

WINDSOR LOCKS PUBLIC SCHOOLS



BOARD OF EDUCATION MEETING

Regular Meeting

September 26, 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
September 26, 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
 - September 12, 2019 – Regular Meeting
- VII. BUSINESS ITEMS BEFORE THE BOARD
Goal 1: Windsor Locks Public Schools will ensure that all students are engaged in their learning and challenged to achieve, grow, and demonstrate mastery.
 - A. Student Recognition p. 9 EXHIBIT VII 1 A
 - National Merit Scholarship Semifinalist
 - Outstanding Student Volunteers
 - B. SBAC Achievement and Growth Report p. 11 EXHIBIT VII 1 B
 - School/District Improvement Efforts
 - Performance Targets
 - Math Family Partnership Action Plan
 - Chronic Absentism Action Plan

Goal 2: Windsor Locks Public Schools will use research-based leadership and best workplace practices to ensure achievement, growth and mastery for all.

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

Goal 4: 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.
- VIII. BOARD AND SUPERINTENDENT COMMENT
- IX. PUBLIC AUDIENCE (GENERAL)
- X. FUTURE BUSINESS
- XI. 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: SEPTEMBER 26, 2019
RE: APPROVAL OF MINUTES

- September 12, 2019 – Regular Meeting

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

**MINUTES OF THE REGULAR MEETING,
September 12, 2019 at 6:00 p.m.**

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

Members Present:	M. Byrne, J. McGowan, J. Tria and D. Gragnolati
Members Absent:	P. King
Administrators:	S. Parkhurst, C. Bradshaw-Hill, S. Lee, S. Swensen and J. Lavorgna
Student Representatives:	None
Students:	None
Staff:	D. Bole and T. Malley
Others:	S. Canon
Press:	None

I. Call to Order

Vice-Chairwoman Ms. Margaret Byrne called the Regular Meeting to Order at 6:04 p.m. in the Windsor Locks High School Library Media Center.

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

Vice-Chairwoman Ms. Margaret Byrne commented about the ongoing negotiations with the administration bargaining unit.

Mr. Shawn Parkhurst, Superintendent of Schools, addressed the Board. He noted that live stream wasn't working this evening, but a video of the meeting will be uploaded to the website tomorrow. He remarked the district had a great opening week. Chairwoman, Mrs. Patricia King and he visited every school in the district the first day of school. The energy and excitement filled each building. He mentioned recent high school parent events that have taken place at the high school discussing PowerSchool and grading, freshman breakfast and college preparation for seniors. Three great opportunities for parents. Fall sports are underway, schedules were given to the Board Members in hopes they will be able to attend a game or two! Mr. Steven Swensen, Principal of the Windsor Locks High School has been searching for two student representatives to join the Board this school year. The process is ongoing and hopes to have two new representatives joining the Board shortly. Dollars for Scholars are holding their annual mum fundraiser. The mums are being sold at Dexter Plaza every weekend in September from 9:00 a.m. to 1:00 p.m. Lastly, the commemorative banner in honor of Coach Kenneth Malone will be hung before the swim meet tomorrow at 4:00 p.m. He invited the Board Members to attend.

III. Public Audience (Only on Agenda Items)

None.

IV. Consent Agenda

a. Minutes

It was **MOVED** (Tria) and **SECONDED** (Gragnotati) and **PASSED** (U) that the Board of Education approves the Consent Agenda (a) Minutes, as presented.

b. Personnel Report

- **Resignation**

Danielle Celli, a Pre-Kindergarten Teacher at North Street School has resigned effective August 21, 2019. At the time of her resignation, Ms. Celli will have served the students of Windsor Locks for two (2) years.

It was **MOVED** (McGowan) and **SECONDED** (Tria) and **PASSED** (U) that the Board of Education accepts Ms. Celli's resignation, effective August 21, 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.

a. School Opening Report

Mr. Parkhurst remarked it was an exciting opening day. The district received 95 newly registered students in Grades K-12. Additionally, 42 new registered kindergarteners, those children did not attend the district's preschool. The numbers that were reported represented from the time period of June 10, 2019 through September 4, 2019. He showed a slideshow of pictures taken of students, teachers and administrators from the opening day of school.

He described the activities which lead up to opening day beginning with Convocation with staff and administrators which consisted of workshops and meetings discussing smarter balance assessments and State assessments. The second day discussions were around SAT/PSAT testing, smarter balance assessments and understanding the data from the assessments and how teachers and staff can use the scores to get a glimpse of a student and what red flags need to be addressed to help the student achieve.

He gave the Board discussed the enrollment numbers and noted that a full report in October will be made. The enrollment numbers from October 1, 2018 through September 11, 2019 are as follows: North Street School increased by 23; South Elementary School increased by 12; Windsor Locks Middle School decreased by

3; and Windsor Locks High school increased by 3. The total enrollment is 1,605 virus 1,570 from last year, an overall increase of 35 students.

b. Policy Revision to 5126(b) – Honor Roll: Second Read

Mr. Parkhurst commented that this is the second reading of a policy revision for the Honor Roll. He explained the changes that were being made were on Page 3. This change was to make the academic honor roll consistent among the high school and the middle school. The academic honors will be based upon a GPA. First honors will be a 3.5 GPA or higher and nothing lower than a 3.0 grade in a class. Second Honors will be 3.2 nothing lower than a 3.0 in a glass. The HOS honor roll will stay the same.

A brief discussion was held.

It was **MOVED** (McGowan) and **SECONDED** (Gragnotati) and **PASSED** (U) that the Board of Education approves Policy Revision to 5126(b) Honor Roll as presented.

c. Policy Review: First Reading

Mr. Parkhurst gave to the Board a list of policies from which have been reviewed by the subcommittee. The policies are from Administration 2000 series and Non-Instructional 3000 series. He asked the Board Members to review the policies and if they have any questions or additions, they could be emailed to him as the policies will be coming forward at the next hearing for a second reading and approval.

It was noted that in Policy 2420 Vandalism there was a grammatical error and Policy 2451 Receipts, the computers were not specifically mentioned about the fees which are charged. It was quickly answered that the computers are not listed because the insurance is optional and it is a separate project and the policy is within the student handbook. Policy 3524 Green Materials it was noted that it should also include any organization that uses the facility. Lastly, the discussion of Policy 3442, a new policy Lunch Charging Meal Policy was held. It was determined the district does not have a policy for charging meals. The policy includes the option for parents to specify what a student can and cannot purchase.

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

a. Set High School Graduation Date

Mr. Parkhurst announced that beginning with the Class of 2020, Connecticut has established a law that allows districts to identify a set graduation date as long as it is a minimum of 180 days from the start of the school year. In collaboration with Mr. Steve Swensen, Windsor Locks High School Principal, he requested that the Board of Education vote to set the Class of 2020 graduation date as Thursday, June 11, 2020 at 6:00 p.m.

A brief discussion was held.

It was **MOVED** (Gragnolati) and **SECONDED** (Tria) and **PASSED** (U) that the Board of Education approve Thursday, June 11, 2020 at 6:00 p.m. as the Graduation date for Windsor Locks High School.

b. Transfer General Fund Budget Monies

Mr. Parkhurst and Ms. Charmaine Bradshaw-Hill, Business Manager explained the following three items that need adjustments since the final budget for fiscal year 2019-2020 was approved.

The first transfer had to do with the Career Technical Education (CTE) expenditures to be more accurately paid from the appropriate account lines. This is a net neutral change.

It was **MOVED** (McGowan) and **SECONDED** (Tria) and **PASSED** (U) that the Board of Education transfer \$1,000.00 from Line No.: 010.HS.730.1000.730.108 HS Equipment to Line No.: 010.HS.721.1000.433.108 HS ED Equipment Repair-FACS.

The second transfer also had to do with the Career Technical Education (CTE) expenditures to be more accurately paid from the appropriate account lines. This is a net neutral change.

It was **MOVED** (McGowan) and **SECONDED** (Tria) and **PASSED** (U) that the Board of Education transfer \$3,700.00 from Line No.: 010.HS.721.1000.433.125 HS ED Equipment Repair/Tech Ed to Line No.: 010.HS.730.1000.730.125 HS ED Equipment/Tech Ed.

The third transfer was also had to do with the Career Technical Education (CTE) expenditures to be more accurately paid from the appropriate account lines and to create a new account number.

It was **MOVED** (McGowan) and **SECONDED** (Tria) and **PASSED** (U) that the Board of Education transfer \$150.00 from Line No.: 010.HS.250.2210.810.125 to newly created Line No.: 010.HS.250.2210.810.108.

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

a. Donation Acceptance

Mr. Parkhurst announced that the district was contacted by Algonquin Power, a national company with a local office in Windsor locks to inquire about making a donation. The local office has funds to donate and the employees agreed to make a donation to the Windsor Locks Public Schools in the amount of \$700.00. The

donation will be used towards unfunded cafeteria charges at the high school. This was approved by Algonquin Power.

It was **MOVED** (Gragnotati) and **SECONDED** (Tria) and **PASSED** (U) that the Board of Education accepts the donation of \$700.00 by Algonquin Power, and offers them our sincere thanks for their generous gift to the Windsor Locks Public School.

b. Food Service – Introduction of New Director and Discussion of Program and Services

Mr. Parkhurst introduced to the Board the new Food Service Director, Mr. Tim Malley. Time started in June of 2019. He comes to the district with over 30 years experience in school nutrition, healthcare and corporate dining. He resides in Burlington, Connecticut with his wife and two high school children. He enjoys cooking, hiking and spending quality time with his family at the beach. He addressed the Board. He hopes to increase participation with the program in the district working with the administration. He hopes to expand breakfast throughout the district with getting input from students as well. A representative from Sodexo was also present and addressed the Board about the strict guidelines that have been put into place by the State of Connecticut Department of Education and how those guidelines will be followed.

A brief discussion was held.

c. Proposed Changes to the Board of Education Meeting Calendar

Mr. Parkhurst remarked that due to the setting of the Class of 2020 graduation date to June 11, 2020, he was requesting that the Board of Education meeting scheduled for that evening be moved to a week earlier, June 4, 2020 at 6:00 pm.

Also, due to the Spring Musical date, he was requesting that the March 26, 2020 Board of Education meeting be cancelled and only one meeting be held during the month of March.

It was **MOVED** (Gragnotati) and **SECONDED** (Tria) and **PASSED** (U) that the Board of Education accepts the changes to the board meeting calendar as presented.

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

None.

IX. Future Business

Mr. Parkhurst noted future meeting he will bring the SABC scores and data to share with the Board and the efforts to improve those scores.

Mr. Tria asked why school begins before Labor Day, when he remembers school starting after Labor Day. It was explained to Mr. Tria that the school districts start a little earlier now to ensure the school year will be complete before the June 30, 2019 deadline due to weather issues in the winter.

X. EXECUTIVE SESSION:

It was **MOVED** (McGowan) and **SECONDED** (Gragnolati) 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:

- Discussion of a Confidential Student Matter

That attendance in the Executive Session shall be limited to:

- Members of the Board of Education
- Superintendent of Schools
- Student
- Parent/Guardian
- Windsor Locks High School Principal

- . 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

The Board entered Executive Session at 7:10 p.m.

It was **MOVED** (Byrne) and **SECONDED** (Tria) and **PASSED** (U) that the Board of Education terminates Executive Session and reconvenes into public session at 7:15 p.m.

It was **MOVED** (Gragnolati) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education approves the student's request.

It was **MOVED** (Gragnolati) and **SECONDED** (Tria) and **PASSED** (U) that the Board of Education reconvenes in Executive Session for a discussion of strategy bargaining unit negotiations and that the same persons who were previously invited to attend the Executive Session are invited to attend at 7:17 p.m.

It was **MOVED** (Gragnolati) and **SECONDED** (Tria) and **PASSED** (U) that the Board of Education terminates Executive Session and reconvenes into public session at 7:22 p.m.

XI. Adjournment

It was **MOVED** (Gragnolati) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education adjourns the Regular Meeting of September 12, 2019 at 7:22 p.m.

Respectfully submitted,

Denise M. Piotrowicz
Recording Secretary

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN PARKHURST, SUPERINTENDENT
DATE: SEPTEMBER 26, 2019
RE: STUDENT RECOGNITION

Owen Cannon – National Merit Scholarship Semifinalist

Windsor Locks, CT September 23, 2019:



Owen Cannon named as a National Merit Scholarship Semifinalist!

The officials of the National Merit Scholarship Corporation (NMSC) have announced the names of the Semifinalists in the 65th Annual National Merit Scholarship Program and this year it includes a Windsor Locks High School student. Owen Cannon, a member of the Class of 2020, is an academically talented senior that now has the opportunity to continue in the competition for some 7,600 National Merit Scholarships worth more than \$31 million that will be offered next spring. To be considered for a Merit Scholarship award, Semifinalists must fulfill several requirements to advance to the Finalist level of the competition. Over 90% of the Semifinalists are expected to attain Finalist standing, and about half of the Finalists will win a National Merit Scholarship, earning the Merit Scholar title.

NMSC, a not-for-profit organization that operates without government assistance, was established in 1955 specifically to conduct the annual National Merit Scholarship Program. Scholarships are underwritten by NMSC with its own funds and by approximately 400 business organizations and higher education institutions that share NMSC's goals of honoring the nation's scholastic champions and encouraging the pursuit of academic excellence.

Owen joined over 1.5 million juniors in about 21,000 high schools who entered the 2020 National Merit Scholarship Program by taking the 2018 Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT®), which served as an initial screen of program entrants. The nationwide pool of Semifinalists, representing **less than one percent of U.S. high school seniors**, includes the highest-scoring entrants in each state. The number of Semifinalists in a state is proportional to the state's percentage of the national total of graduating seniors.

To become a Finalist, the Semifinalist (Owen) and a high school official must submit a detailed scholarship application, in which they provide information about the Semifinalist's academic record, participation in school and community activities, demonstrated leadership abilities, and employment, as well as any honors and awards received. A Semifinalist must have an outstanding academic record throughout high school, be endorsed and recommended by a high school official, write an essay, and earn SAT® or ACT® scores that confirm the student's earlier performance on the qualifying test.

"Owen is obviously an extremely strong student academically. Being able to highlight his talents and accomplishments outside the classroom make him a 'shoe-in' in becoming a Merit Scholar in my opinion." – Steve Swensen, WLHS Principal

"Owen has exceeded academic expectations since coming to WLHS and as a result has attained community and national recognition as a result. In my opinion as his school counselor, Owen embodies the true character of a National Merit Scholar." – Kristen Smith, WLHS School Counselor

Congratulations Owen!

Outstanding Vounteers

Domenic Breda – 2019 Graduate

John Breda – 2019 Graduate

Alex English – 2019 Graduate

Dillon Hamilton – 2019 Bloomfield Public Schools Graduate

Victoria Nealon – Current Student

These current/former students are receiving the Connecticut Association of Therapeutic Directors, Volunteer of the Year Award. They received this award for their dedication and hard work at the Suffield House. The students would pass out water, set up Bingo, transport residents to and from the Bingo game, call the game, assist residents with sight problems and spend time talking, listening and supporting residents. They will be honored October 24, 2019 at Ashlar Village in Wallingford.

As mentioned in the Award Application letter, Mr. Brian Hickey said, "These kids are a tremendous asset to my recreation team. They also treat every resident with respect and dignity. They form a nice bond with the many of the residents. They love coming and transporting wheelchairs which is very helpful as my Recreation Room is 3 football fields from residents' rooms. They also have helped out with a Yard Goats game and a fishing trip". These student volunteer services improved and enhanced the quality of life for the residents at Suffield House.

EXHIBIT VII 1 B

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN PARKHURST, SUPERINTENDENT
DATE: SEPTEMBER 26, 2019
RE: SBAC ACHIEVEMENT AND GROWTH REPORT

This evening we will share a profile of the SBAC achievement and growth scores from the most recent assessment, as well as the PSAT and SAT scores.

Further, we will highlight the improvement efforts that are underway as well as share the identified performance targets expected at each grade level in 19-20.

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

Central Office

Sheri Lee
Director of Human Resources 860-292-5744

Joshua Robinson
Special Services Program Coordinator 860-292-5707

Charmaine Bradshaw-Hill
Business Manager 860-292-5741

Jessica Lavorgna
Director of Partnerships 860-292-5751