher at North Street School
Education: Master of Science from the University of Bridgeport, Bachelor of Arts from Western Connecticut University
Experience: 1 Year Teaching in Connecticut

Name: Danielle Drangenis
Assignment: Language Arts Teacher at the Middle School
Education: Bachelor of Science from Central Connecticut State University
Experience: 1 Year Teaching in Texas

Name: Debbie Luzietti
Assignment: Special Education Teacher-Life Skills at the High School
Education: Master of Science from Central Connecticut State University,
Bachelor of Science from Central Connecticut State University
Experience: 6 Years Teaching in Connecticut

Name: Monica Connors
Assignment: Social Worker at North Street School
Education: Master of Arts from the University of St. Joseph, Bachelor of
Science from the University of Delaware
Experience: 1.5 Years Teaching in Connecticut

Name: Yehudis Schreiber
Assignment: Music Teacher-North Street School
Education: Master of Science from the University of Bridgeport, Bachelor of
Music from The Juilliard School, NYC,
Experience: 18 Years Teaching in Connecticut

Name: Claire Newman
Assignment: Special Education Teacher at South Elementary School
Education: Master of Education from Purdue University, Bachelor of Arts
from the University of Hartford
Experience: 5 Years Teaching in Connecticut

Name: Michelle Carr
Assignment: Special Education Teacher at the High School
Education: Master of Education from State University of Florida, Bachelor
of Arts from Rollins College
Experience: 6 Years teaching in Florida

Name: Vita Pinelli-Beebe
Assignment: ELL Teacher at North Street School and the Middle School
Education: Master of TESOL Education from the University of Saint
Joseph, Master of Science from University of Bridgeport,
Bachelor of Science from the University of Connecticut
Experience: 20 plus Years Teaching in Connecticut

Name: Stephanie McMeans
Assignment: Special Education Case Manager at North Street School
Education: Bachelor Science from Long Island University
Experience: 4 Years Teaching in Connecticut

Name: Rachel Frank
Assignment: Social Worker at South Elementary School
Education: Master of Social Work from Springfield College, Bachelor of Science from the University of Hartford
Experience: 1 Year Teaching in Connecticut

Name: Dr. Sharon Goulet, Ed. D
Assignment: Lead Teacher at Pine Meadow Academy
Education: Doctorate Educational Leadership from American International College, Master of Education from American International College, Bachelor of Science from Springfield College
Experience: 23 Years Teaching in Massachusetts

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN PARKHURST, SUPERINTENDENT
DATE: AUGUST 22, 2019
RE: POLICY REVISION TO 5126(b) – HONOR ROLL

**5126(a)
Students
Awards, Scholarships and Honor Roll for Windsor Locks**

Awards and scholarships give students recognition for outstanding achievement as well as provide financial assistance to the recipients. The presentation of senior awards and scholarships is made at an annual evening assembly in June.

Appreciation is formally expressed to the individuals, civic organizations, and businesses contributing to the awards and scholarships program for their interest, support and generosity.

A list of available awards and scholarships as well as their criteria is compiled each year and is distributed to students. A Faculty Awards Committee is appointed by the administration for the selection of award and scholarship recipients in cases where the winners are not designated by the sponsor or are not determined by grade average or by class rank. The Faculty Awards Committee will collaborate with the Dollars for Scholars Awards Committee in selecting appropriate recipients for the scholarships/awards under the venue of Dollars for Scholars. All Committee members will uphold the confidentiality of all student/teacher information and the integrity of the process. The bylaws of the Board of Education and Dollars for Scholars will be strictly followed including, but not limited to, the prohibition that neither child nor relative of a member of the Dollars for Scholars Awards Committee or the Faculty Awards Committee be in consideration for an award/scholarship.

Sponsors may contribute monetary awards as arranged by the principal. A check may be drawn directly to the recipient, to the recipient's designated college or university, or to Windsor Locks High School for deposit in the high school's general fund. A check may also be drawn to Dollars for Scholars. A check in the recipient's name will then be prepared and presented to the recipient by the Principal. Existing account procedures will govern the drawing of such checks from the general fund. These procedures include careful documentation and an annual audit

Honor Roll

Providing recognition to students for their academic accomplishments is intended to enhance their interest, attitude and motivation towards their studies.

Students who meet the established criteria for grades in courses during their middle and high school years shall be designated Honor Roll Students. Honor Roll status is computed after the close of each marking period.

Students

Awards, Scholarships and Honor Roll for Windsor Locks

Honor Roll (continued)

Eligibility for the Honor Roll is based on the grades a student receives. At the high school level, a general course is designed to be as challenging to the general student as the college preparatory course is to the students preparing for college. Thus, the course level will not affect the student's honor roll status.

A course will be weighted by the amount of time it meets during each week and the amount of credit (i.e., 2.5, .5, 1.0) it is worth.

Courses offered on a pass/fail basis would not be included in the Honor Roll.

Students meeting the following criteria will receive Honor Roll recognition:

- **Academic Honor Roll:**
 - 1st Honors: GPA of 3.5 or higher with no course-level progress below 3.0
 - 2nd Honors: GPA of 3.2 or higher with no course-level progress below 3.0

- **Habits of Scholarship Honor Roll:**
 - 1st Honors: HOS average of 3.3 or higher for the Quarter or full school year
 - 2nd Honors: HOS average of 3.1 or higher for the Quarter or full school year

EXHIBIT VII 1 B

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN PARKHURST, SUPERINTENDENT

DATE: AUGUST 22, 2019

RE: SAT SCORES

The Connecticut Department of Education released the Scholastic Assessment Test (SAT) school day performance results earlier this month. The SAT is administered to high school juniors across Connecticut every spring as part of the State and Federal School Accountability Program. The average Connecticut English Language Arts (ELA) score was 515, and 501 in Math. Windsor Locks students scored 481 in ELA, and 451 in Math. While these scores were slightly below the state average, these scores represented significant growth, 18 points on average, over the performance of the same group of students who took the PSAT's last year.

Windsor Locks Public Schools' Superintendent, Shawn Parkhurst stated, "the gains in our cohort performance from the same group of students' PSAT scores to their current SAT scores are a testament to the hard work of our students and staff and the support of our families. Our paramount focus on personalized learning in a mastery-based system will continue to be a focus for us with an emphasis on a more structured use of Raider Block aligned to personalized Khan Academy practice."

Additionally, Windsor Locks High School staff will be implementing College Board lesson plans and interim assessments for all students aligned to academic standards and indicators for the 2019-2020 school year. This performance data will be used to personalize supports and interventions to help students achieve their personal goals related to these standardized tests.

EXHIBIT VII 2 A

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN PARKHURST, SUPERINTENDENT
DATE: AUGUST 22, 2019
RE: CHANGES TO 2019 – 2020 TEACHER EVALUATIONS

Process

- 2017 - 2018 Revisions were made to the TEVAL Rubric by the TEVAL and PD Committee.
- 2018 – 2019 TEVAL and PD Committee worked on revision to the TEVAL plan.
- Spring 2019 Revisions complete and presented to WLPS Leadership Team for final review and then reviewed and revised one final time by the TEVAL and PD Committee.
- All buildings were represented as members on the committee.

Major Changes

- Professional Support and Learning System Overview
 1. Teacher Practice Related Indicators
 - a. Observation of Teacher Performance and Practice (40%)
 - b. Parent Feedback Survey (10%)
 2. Student Outcome Related Indicators
 - a. Student Growth and Development (45%) (MAP is replaced with SBAC Interim Block Assessments)
 - b. Whole-School Measures of Student Learning (5%)
- Teacher Support Paperwork has been streamlined
- Teacher Practice Related Indicators
 1. Introduction of “Review of Practice”
 2. Teachers can choose at the Initial PGP Meeting to replace 1 informal observation with a Review of Practice based on Domain Four from the CCT. It will be reviewed at midyear and summative.
- Sample SLO’s with Standardized IAGD’s changed to include our own examples.
- Addition of “Dispute-Resolution Process”

EXHIBIT VII 2 B

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
 FROM: SHAWN PARKHURST, SUPERINTENDENT
 DATE: AUGUST 22, 2019
 RE: BOARD OF EDUCATION – UPDATED GOALS

The Superintendent presented recommended changes to the Board of Education’s goals at last month’s meeting, and the board will vote on those changes tonight.

<u>Current Goal</u>	<u>Proposed Change</u>
Windsor Locks Public Schools will insure that all students are engaged in their learning and challenged to achieve at the highest level.	Windsor Locks Public Schools will ensure that all students are engaged in their learning and challenged to achieve, grow, and demonstrate mastery.
Windsor Locks Public Schools will use research-based leadership and best workplace practices to ensure high levels of achievement.	Windsor Locks Public Schools will use research-based leadership and best workplace practices to ensure achievement, growth and mastery for all.
Windsor Locks Public Schools will support every student through a diverse network of caring adults.	Windsor Locks Public Schools will support every student through a diverse network of caring adults.
Windsor Locks Public Schools will provide safe and healthy environments where students will learn how to sustain and promote healthy living.	Windsor Locks Public Schools will provide a positive, equitable, safe and healthy climate for adults and students, to learn how to sustain and promote healthy living.

POSSIBLE BOARD MOTION:

“MOVE that the Board of Education accepts the changes to the Board of Education goals as presented.”

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN PARKHURST, SUPERINTENDENT
DATE: AUGUST 22, 2019
RE: ADULT CORE VALUES

Ensure Equity

All adults ensure that all students receive what they need to achieve their full individual, academic, and social potential.

All adults in the Windsor Locks Public Schools:

- Remove barriers that perpetuate inequities and injustices
- Provide access & support to challenging and relevant curriculum, instruction, and assessment that affirms identity (consider adding personalized and relevant to each student - create the conditions for all students to meet high expectations for learning)
- Promote excellence for all students by delivering tiered instruction, providing targeted resources, and creating the conditions for student-led learning
- Refine teaching craft through ongoing study and reflection, observation of instruction, and collaboration with colleagues.

Build Relationships

All adults are mentors with a valuable voice and responsibility in fostering positive and supportive relationships with students, colleagues, and families.

All adults in the Windsor Locks Public Schools:

- Create an environment that promotes respect, trust, and understanding by assuming best intentions
- Nurture communication and problem-solving
- Design instruction that honors each student's strengths
- Partner with families to promote learning and development

Set Expectations

All Adults in WLPS hold high expectations for all students in achieving standards.

All adults in the Windsor Locks Public Schools will:

- Set and maintain high and consistent expectations for all students
- Provide specific and timely feedback

- Demonstrate commitment to instructional and curricular development for the classroom, team, school, and district
- Engage in collaborative analysis of student work and data to inform instruction and tiered interventions

EXHIBIT VII 2 D

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: CHARMAINE BRADSHAW-HILL, BUSINESS MANAGER
DATE: AUGUST 22, 2019
RE: TRANSER GENERAL FUND BUDGET MONIES

The following four items are reflective of needed adjustments that have come to light after the final FY1920 Budget was approved. Therefore, it is necessary to bring these items to the Board of Education for review and approval.

1. Move budgeted amount of \$ 57,000

FROM 010.DS.213.2100.323.**280** **Contr svcs-Psy/SLP/SW - DO NOT USE**
To 010.DS.213.2100.323.**260** **Contr svcs-Psy/SLP/SW**

REASON: Funds budgeted in the wrong account number. Net neutral change.

MOTION: "Move to transfer the \$57,000 from 010.DS.213.2100.323.280 to 010.DS.213.2100.323.260."

2. Move budgeted amount of \$ 195,486.00

FROM 010.PM.213.1200.111.**250** **PMA SPED teachers' salaries**
To 010.PM.213.1200.111.**260** **PMA SPED teachers' salaries**

REASON: Funds budgeted in the wrong account number. Net neutral change.

MOTION: "Move to transfer the \$195,486.00 from 010.PM.213.1200.111.250 to 010.PM.213.1200.111.260."

3. Move budgeted amount of \$ 35,000.00

FROM 010.HS.100.1000.341.192 **HS Safety Officer**
To 010.HS.100.**2660.100.192** **HS Safety Officer**

REASON: Funds budgeted in the wrong account type. This will be a WLPS staff member versus a contracted services position. Therefore, the account structure needs to represent expenditures for employees of the district.

MOTION: "Move to transfer the \$ 35,000.00 from 010.HS.100.1000.341.192 to 010.HS.100.2660.100.192."

4. Move budgeted amount of \$ 7,500.00

FROM 010.DS.620.2670.332.700 **Training-Asbestos,safety**
To 010.DS.110.2320.147.800 **Performance Based Annuity**

- \$3500 for Superintendent Annuity
- \$3,000 for Assistant Superintend Annuity

010.DS.130.2320.580.800 **Mileage- Superintendent**

- \$1000 added to current budgeted Mileage account for Superintendent Car Allowance
- Account Name will change to **Superintendent Car Allowance**

REASON: Per BOE Executive Session on 6/13/19 \$2500 for Car Allowance and \$3500 for Annuity for the Superintendent and \$3000 for Annuity for the Assistant Superintendent was approved for the FY1920. Therefore, budget moneys need to be reallocated to support these new expenditures.

MOTION: “Move to reallocate the \$7,500.00 from the Training-Asbestos, safety Account to the three accounts noted.”

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN PARKHURST, SUPERINTENDENT
DATE: AUGUST 22, 2019
RE: REQUEST FOR COMMEMORATIVE RECOGNITION

At the last Board of Education meeting, the Board requested that a committee be formed to proceed with the request to place a banner in memory of long-time swim and dive coach Ken Malone in the High School pool.

As a result of that request the following individuals formed a committee and met to discuss the request to make sure it conformed to Board Policy:

Jim McGowan BOE
Pat King BOE
Jim O'Brien High School AD
Steven Swensen High School Principal
Joe Marinone, Community Member and former teacher/colleague of Mr. Malone
Dave Farr, Community Member and former teacher/colleague of Mr. Malone

The committee reviewed the policy and discussed that it doesn't quite fit the request as we are not asking to name a facility, but that it was good to put the request through the formal process.

They discussed any issues that anyone had about the potential recognition. There were no concerns about the request. The committee voted and unanimously agreed to recommend that the request be granted to the full Board of Education at the August 22nd BOE meeting.

The committee specifically recommends:

1. The request and committee recommendation be put on the August 22nd BOE agenda
2. The spouse of Mr. Malone, Mrs. Patricia Malone be notified (Dave Farr will notify) that the recommendation will move forward and that she can go ahead and order the banner so that it is available for the beginning of the swim season.
3. That the if the BOE accepts the committee's recommendation a ceremony be held before the first home swim meet in September.

4. That the policy subcommittee of the BOE review the recognition policy and include any recognition of staff or coach with specific criteria and an application process.

POSSIBLE BOARD MOTION: “**Move** to approve the request to place a commemorative banner honoring Coach Kenneth Malone in the Windsor Locks High School Pool area.”

EXHIBIT VII 3 B

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN PARKHURST, SUPERINTENDENT
DATE: AUGUST 22, 2019
RE: PRIMARY MENTAL HEALTH GRANT – NORTH STREET SCHOOL

The Primary Mental Health Grant funds North Street School’s Friends and Learner’s Program, and partially funds its Parents as Teachers program. The Friends and Learner’s program offers 25-30 children who struggle with school adjustment issues individual time weekly with our Child Associate. Using Expressive Play therapy, the child associate is able to assist each of these children in developing the skillset to be more available for learning and for friendships. Parents as Teachers is a nationally accredited home visiting program that provides support to families with children birth to kindergarten. Our Parent Educator also runs weekly play groups for toddlers as a further means of providing networking resources for parents, group connections, and as a Child Find opportunity. This will be our 16th year with both programs.

POSSIBLE BOARD MOTION: “**Move** that the Board of Education approve the submission of the Primary Mental Health Grant as presented.”

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN PARKHURST, SUPERINTENDENT
DATE: AUGUST 22, 2019
RE: OFFICE OF PARTNERSHIPS – UPDATED JOB DESCRIPTION FOR ASSISTANT AND REGISTRAR POSITION

**WINDSOR LOCKS PUBLIC SCHOOLS
POSITION DESCRIPTION**

Position Title:	Office of Partnerships Assistant and Registrar
Department:	Central Office
Reports to:	Director of Partnerships
Created:	August 15, 2019

SUMMARY:

In the role of Office of Partnerships Assistant, this person supports and helps to organize work done within the Office of Partnerships, which seeks to better connect educators, parents, families, and community members. The Assistant is responsible for scheduling, preparing for meetings by securing meetings spaces and materials needed, and collaborating with the Director to enhance and improve family-school-community partnerships.

In the role of Registrar, this persons is responsible for enrolling all new and returning students in the district, which includes and is limited to meeting with families of new student, collecting the necessary documents, assisting families to set up a PowerSchool account, entering records and information associated with the new/returning student into PowerSchool, and setting up bus transportation for the new student (should s/he qualify for transportation).

This is a grant-funded, clerk-level position.

ESSENTIAL DUTIES, FUNCTIONS AND RESPONSIBILITIES:

Office of Partnerships Assistant

- Schedules meetings, secures spaces, coordinates the materials (e.g. food, supplies, etc.)
- Assists at meetings – some evenings (often) and weekends (rarely) are required
- Helps with setting up and cleaning up of meetings
- Manages the district’s Facebook page and Office of Partnerships’ social media accounts
- Works on district website, as needed – monitors where updates are necessary and makes changes/updates are needed; confirms calendar is up-to-date on website
- Keeps in contact with PTO groups at North, South, and Middle

- Prepares meeting minutes and other various workshop notes
- Helps to prepare data reports, as necessary
- Performs other duties as assigned

Registrar

- Conducts registration of new/returning students in the district during scheduled times, which may include evenings.
- Provides information and responds to inquiries about enrollment in the district to families.
- Receives and reviews enrollment information and verifies the necessary documents.
- Enters all enrollment information into PowerSchool; transfers original documents to the appropriate school.
- Refers unresolved issues of residency to the appropriate authority.
- Responds to all communications (i.e. telephone, voicemail, and email) concerning registration information.
- Maintains the calendar of appointments for the central registration.
- Assists families of new students to set up a PowerSchool account.
- Sets up bus transportation for new students.
- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

None

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Computer application skills (Microsoft Office, Web site navigation, other relevant programs

EDUCATION AND/OR EXPERIENCE:

High School Diploma Required. Associates degree preferred.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before employees of organization. Ability to utilize proper telephone etiquette. Conversational Spanish is necessary.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations. Ability to understand the integrity and confidentiality of certain matters pertaining to the work of the system.

OTHER SKILLS AND ABILITIES:

Ability to operate a personal computer and moderate to advance skills in Word and Excel preferred. Ability to develop effective working relationships with students, staff, and community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision, such as to read type or handwritten material.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. The employee is continuously interacting with the public, staff and students.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

POSSIBLE BOARD MOTION: “MOVE that the Board of Education approved the revised job description for the Office of Partnerships Assistant and Registrar as presented.”

Windsor Locks Public Schools

www.wlps.org

EDUCATIONAL LEADERSHIP

Shawn Parkhurst
Superintendent of Schools 860-292-5000

Sharon Cournoyer
Assistant Superintendent of Schools 860-292-5750

Jeffrey Ferreira, Principal, Heather Earley, Assistant Principal
North Street School 860-292-5027

Monica Briggs, Principal
South Elementary School 860-292-5021

David Prinstein, Principal, Christine Griswold, Assistant Principal
Windsor Locks Middle School 860-292-5012

Steven Swensen, Principal, Carrie Grado, Assistant Principal
Windsor Locks High School 860-292-5032

Brian Deming, President
Windsor Locks Teachers' Association 860-292-5012

Linda Schmaelzle
Director of Adult Education 860-292-5712

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Sheri Lee
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Coordinator, Office of Partnerships 860-292-5751