

WINDSOR LOCKS PUBLIC SCHOOLS



BOARD OF EDUCATION MEETING

Regular Meeting

January 23, 2020

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

Paige Latournes

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

January 23, 2020

WINDSOR LOCKS BOARD OF EDUCATION Windsor Locks High School ~ Library Media Center

6:00p.m.

AGENDA

- Goal 1: Windsor Locks Public Schools will ensure that all students are engaged in their learning and challenged to achieve, grow, and demonstrate mastery.
- 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.

I. Call to Order

- A. Roll Call
- B. Pledge of Allegiance
- C. Student Representatives
- D. Board of Education Communications

II. Public Audience (**Only on Agenda Items**)

In Accordance with BOE Policy 9020 - The Windsor Locks Board of Education (Board) recognizes that communication is a continuous two-way process. The Board believes that it is important to keep the public informed about educational programs, and, in turn, that the community should have the opportunity to provide input.

- III. Approval of Minutes: **Vote Needed** p. 6 Exhibit III
- December 4, 2019 – Special Meeting
 - December 5, 2019 – Regular Meeting
 - January 2, 2020 – Special Meeting
- IV. Superintendent's Report p. 25 Exhibit IV
- V. Assistant Superintendent's Report p. 27 Exhibit V
- VI. Reports on Standing Committees
- A. Correspondence
 - B. Curriculum
 - C. Policy
 - D. Finance
 - E. Other Standing Committees
- VII. OLD BUSINESS
- VIII. New Business
- A. Donation Acceptance - Jay's Mobil: **Vote Needed** p. 28 Exhibit VIII A

- | | | | |
|----|--|-------|----------------|
| B. | Grant Award – PeoplesBank: Vote Needed | p. 29 | Exhibit VIII B |
| C. | Zen Garden Presentation | p. 30 | Exhibit VIII C |
| D. | 2020-2021 School Calendar: Vote Needed | p. 31 | Exhibit VIII D |
| E. | Introduction to District Wide Family-School Partnership Teams | p. 33 | Exhibit VIII E |
| F. | Progress Towards 19-20 Goals | p. 34 | Exhibit VIII F |
| G. | FY 19-20 Budget Transfers: Vote Needed | p. 41 | Exhibit VIII G |
| H. | Review of Updated Storage Unit Agreement: Vote Possible | p. 42 | Exhibit VIII H |
| I. | Funding of Construction Project Manager: Vote Needed | p. 43 | Exhibit VIII I |
- IX. Public Audience (**General**)

In Accordance with BOE Policy 9020 - The Windsor Locks Board of Education (Board) recognizes that communication is a continuous two-way process. The Board believes that it is important to keep the public informed about educational programs, and, in turn, that the community should have the opportunity to provide input.

- 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 Collective Bargaining Units Negotiations
- That attendance in the Executive Session shall be limited to:
- Members of the Board of Education
 - Superintendent of Schools
 - Director of Human Resources
 - Business Manager
- XII. Adjourn Executive Session to Public Session
- XIII. Adjourn
- XIV. For the Chairperson of the Board of Education
- XV. Shawn Parkhurst – Superintendent of Schools
- C: Town Clerk: PLEASE POST

Important Upcoming Board of Education Meeting Dates

Date	Time	Meeting	Location
Saturday, 1/25	9:00 a.m.	Budget Workshop	HS PD Room
Tuesday, 2/4	3:30 p.m.	Policy Subcommittee	BOE Conference Room
Wednesday, 2/5	3:30 p.m.	Finance Subcommittee Meeting	BOE Conference Room
Thursday, 2/6	6:00 p.m.	Public Presentation and Open Forum on Budget	HS LMC
Saturday, 2/8	9:00 a.m.	Budget Workshop HS LMC – If needed	HS PD Room
Thursday, 2/13	5:00 p.m.	Curriculum Subcommittee Meeting	BOE Conference Room
Thursday, 2/13	6:00 p.m.	Regular BOE Meeting - Tentative Vote on Proposed Budget	HS LMC

EXHIBIT III

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN PARKHURST, SUPERINTENDENT

DATE: JANUARY 23, 2020

RE: APPROVAL OF MINUTES

- December 4, 2019 – Special Meeting (FSC)
- December 5, 2019 – Regular Meeting
- January 2, 2020 – Special Meeting

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

**Minutes of the Finance Subcommittee
December 4, 2019**

Members Present: P. King, M. Byrne, and D. Gragnolati
Members Absent: None
Administrators: S. Parkhurst, C. Bradshaw-Hill
Others: None

I. Call to Order

Chairwoman Patricia King called the Special Meeting to Order at 3:30 pm in the Windsor Locks High School Board of Education Conference Room.

II Review Budget Status 19-20

- C. Bradshaw-Hill provided a detailed update of the funds expended thus far in 19-20.
- Discussion regarding transportation line item occurred with relation to the expense being incurred for Montgomery Mills transportation. Agreed to continue discussion with First Selectman regarding the requesting funding for additional transportation expenses.
- **Quarterly Report**
 - Committee reviewed the 19-20 Quarterly Report on Current and Projected Tuition/Reimbursement Revenues and Expenditures.
 - A correction was made to the special education tuition/reimbursement to reflect the actual amount of \$1,007,686.00
- **Budget Transfers**
 - Reviewed the proposed transfers to move forward for full BOE approval at the 12/5/19 Regular Board of Education meeting.
- Motion to adjourn - Vice Chair Margaret Byrne motioned, Dennis Gragnolati seconded - all in favor 4:45 pm.

FY 2019-2020

Quarterly Report on Current and Projected Tuition/Reimbursement Revenues and Expenditures

Revenue				
Category	Budgeted Revenue (05-2019)	Projected Revenue (12-2019)	Revenue Received to Date (11-30-2019)	Projected vs Budgeted Variance
<i>Tuition/Reimbursements</i>				
Special Education	\$ 1,007,686.80	\$ -	\$ 74,978.50	(\$1,007,686.80)
Open Choice Attendance	\$ 377,684.00	\$ -	\$ -	(\$377,684.00)
Medicaid	\$ -	\$ 30,000.00	\$ 36,521.48	\$30,000.00
Choice Early Beginnings- CREC			\$ -	\$0.00
Total Tuition/Reimbursements	\$ 1,385,370.80	\$ 30,000.00	\$ 111,499.98	-\$ 1,355,370.80

Note: Budgeted Revenues were applied to the FY1920 BOE Budget; presented to the Board of Finance and included in the Annual Town Budget Meeting.

Expenses				
Category	Approved Operating Budget (5.2019)	Projected Expenses (12-2019)	Expenses Paid to Date (11-30-19)	Difference Budget (5/19) vs Projected (12/19)
1) Certified Salaries	\$ 15,712,013.77	\$ 7,856,006.89	\$ 4,246,348.51	\$7,856,006.89
2) Classified Salaries	\$ 3,642,043.92	\$ 1,821,021.96	\$ 1,230,713.24	\$1,821,021.96
3) Employee Benefits	\$ 5,158,047.68	\$ 2,579,023.84	\$ 1,937,175.50	\$2,579,023.84
4) Education Related Programs and Services	\$ 1,193,358.21	\$ 596,679.11	\$ 399,201.97	\$596,679.11
5) Tuition	\$ 858,996.80	\$ 429,498.40	\$ 488,247.76	\$429,498.40
6) Transportation	\$ 1,282,938.55	\$ 641,469.28	\$ 331,787.48	\$641,469.28
7) Health Services	\$ 289,206.46	\$ 144,603.23	\$ 82,969.23	\$144,603.23
8) Administrative Expenses	\$ 189,028.44	\$ 94,514.22	\$ 92,187.49	\$94,514.22
9) Operations and Maintenance	\$ 2,805,597.93	\$ 1,402,798.97	\$ 1,027,122.41	\$1,402,798.97
10) Technology Repairs and Rentals	\$ 182,637.72	\$ 91,318.86	\$ 80,240.15	\$91,318.86
11) Capital	\$66,174.00	\$ 33,087.00	\$ 32,081.05	\$33,087.00
Total Expenses	\$ 31,380,043.48	\$ 15,690,021.74	\$ 9,948,074.79	\$15,690,021.74

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

**MINUTES OF THE REGULAR MEETING,
December 5, 2019 at 6:00 p.m.**

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

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

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

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 safe and healthy environments where students will learn how to sustain and promote healthy living.

Members Present:	P. King, M. Byrne, J. McGowan, D. Gragnolati and P. Latournes
Members Absent:	None
Administrators:	S. Parkhurst, S. Cournoyer, C. Bradshaw-Hill, S. Lee and J. Lavorgna
Student Representatives:	K. Goud and N. Passaro
Students:	None
Staff:	D. Bole and T. Rasmussen
Others:	R. King
Press:	None

I. Call to Order

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

A. Roll Call for Quorum

All Board Members present.

B. Pledge of Allegiance

All stood up and pleaded allegiance to the flag.

C. Student Representatives

Mr. Nick Passaro, Student Representative, addressed the Board. He noted that the Volleyball Tournament sponsored by the Student Leadership Team just wrapped up a few hours ago. There were eight teams that participated and raised money for a good cause. He mentioned the fall sports award ceremony which was held on Wednesday night. He congratulated the two all-state athletes for their accomplishments. Basketball tryouts are in process and he wished all those trying out best of luck.

Miss Krithi Goud, Student Representative, addressed the Board. She remarked about the upcoming events at the high school which included student lead conferences, National Honor Society fundraiser and the winter concert.

D. Board of Education Communications

Vice-Chairwoman Ms. Margaret Byrne remarked that it was great to see the State of Connecticut Commissioner of Education visiting the district earlier today. She also commented about the most recent Board of Education retreat discussing the district's goals and the reorganization of those goals. Unfortunately, the Windsor Locks Middle School Choral Concert was cancelled due to weather. She also attended a finance subcommittee meeting, which will be discussed further later in the meeting.

Board Member Mr. Jim McGowan commented he also toured the school with the Commissioner of Education today. The Commissioner was very enthusiastic when interacting with the students and was impressed by the way students are learning in the district.

Chairwoman Mrs. Patricia King commented that she attended the SPED Parent Advisory Council Meeting at RISE Transition Academy. It was well attended. The group is beginning to plan and set goals for the district. This is a new council and the meetings are scheduled monthly, but eventually they will be held four times a year. She attended the finance subcommittee meeting as well. She noted that the Commissioner of Education was extremely pleased with the district's schools. She wanted to thank all of the administrators, teachers and students for a great visit with the Commissioner.

II. Public Audience (Only on Agenda Items) in Accordance with BOE Policy 9020

None.

III. Approval of Minutes

A. November 14, 2019 Special Meeting

There was an error noted the in the Minutes of November 14, 2019 Special Meeting, V. Business Items Before The Board, Sub-paragraph d, Paragraph 1 and the amended is as follows:

“...are defined as individual education program...”

to

“...are defined as individualized education program...”

It was **MOVED** (Byrne) and **SECONDED** (Latournes) and **PASSED** (U) that the Board of Education approve the November 14, 2019 Special Meeting Minutes as amended.

B. Minutes of November 20, 2019 Special Meeting

It was **MOVED** (Byrne) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education approve the November 20, 2019 Special Meeting Minutes as presented.

IV. Superintendent's Report

Mr. Shawn Parkhurst, Superintendent of Schools, addressed the Board. He first mentioned the new teacher support program in the district in which he added a new feature of drop-in and check-in meetings. This is an open agenda meeting to discuss areas in which the teacher may need support and help plan for the future and provide additional support to the new staff. The budget process is ongoing for FY 2020-2021. The team has reviewed the technology and facilities budget. Building budgets will be reviewed in the coming weeks and the Board will review all of the budgets through upcoming budget workshops. Windsor Locks Middle School participated in Hawk Nation Day at the University of Hartford. Students had the opportunity to be exposed to a college campus, including tours of the campus and attended a daytime University of Hartford men's basketball game. All principals met with the Superintendent, Assistant Superintendent and Human Resource Director to review staff members not yet tenured. The review provided an opportunity to outline the strengths of each individual and areas for continued professional development. The first District and School Advisory meeting was held on November 21, 2019 with nearly 30 plus families in attendance. Discussion included transportation with regards to Montgomery Mills, Facilities Study done a few years ago, and Homecoming. A parent group is forming to expand Homecoming to be a community and school event; details will be forthcoming in the new year. Grandparents' Day South Elementary School welcomed nearly 250 grandparents. The day provided time in the classrooms for grandparents to engage in learning alongside their grandchildren. Windsor Locks High School in collaboration with the Office of Partnerships recently held a career fair for all high school students. Approximately 250 careers represented through the fair, students were able to determine areas of interest, pathway to get to that career and also be inspired by a career or field. Ms. Brenda Murphy has joined us as the Registrar and Assistant in the Office of Partnerships. She is an accomplished administrative assistant who comes to Windsor Locks Public Schools with over 20 years of service. Safety and Security Members of the school and community met recently for a safety and security meeting. Discussion included the recent lockdown and reports from each school of the drills that have been conducted. Planning for future drills and needs were addressed. Members included school personnel, police department and Director of Emergency Preparedness. The 2019-2020 Winter Sports

Season has started. He encouraged everyone to make note of the schedule which is posted on the website, on social media and available on the CIAC website. He mentioned due to the high number of participants, Freshman Basketball was reinstated to include 8 games all to be held at the high school. He mentioned the Commissioner of Education, Dr. Miguel Cardona visited the district today. He spent time with the Board Members, administrators, students and staff at the middle school, South Elementary and high school. During his tour, highlights included enrichment at the middle school and Heritage Day/Heritage Club, CREW at South Elementary and Raider Block Vision of the Graduate Work at the high school. Lastly, he spoke about the hydrant pipe that burst over the weekend. He thanked everyone who helped in the clean-up including the maintenance department, fire department and water company.

V. Assistant Superintendent's Report

None.

VI. Reports on Standing Committees

A. Correspondence

Board Member Ms. Paige Latournes remarked that she received correspondence from a parent inquiring why driver's education is not offered at the high school. Mr. Parkhurst responded that the last time driver's education was offered at the high school was during the late 70's/early 80's. She has checked with surrounding districts and it is not offered in those districts and if it is, it is offered through adult education by a private company funded by families.

B. Curriculum

No meeting held.

C. Policy

No meeting held.

D. Finance

Board Member Mr. Dennis Gagnolati noted that the finance subcommittee recently had a meeting with Ms. Charmaine Bradshaw-Hill who gave a detailed update on this year's budget and how it is going overall. Transportation item was discussed as the students/transportation for Montgomery Mills weren't budgeted for this fiscal year. Transfers were also discussed and will be presented at this meeting for approval.

1. Transfers

Ms. Charmaine Bradshaw-Hill addressed the Board. She gave all Board Members a document show all recommended transfers that are needed after the final budget for the FY 2019-2020 was approved, some

adjustments need to be done to finalize the budget. The recommended transfers were discussed at the finance subcommittee meeting. It was noted some of the transfers were to fix clerical errors and line numbers. She reminded the Board all of the transfers were net zero impact on the budget. She discussed gave a description of each and every transfer. It was also noted that there was a typo on the ninth transfer it should have read \$117,180 and not \$117,800. The following were the recommended transfers:

- 1, MS to purchase needed athletic supplies, they request the following transfer:

TO: 010-MS-100-1000-611-190 (MS Supplies-Co-Curricular) \$ 1,700.00
FROM: 010-MS-100-1000-162-190 (MS Coaches/Advisors) (\$ 1,700.00)

2. MS to participate in the Art Exchange program, they request the following transfer:

TO: 010-MS-250-2210-810-102 (MS Prof membership-Art) \$ 661.54
FROM: 010-MS-240-1000-611-102 (MS Supplies- Art) (\$ 661.54)

3. MS to purchase books for social studies, they request the following transfer:

TO: 010-MS-220-1000-641-120 (MS Book repair –Soc Studies) \$ 550.90
FROM: 010-MS-240-1000-611-120 (MS Supplies- Soc St) (\$ 70.38)
FROM: 010-MS-250-2210-810-120 (MS Prof membership) (\$ 480.52)

4. MS to repair Band Instruments, they request the following transfer:

TO: 010-MS-721-1000-433-114 (Music Repair) \$1,976.00
FROM: 010-MS-100-1000-810-114 (Music Dues/Fees) (\$1,200.00)
FROM: 010-MS-520-2700-519-114 (Music Field Trips) (\$776.00)

5. HS to provide additional Guidance support, they request the following transfer:

TO: 010-HS-213-2120-168-210 (Summer Guidance) \$3,150.00
FROM: 010-HS-213-1000-111-100 (HS Teachers Salary) (\$3,150.00)

6. District request: To move budget monies to correct account area.

TO: 010-DS-140-2160-323-260 (Contract svcs-Psych/OT/SW: non-salary)
\$ 57,000
FROM: 010-DS-213-2100-323-260 (Contract svcs-Psych/OT/SW: Salary acct) (\$ 57,000)

7. Budget monies to correct account line. A MS teacher is no longer

teaching ED/EY.

Therefore, the budget monies associated with the teacher need to be moved to the correct budget line.

TO: 010-MS-213-1000-111-100 (MS Teacher salaries) \$ 97,743
FROM: 010-MS-213-1000-111-195 (MS Teacher salaries- special assignment) (\$ 97,743)

8. To move budget monies to correct account line. The Teacher-in-residence budget monies should be allocated to a North Street general education budget line.

TO: 010-NS-213-1000-115-100 (Teacher In Residence-Gen Ed) \$ 117,180.00
FROM: 010-NS-213-1200-115-260 (Teacher In Residence-SPED) (\$ 117,180.00)

9. Pine Meadow Academy transportation budget monies to correct account line.

TO: 010-PM-520-2700-510-250 (PMA Gen Ed Transportation acct) \$ 38,162.00
FROM: 010-PM-520-2700-511-250 (PMA SpEd Transportation acct) (\$ 38,162.00)

A brief discussion was held.

It was **MOVED** (Byrne) and **SECONDED** (Gragnolati) and **PASSED** (U) that the Board of Education accepts the Budget Transfers for the nine items discussed above from and to the respective accounts and their correlated amounts, as amended.

VII. Old Business:

None.

VIII. New Business:

A. WLHS Shattered Dreams Program

Mr. Parkhurst introduced Ms. Tracy Rasmussen to the Board to discuss the Shattered Dreams Program. Ms. Rasmussen explained to the Board the Shattered Dreams event is based on an "Every Fifteen Minutes" prevention program, named to show the number of alcohol related fatalities in the United States. The experience provides students to role play in a mock drunk driving accident, with the entire school having the opportunity to view this event. Students will get a realistic view of what it takes to extract a person from a car and burying a person due to a car accident. There will be students who will be playing the living dead and they will be called out of the classroom every fifteen minutes

by a grim reaper. Once they are called out, the police officer will read their obituary and they will be able to return to the classroom, but they will not be able to communicate with others. An overnight retreat will take place with those participating and they will have to write letters to their parents as it was the last time they will speak to them. Those students will be supervised by teachers, social works and others to assist them in the exercise. They will have a down time during dinner and will be able to have a fun activity. The next day, an assembly will be held at the high school for all students where the film will be show along with the students reading their letters to their parents and speakers who have had real life tragic stories due to drinking and driving. It is a very emotional event and it is held every four years so every high school student experiences the event. The event is scheduled to take placed on April 23 and April 24, 2020 before the prom and high school events take place during the spring. Most of the details have to be confirmed; however, in order to proceed with the planning, the Board of Education has to approve the overnight trip. Usually the Youth Services Director of the town heads this event; however, at the present time, the town does not have a current Youth Services Director. Student applications will be accepted until December 20, 2019 for those who wish to participate.

A brief discussion was held.

It was **MOVED** (Byrne) and **SECONDED** (Gragnotati) and **PASSED** (U) that the Board of Education approves the overnight field trip related to the Shattered Dreams Program presented at Windsor Locks High School.

B. Progress Toward 19-20 Goals

Mr. Parkhurst addressed the Board and with the aid of a Power Point presentation, gave a 2019-2020 Progress update. The first slide reiterated the district goals which include all students achieve, grow and demonstrate mastery, supported by caring adults and be provided a positive, equitable, safe and healthy climate for learning. The next slide showed 19-20 student outcome performance targets in English language arts and mathematics from Grades 4 through 11. He explained those targets are based upon analyzing data, make a plan, assess the progress and respond. He began talking about North Street School and displayed a slide explaining pre-assessment data. The next few slides thereafter discussed North Street School Instruction Implications for Grade K, 1 and 2 for English language arts and mathematics. The next slides began talking about South Elementary School beginning with the pre-assessment data for Grade 3, 4 and 5 and discussing instructional implications for English language arts and mathematics, which included integrating SBAC type questions into pre-post assessments to focus on questions students are struggling with; using interim assessment date to group students for iblock instruction; and creating English language arts assessments that include SBAC type questions to assist students with vocabulary and test format.

The next slides discussed the middle school which included pre-assessment data for Grades 6, 7 and 8. Using the interim assessment data shows the strengths and weaknesses of the students and what questions the students are struggling with. They will be able to create grade level iblocks around SBAC questions using the data for placement and developing indicator questions/assessments using SABC vocabulary and also using the SBAC scores to help create a target list and would with interventionist to provide

target list of more skills, providing pre and post test results to students by sharing answers to they can see how they have done, where they have improved and where they need to improve.

The next few slides discussed the high school which included pre-assessment data for Grades 9, 10 and 11. The high school instructional implications for teachers are identify individual students strengths and deficiencies and subgroups of students that may need more support in accessing learning. They should ensure the assessment is aligned to the standard and/or indicator and address deficiencies through Tier I interventions in class or during Raider Block through research-based instructional strategies.

The last two slides discussed chronic absenteeism in the district. Mr. Parkhurst gave an update on the chronic absenteeism goal and to date North has gone from 8.7% to 5.5%; South has gone from 8.3% to 3.8%; WLMS has gone from 9.7% to 7.8%; and, WLHS has remained nearly constant at 121.9% to 12.6%.

A lengthy discussion was held.

C. Bus Safety Discussion

Mr. Parkhurst indicated that earlier in the year, members of the community raised concerns about the safety of the busses and it was requested that the district explore the installation of bus cameras on the exterior of the busses. Ms. Bradshaw-Hill, Mr. Parkhurst and Smyth Bus Company have discussed the costs for installation of such cameras. The cost of each installation of each camera is about \$900. It was asked if a camera could be moved from bus to bus, but it wasn't something that they thought could be done. They thought the busses that would be outfitted with the cameras would be busses that use certain parts of town that are having a problem with traffic not stopping for the bus, such as Old County Road and Main Street. It was asked having the police notified during the cars not stopping. Ms. Bradshaw-Hill indicated the police have been called, but they cannot go to every bus stop on a certain route, every day. After a discussion, it was the general consensus to include the cost of cameras on the busses in the upcoming budget.

D. Grants

Mr. Parkhurst announced that the district was awarded two grants recently. The first grant he spoke about was awarded to two high school teachers, Ms. Tracy Hunt and Ms. Amanda Around in the amount of \$5,000 from PepsiCo to create a zen garden that will further enhance opportunities for students developing social and emotional skills. The courtyard area will be transformed with the grant monies and fully planned and developed by the students. The second grant was awarded to North Street School in the amount of \$1,000 from Walmart to help defray costs for the entire school to experience a cultural field trip to Symphony Hall, with the help of this grant and North Street PTO, the trip will be free for all students.

IX. Executive Session:

It was **MOVED** (Byrne) and **SECONDED** (Gragnotati) and **PASSED** (U) that the Board of Education will enter into 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 Superintendent Goals

That attendance in the Executive Session shall be limited to:

- Members of the Board of Education
- Superintendent of Schools

The Board entered into executive session at 7:16 p.m.

It was **MOVED** (Gragnotati) and **SECONDED** (Latournes) and **PASSED** (U) that the Board of Education terminates Executive Session and reconvenes into public session at 7:35 p.m.

X. Adjournment

It was **MOVED** (Gragnotati) and **SECONDED** (Latournes) and **PASSED** (U) that the Board of Education adjourns the Regular Meeting of December 5, 2019 at 7:36 p.m.

Respectfully submitted,

Denise M. Piotrowicz
Recording Secretary

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

**MINUTES OF THE SPECIAL MEETING,
January 2, 2020 at 4:00 p.m.**

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

Members Present: P. King (via telephone), M. Byrne, D. Gragnolati and P. Latournes
Members Absent: J. McGowan
Administrators: S. Parkhurst, S. Cournoyer, C. Bradshaw-Hill, S. Lee, S. Swensen, D. Prinstein, M. Briggs, J. Ferreira, J. Robinson, C. Grado and H. Earley
Student Representatives: None
Students: None
Staff: None
Others: E. Roise
Press: None

VII. Call to Order

Vice-Chairwoman Ms. Margaret Byrne called the Special Meeting to Order at 4:09 p.m. in the Windsor Locks High School Professional Development Room.

Vice-Chairwoman Ms. Byrne announced that the Chairwoman Mrs. Patricia King was listening via the telephone. Mrs. King acknowledged she could hear the meeting.

VIII. Board and Administrative Comments

None.

IX. Windsor Locks Board of Education Discussion: CIAC Capital Requests

- **HS Athletic Fields**
- **North Street Parking Lot Renovations**

Mr. Shawn Parkhurst, Superintendent of Schools, introduced Mr. Eric Roise from Kaestle Boos Associates, Inc. to the Board. He had a PowerPoint presentation to help him discuss the two projects, the high school athletic fields and the North Street School parking lot renovations. He first began speaking about the high school athletic fields and he discussed the master plan and the goals of the district. He noted that the athletic field renovation will happen in three different phases. A number of meetings were held at the high school discussing the existing field conditions, the water and irrigation of the fields, who are using the fields and how much use they are getting. Once all of that data was compiled, they started discussing a master plan. While discussing the master plan, many factors were discussed, such as budgeting and marketing the project to the community. The

existing conditions of the fields are in relatively good shape; however, the bleachers and path accesses are not ADA compliant. He discussed the current existing fields which included the soccer fields, football fields, practice football field, baseball fields and softball fields. He also included the existing tennis courts and skate park in his analysis. All of the fields were looked at in the fall and he indicated they were in relatively good shape. The track, however, is outdated and most schools have gone to rubber surface with a concrete base. The baseball fields fences are rusted or bent and the bleachers are not to code. The softball field has a rusted backstop and the field is basic for the players. There are just benches for the teams and it doesn't have a warning track in the field. There are no amenities at the field. The tennis courts are at the end of their life. They are cracking and chipping asphalt. They were resurfaced recently, but the cracking has already started and will be needed to be done again in three to five years. The fencing around the tennis courts are rusted and bowed. The skate park, which is housed in the old tennis courts, also has a rusted fence and some holes that have been cut out. The fence needs replacement. He gave a detailed of issues that the track and football field has current, as the upper field have outdated amenities which include the irrigation system. The well that is used for the irrigation needs to be more accessible for the maintenance crews to use and service. The supplies including the tank needs to be replaced. In order to make the upgrades to the athletic fields it would be done in three phases. The first phase would be the track and field complex. Those upgrades would be as follows: update track with all-weather rubberized surface; update track and field events and bleachers; athletic lighting to allow increase usage; install synthetic turf field on interior to allow increased usage and take advantage of amenities and take demand off irrigation system; wider field to provide multi-sport use; and reconstruct an adjacent lower field to improve planarity and allow for wider track. The second phase would be softball fields and another practice field; the third phase tennis courts and baseball fields. Enabling phases allows other athletic programming to be moved here to allow future construction with minimum disruption. A discussion regarding the type of surfaces would be used for the track and football field. The cost of the project is also shown in three phases which was for 2021: First phase: \$6.6 Million Dollars (track/field/tennis courts); Second phase: \$3.5 Million Dollars (softball/baseball/practice); and, Third phase: \$178,000 (skate park).

A brief discussion was held which included the need for updating the fields and tennis courts.

The next project Mr. Roise discussed was the North Street School Parking Project. He did a site visit during a drop off. He met with the school officials to discuss what was needed at the school and it was decided the need was to improve circulation of the bus and parents drop-off for the pre-k students and the need for additional parking. He discussed the current scenarios when students are being dropped off in the morning by the busses and parents which present hazardous conditions for children attempting to go into the school. It is proposed that and additional 86 parking spaces, moving the playground to accommodate those spaces, and changing the traffic circulation for school drop-off and pre-k drop-off with two separate entrances and exits. The estimated cost for this proposal was \$1.7 Million Dollars for construction and \$1.3 Million Dollars for engineering costs, design, etc.

A brief discussion was held.

- **North Street School Sidewalks**

Mr. Jeffrey Ferreira, Principal of North Street School, addressed the Board. The sidewalk projects he is requesting are repairs to the sidewalk by the gym and front entrance. The other sidewalk project is to the drop-off and dismissal area for safety. It was also discussed that the airlock doors would be added to this request for the pre-k drop-off and dismissal area.

A brief discussion was held discussing repairing versus replacing. This would be repairing those sidewalks but they would be replaced entirely when the renovations are done at the school. It was confirmed the sidewalks would be included and this request would go away if that project is approved. However, the airlock doors were not in the project as the project does not include any building improvements.

- **MS Elevator**
- **HS Elevator**

Mr. Parkhurst noted there are actually two requests, one from the middle school and the other from the high school. The elevators are always in need of repair. The middle school has three elevators which are over 40 years old. The gym elevator is not currently working as the repair is over \$23,000. The estimate of the repairs which is a priority is \$89,000. The high school elevator needs to have a wall piston and switches to be repaired. The elevator has a single piston. The pistons can leak and caused an environmental issue. An assessment was done on the elevator and this is a priority and the estimate repair is about \$70,000.

- **Districtwide Sprinkler System Upgrades**

The sprinkler system needs to be upgraded to NFPA standards throughout the district. The cost is estimated to be \$16,517.40. A recent inspection has been done and every building is currently out of code. Ms. Bradshaw-Hill noted the district will have 12 months after the inspection to have this system upgraded to code. The inspection was done in the fall of 2019.

- **District Phone System Replacement**

District phones system fails on a recurring basis. The current system needs to be replaced and upgraded. Phones are an important communication tool during emergency situations. The quote for the replacement and upgrade districtwide was \$100,800.

- **District Carpet and Flooring Replacement**

Carpet and flooring replacement in offices North Street School and the middle school, four classrooms at South Elementary School and Room 8 at North Street

School need to be converted from carpet to VCT. The cost for this request is about \$47,700.

A brief discussion was held.

- **Districtwide Camera System Upgrades**

Upgrades to the camera systems for all buildings as needed as suggested by the safety committee. The upgrades are estimated to cost \$114,000.

- **Districtwide Asbestos Abatement and Testing**

This request is to repair or remove all sited violations and sample items that are currently being mentioned as potential asbestos containing materials. This was being requested because the State has indicated that all districts need to have a contingency plan in place to expect asbestos abatement and testing when doing any type of projects to buildings. For example, recently there was a water main break in the auditorium area. When cleaning and repairing the leak, asbestos abatement may be needed and there will be a cost for that abatement and testing. The district should have a contingency plan to pay for such unexpected costs. It is suggested to have \$36,000 in that line for such testing and abatement should it be needed.

After a brief discussion, it was decided that this request should not be a capital project budget.

- **HS Auditorium Lighting Upgrade**

The request is to upgrade the lighting system to total LED. The current system dates to 1968 is very old. The original fixtures above seating and stage are very difficult to replace when they burn out. Access to the lighting structure is awkward and cumbersome, thereby making it very dangerous for staff to address any issues. Maintenance are not able to reach these lights above the seating area with their current equipment. All maintenance would have to be done via contracted services. Most of the lights have not been replaced in several years. The cost of the upgrade would be approximately \$175,000.

- **Art Room 10 iPads Pro, 2 iMacs**

The Technology Department and Art Department often work hand and hand collaborating design ideas and materials. Having ipads for graphic design integration, collage, photography and portfolio editing will only improve students understanding of Mixed Media materials while also strengthen the ongoing portfolios that are created of student work. The cost of this request is \$12,600.

- **HS Graphics Lab Update**

HS Graphics Lab Update - 20 iMacs w/AppleCare. The cost of this update is \$30,560. The iMacs that are presently being used are 6 or 7 years old and outdated.

- **MS Chromebooks Grades 6-8**

The current Chromebooks, HP 11 G4, support end date is June 2020. New Chromebooks are needed to ensure the state testing app, AirSureTest, will be supported for the coming year. Approximately 400 units will be needed and the cost is \$50,000.

- **North Street School Student iPads – 100**

The current iPads are version 2. This version ended OS upgrades in 2015. Current applications are not compatible with the iPad 2. The cost for this upgrade is \$43,230 for the purchase of 110 units.

- **District Server Upgrades**

The current domain controllers are running Server 2008 and need to be updated immediately to ensure continuity with the latest Windows releases and replace ten year old hardware. The cost of this hardware would be approximately \$16,000.

- **MS Window Replacement**
- **North Street School Window Replacement**
- **South Elementary School Window Replacement**

The discussion began with the North Street School window replacement. Mr. Ferreira indicated the current windows are rotting out of the frames. A vendor has quoted \$7150 per classroom window. A total of ten window banks in ten classrooms need to be replaced. Ms. Briggs commented South Elementary School needs ten window banks as well. Mr. Prinstein noted that there was a window project at the middle school about 25 years ago. The request for window replacement at the middle school is in the courtyard as they are failing and rotting. The quote used for this request was obtained last year adding an additional 10 percent.

- **NS Student Lockers**

Mr. Ferreira discussed his request for student lockers at North Street School. This would be a continuation of getting lockers for first and second graders. The lockers increase classroom space. He is slowing phasing in the lockers for the students. He is request 45 lockers.

- **MS Gym Acoustical Panel Installation**

Mr. Prinstein discussed his request for the acoustic panels in the gym to be replaced. He indicated that it is difficult to hear in the gym during instructional class time. Installation of the acoustical panel will solve the problem. The project was started previously, but was never completed.

After the presentations of all the requested projects, a discussion was held. Ms. Bradshaw-Hill reiterated that the asbestos abatement and testing that the asbestos is not located in common areas and Mr. Mills will be giving a list of those areas, which will be closed off areas and only maintenance personnel will be allowed in those areas, but it is still a hazard. It is not expected to be addressed presently. After the discussion it was decided to take it out of the CIAC budget proposal.

Ms. Bradshaw-Hill gave the Board Members a chart that describes the prioritizing projects from 1 through 5. She explained the ranking of No. 1 is a mandated requirement; No. 2 health and safety; No. 3 critical repair; No. 4 scheduled repair; and, No. 5 deferrable.

A lengthy discussion was held discussing ranking of projects, presentation to the CIAC Committee and which governmental body has the final say of the budgeted requests. The budget calendar was reviewed by Ms. Bradshaw-Hill noting the operating budget representation is scheduled for March 10, 2020 and the CIAC budget will be presented on March 11, 2020. The Board then discussed each of the projects and how those projects would be prioritized. The total amount of all projects requested is \$15,066,590.77. However, if the project for the high school athletic fields would be a bonded project and therefore, should be taken off the total amount of requested. The conversation continued and it was eventually agreed the projects that would most likely be bonded was the high school athletic fields, North Street parking lot and the window projects. The projects were then grouped into two tiers as follows:

Tier One:

- Sprinklers
- Elevators
- Chromebooks
- District Server
- Airlock doors at NS
- Auditorium Lights
- Cameras

Tier Two:

- Phone Systems
- District carpeting/flooring
- HS Art Technology
- HS Graphics Lab Updates
- NS ipads
- MS Gym Panels

The discussion then led to the amount of money that would be needed in the budget for the projects as follows: Tier One: \$556,583.00; Tier Two: \$268,798.87; and bonding projects: \$14,221,208.00.

A brief discussion was held.

It was **MOVED** (Gragnotati) and **SECONDED** (Latournes) and **PASSED** (U) that the Board of Education approves the CIAC budget proposal as follows: Tier One: Sprinklers, Elevators, Chromebooks, District Server, Airlock doors at NS, Auditorium Lights and Cameras totaling \$556,583.00; Tier Two: Phone Systems, District carpeting/flooring, HS Art Technology, HS Graphics Lab Updates, NS ipads, and MS Gym Panels totaling \$268,798.87; and a bonding project which includes the high school athletic fields; North Street parking project and district window project totaling \$14,221,208.00.

VI. Adjournment

It was **MOVED** (Gragnotati) and **SECONDED** (Latournes) and **PASSED** (U) that the Board of Education adjourns the Special Meeting of January 2, 2020 at 6:43 p.m.

Respectfully submitted,

Denise M. Piotrowicz
Recording Secretary

Shawn L. Parkhurst - Superintendent of Schools

New Teacher Support

A voluntary check-in meeting was held for our new teachers. The purpose is to provide informal support to assist them in their transition to Windsor Locks Public Schools. Special thanks to Assistant Superintendent Sharon Cournoyer for this open dialogue meeting.

2020-2021 Budget

The Central Office team and leadership have received the budget requests and will be sharing with the Board of Education at the Saturday, January 25, 2020 workshop. The Board will have the opportunity to see the budget as submitted, hear directly from building administrators, and review any potential reductions. A second workshop will be held on Saturday, February 8, 2020 with the goal being to have a Fiscal Year 20/21 budget ready for board approval at the February 13, 2020 Board of Education Meeting. On February 6, 2020, an open forum regarding the proposed budget will be held for any member of our community.

The Fiscal Year 20/21 capital budget was presented to the town CIAC group. Discussions are in place to move several of the Board of Education items forward to the Board of Finance. These include elevators at WLHS and WLMS, chromebooks for WLMS, Sprinkler system update, and district server upgrades.

Discussions regarding the WLHS Athletic Complex as well as North Street Parking Lot are continuing with the potential for moving forward with bonding these two projects. A follow up meeting is scheduled for Monday, January 27, 2020 at 6:00 pm at Town Hall.

Lady Raiders Basketball Team

The WLHS Lady Raiders basketball team is having a terrific season and was recently featured in the Hartford Courant. At the current time, they are ranked #2 in Class S in the state and have qualified for post-season tournament play. If you haven't had a chance to see a game, you are encouraged to come out and see them as there are a great deal of games remaining this season. An extra special congratulations to **Tristin Oberg** for being named a finalist for this week's Hartford Courant's Player of the Week. Voting is open through Sunday and all are encouraged to vote in support of Tristin.

Legislative Breakfast

Friday, January 24, in collaboration with Windsor, Bloomfield, and Enfield Public Schools, we will be hosting a legislative breakfast in Bloomfield. A topic of discussion will be the continued rising special education costs.

Heritage Day 2020

Members of the Heritage Day and History Club at WLMS recently presented a variety of options and ideas to an adult audience that included district and building administrators, along with First Selectman Chris Kervick and Town Planner Jenn Rodriguez. Mark your calendars now for the June 6, 2020 date for Heritage Day 2020.

Safety and Security

Superintendent attended the first statewide safety and security meeting at Fairfield University. The group will meet monthly for the remainder of the school year with a focus on developing training for school and district/town based safety and security teams. Part of the day included discussions on what are the most concerning issues being presented in districts; the reason for this is to use this as a focus for the training offerings. Overall, a proactive approach is what is being proposed to ensure that districts are adequately addressing the social and emotional needs related to safety and security.

Internet Safety Presentation

Scott Driscoll recently presented an informational night for parents. Despite the low attendance, the information was valuable and insightful in ensuring that your child is safe in the cyber world. On January 28, 2019, students at WLHS will engage in a similar presentation.

The Learning Table

From January to April, the Office of Partnerships will be hosting a monthly dinner and workshop series titled, "The Learning Table." These are open to all families, educators and community members. Dinner, childcare and the workshop are free. The first one is January 28, 2020 from 5:30 pm to 7:00 pm and will focus on budgeting with CT Money School presenting a workshop called "Money Matters: Making Money Work for You; How to Create and Maintain a Budget that Works."

Alumni Day

Members of the Class of 2019 were welcomed back to WLHS to speak to our Juniors and Seniors about life after high school. Special thanks to the counseling office for their coordination of the alumni as well as framing the questions for discussion.

Student Spotlight

Congratulations to WLHS seniors, **Max Bonito and Relena Laboy** for being selected as Outstanding High School Visual and Performing Arts students by the Connecticut Association of Schools. They will be recognized at the Twenty-fifth Annual Arts Awards Recognition Banquet on April 7th. We will honor them at an upcoming Board of Education meeting.

Sharon Cournoyer - Assistant Superintendent of Schools

New Teacher Support

On January 15 we held a new teacher check in meeting to discuss the experience of the first and second year teacher in Windsor Locks. It allowed for reflection on what they are most proud of and what their goals are for the second half of the year. Teachers also provided feedback on how to improve on our New Teacher Orientation program in August to make sure all new teachers are confident and prepared to start their year.

Individual Meetings with all Instructional Specialists (IS)

Throughout January I was able to meet with all of our instructional specialist to discuss progress in updating curriculum maps and setting course for next steps in their writing process as well as progress in the transition of curriculum information to the shared curriculum folder. This shared folder is what will link directly to the staff curriculum website.

Identity Informed Curriculum

Meetings were held with the 6-12 English and Social Studies departments as well as the Grade 1 Team to discuss and plan coaching and consultation to begin infusing student identity into our lesson/unit plans and our instruction. Meetings were held with our consultants from St. Joseph's University to discuss the format and content of the coaching time and to schedule PLC time with the respective departments and teams.

Assessment Meeting

The second meeting of the Assessment Committee was held to share important deadlines and protocols for administration of the Smarter Balanced Assessment (SBAC), SAT, Las Links Assessment, AP exams and Next Generation Science Assessment.

Interventionist Meeting

Individual meetings were held with High School Governance, Middle School Governance and an Elementary Interventionists to discuss progress in providing targeted support to students scoring within a particular performance band on the SBAC or SAT.

Teacher Evaluation and Professional Development Committee

Two meetings of the TEVAL and PDAC were held with focus on infusing Adult Core Values into our Teacher Evaluation Rubric. Meetings in February will continue that work with the team dividing into subcommittees to focus on 3 specific categories on the teacher evaluation rubric.

EXHIBIT VIII A

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN PARKHURST, SUPERINTENDENT
DATE: JANUARY 23, 2020
RE: DONATION ACCEPTANCE

Windsor Locks High School was nominated by Mr. Patel of Jay's Mobil for an Educational Alliance grant. Because of his nomination, WLHS received a check for \$500.00 to help maintain or support a program in the STEM area. Exxon Mobil has a long history of supporting STEM education as they believe that it is fundamentally important to encourage the next generation to pursue studies and careers in these fields. WLHS is thankful to Mr. Patel for the nomination and will use the money to help support the Robotics program at the high school.

Possible Board Motion: “**Move** that the Board of Education accept the Educational Alliance Grant donation from Exxon Mobil in the amount of \$500.00, with sincere thanks and great appreciation to Mr. Patel from Jay's Mobil for the nomination of Windsor Locks High School.”

EXHIBIT VIII B

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN PARKHURST, SUPERINTENDENT
DATE: JANUARY 23, 2020
RE: GRANT AWARD

Chrissy Kiddy, Assistant Vice President for PeoplesBank will be on hand to award the PeoplesBank Community Care Grant Program grant award in the amount of \$3,700 to support the Theatre Club and its talent.

Possible Board Motion: “**Move** that the Board of Education accept the PeoplesBank Community Care Grant with sincere thanks and great appreciation for the nomination of Windsor Locks High School.”

EXHIBIT VIII C

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN PARKHURST, SUPERINTENDENT
DATE: JANUARY 23, 2020
RE: ZEN GARDEN PRESENTATION

If you'll remember back in December, 2019, Superintendent Parkhurst announced an award to two high school teachers, Ms. Tracy Hunt and Ms. Amanda Arnold in the amount of \$5,000 from PepsiCo to create a Zen garden that will further enhance opportunities for students developing social and emotional skills. The courtyard area was to be transformed with the grant monies and fully planned and developed by the students.

Tonight, Ms. Hunt and Ms. Arnold will join us to update the Board on the design and progress of this project.

EXHIBIT VIII D

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN PARKHURST, SUPERINTENDENT
DATE: JANUARY 23, 2020
RE: 2020-2021 SCHOOL CALENDAR

Tonight, Superintendent Parkhurst will present the proposed school calendar for 2020 – 2021.

POSSIBLE BOARD MOTION: “**MOVE** that the Board of Education approve the school calendar for 2020 - 2021 as presented.”

Early Release PLC Days	
North AM PreK	8:30-11:00
North PM PreK	12:15 – 2:45
North K-2	8:40-2:25
South 3-5	8:10-1:55
Middle 6-8	7:40-1:25
PMA (Alternative)	8:45 – 1:45
High 9-12	7:30-1:15
RISE	8:00 – 1:15

Windsor Locks Public Schools 2020-2021 School Calendar

Teachers 186 days/Students 181 days

draft

August 2020 4/1

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

September 2020 21/21

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

October 2020 21/21

M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

November 2020 18/17

M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

December 2020 17/17

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

January 2021 19/19

M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

August 2019	
24 - 25	New Employee Orientation
26	Convocation & PK-12 Prof/Staff Development
27-28	PK-12 Prof/Staff Development
31	First Student Day
September 2019	
2	Kindergarten First Day of School
3	Pre-K First Day of School
7	No School – Labor Day
14, 21	PK-12 PLC
16	North – Parent Information Night 5:00 – 7:00 pm
17	South – Parent Information Night 5:00 – 7:00 pm
28	½ Day Early Release PK-12 Prof/Staff Development
October 2019	
5, 19, 26	PK-12 PLC
6	High – Parent Information Night 6:00 – 8:00 pm
7	Middle – Parent Information Night 6:00 – 8:00 pm
12	No School – Columbus Day
November 2019	
16, 30	PK-12 PLC
3	No School – Election Day: Prof/Staff Development
11	No School – Veteran’s Day
25	½ Day Early Release – Thanksgiving Break
26 – 27	No School – Thanksgiving Break
December 2019	
7, 14	PK-12 PLC
9	½ Day Early Release – Student-Led Conferences, and Evening Conferences
23	½ Day Early Release – December Break
24 - 31	No School – December Break
January 2020	
1	No School – New Year Holiday
4, 11	PK-12 PLC
18	No School – Martin Luther King, Jr. Day
25	½ Day Early Release PK-12 Prof/Staff Development
February 2020	
1, 22	PK-12 PLC
12	No School – Vacation Day
15	No School – President’s Day
March 2020	
1, 8, 22	PK-12 PLC
15	No School – Professional Development Day
April 2020	
5, 19, 26	PK-12 PLC
1	½ Day Early Release PK-12 Student-Led Conferences
2	No School – Good Friday
12-16	No School – Spring Break
May 2020	
3, 17, 24	PK-12 PLC
10	½ Day Early Release PK-12 Prof/Staff Development
31	No School – Memorial Day
June 2020	
10	½ Day Early Release PK-12 (last 2 days of school will be PK-12 Early Release Days)
11	Last Day of School & Graduation (Tentative) ½ Day Early Release PK-12
*	Emergency/Snow Day Reserve: If it exceeds days in June, April Vacation will be shortened if necessary.

February 2021 18/18

M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

March 2021 23/22

M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

April 2021 16/16

M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

May 2021 20/20

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

June 2021 9/9

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14*	15*	16*	17*	18*
21*	22*	23*	24*	25*
28*	29*	30*		

Board of Education Meetings
8/20
9/10 and 9/24
10/8 and 10/22
11/12
12/10
1/14/21 and 1/28/21

EXHIBIT VIII E

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN PARKHURST, SUPERINTENDENT
DATE: JANUARY 23, 2020
RE: INTRODUCTION TO DISTRICT WIDE FAMILY-SCHOOL PATERNERSHIP TEAMS

As part of our two-year commitment to the Connecticut Family-School Partnerships project with CREC, the Office of Partnerships has begun to form and work with school-based Family-School Partnership Teams (or FSPTs). These teams consist of families (i.e. parents, guardians, and/or significant caregivers), teachers, and interested community members and are open to all who are interested.

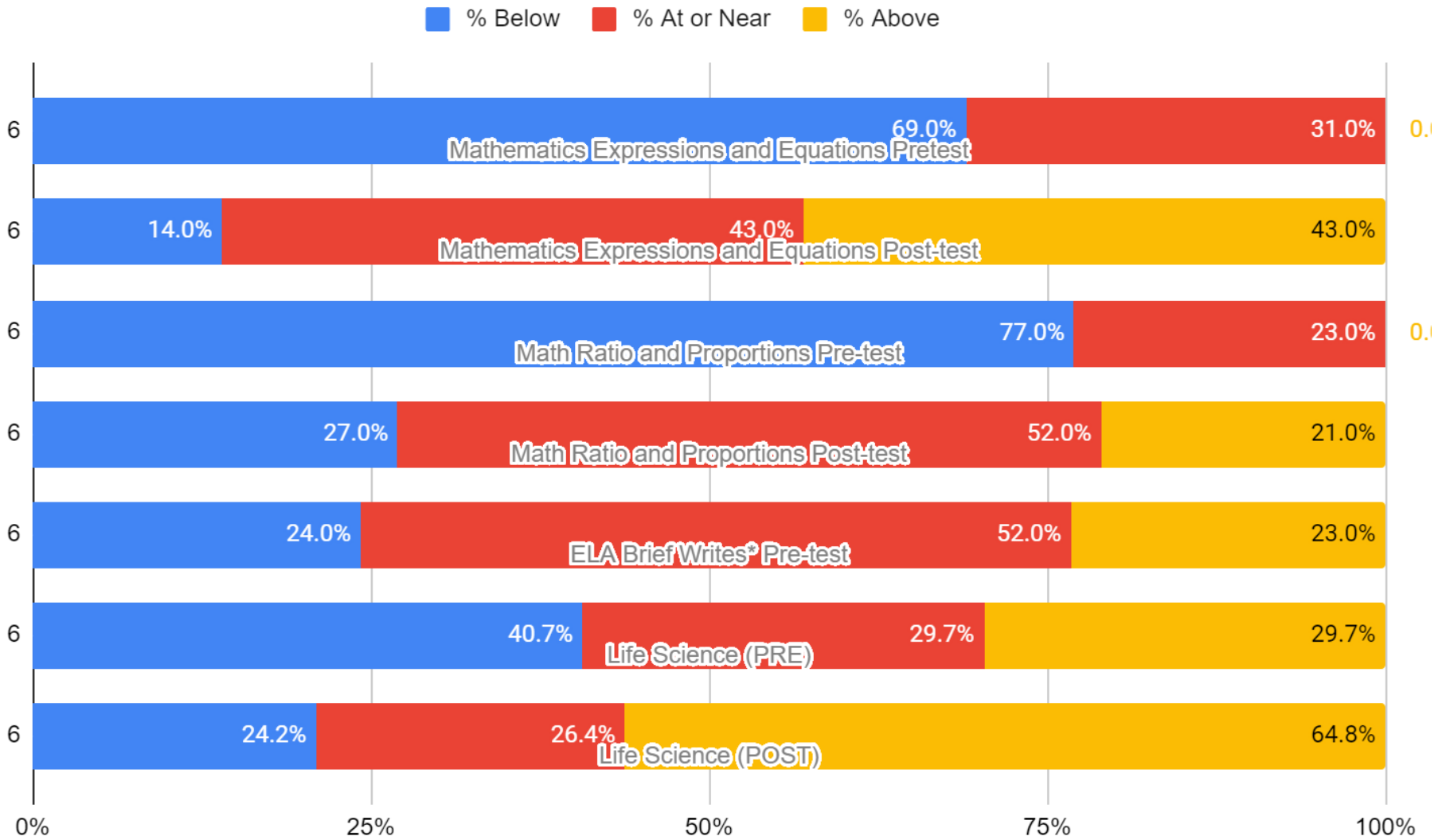
The purpose of these teams is simple - collectively create our vision of family-school partnerships. Currently, we do not have a unifying vision for how we “do” family-school partnerships (formerly known as “family engagement”) in Windsor Locks. From now until the end of the school year, our FSPTs will be working to change this. Together, we will write our vision of what Family-School Partnerships look and feel like in our school district. This vision, which will have a definition and guidelines, will dictate how we “do” family-school partnerships in Windsor Locks. By being part of the team, families, teachers, and community members will have a direct impact on our future.

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
 FROM: SHAWN PARKHURST, SUPERINTENDENT
 DATE: JANUARY 23, 2020
 RE: PROGRESS TOWARD 19-20 GOALS UPDATE

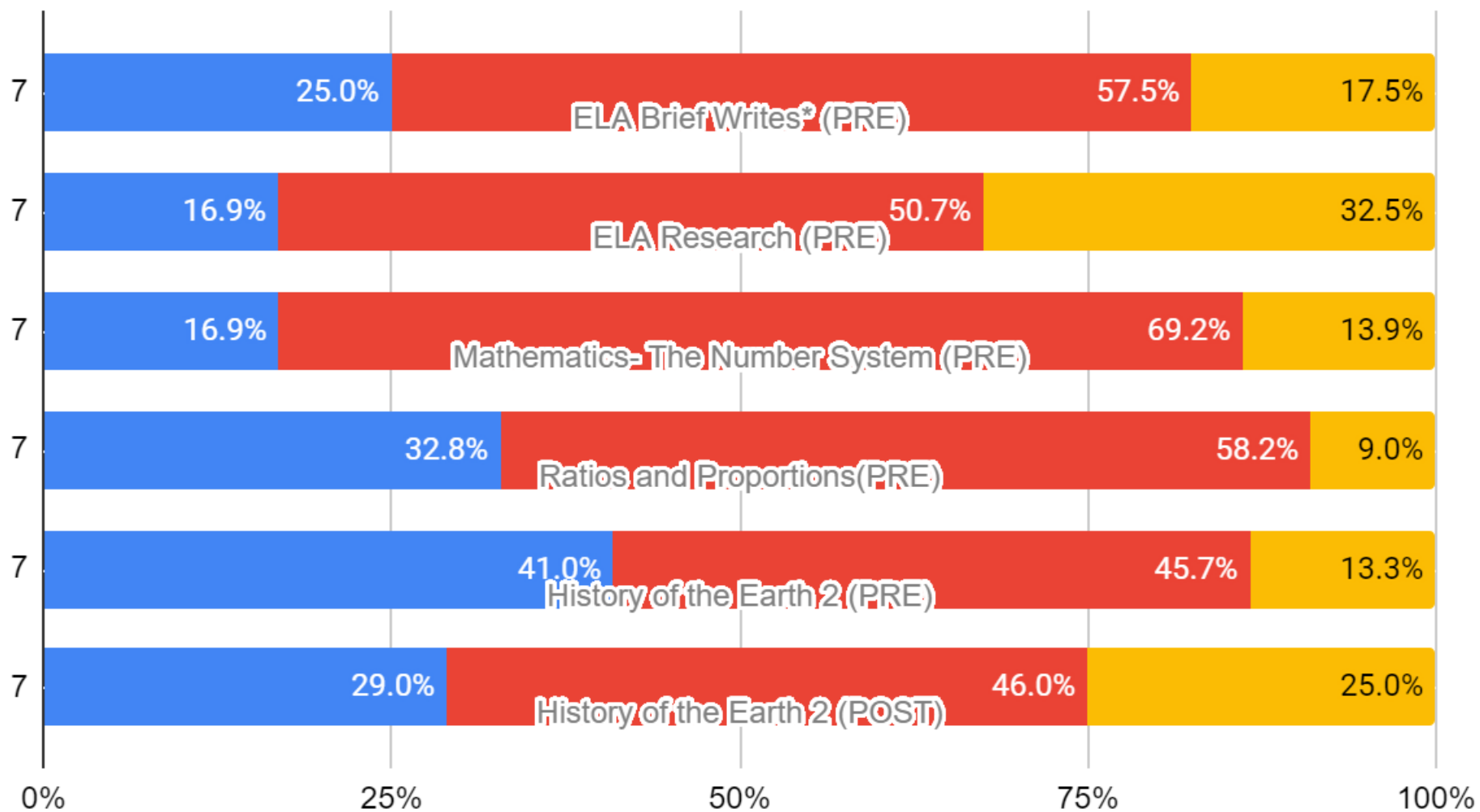
Absenteeism

School	18-19 Data	19-20 Target	October	November	December	January
North Street	14.5%	Under 10%	8.7%	6.1%	5.5%	9.2%
South Elementary	5.1%	Under 5%	8.3%	4.4%	3.8%	5.9%
WLMS	7.7%	Under 5%	9.7%	7.3%	7.8%	8.9%
WLHS	16.7%	Under 10%	12.9%	13.1%	12.6%	14.67
CT State Average	10.4%	N/A	N/A	N/A	N/A	N/A

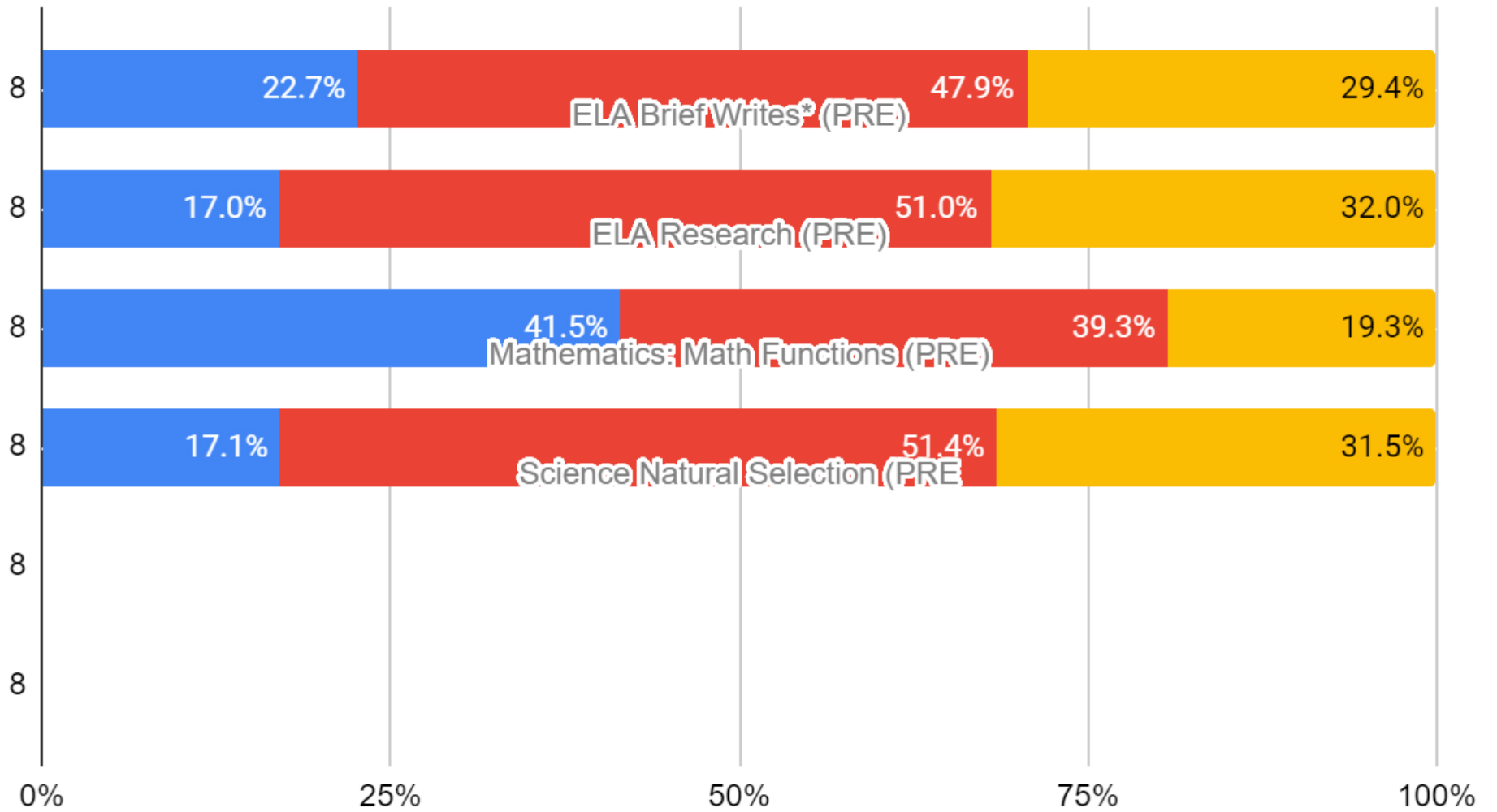
Academic Data



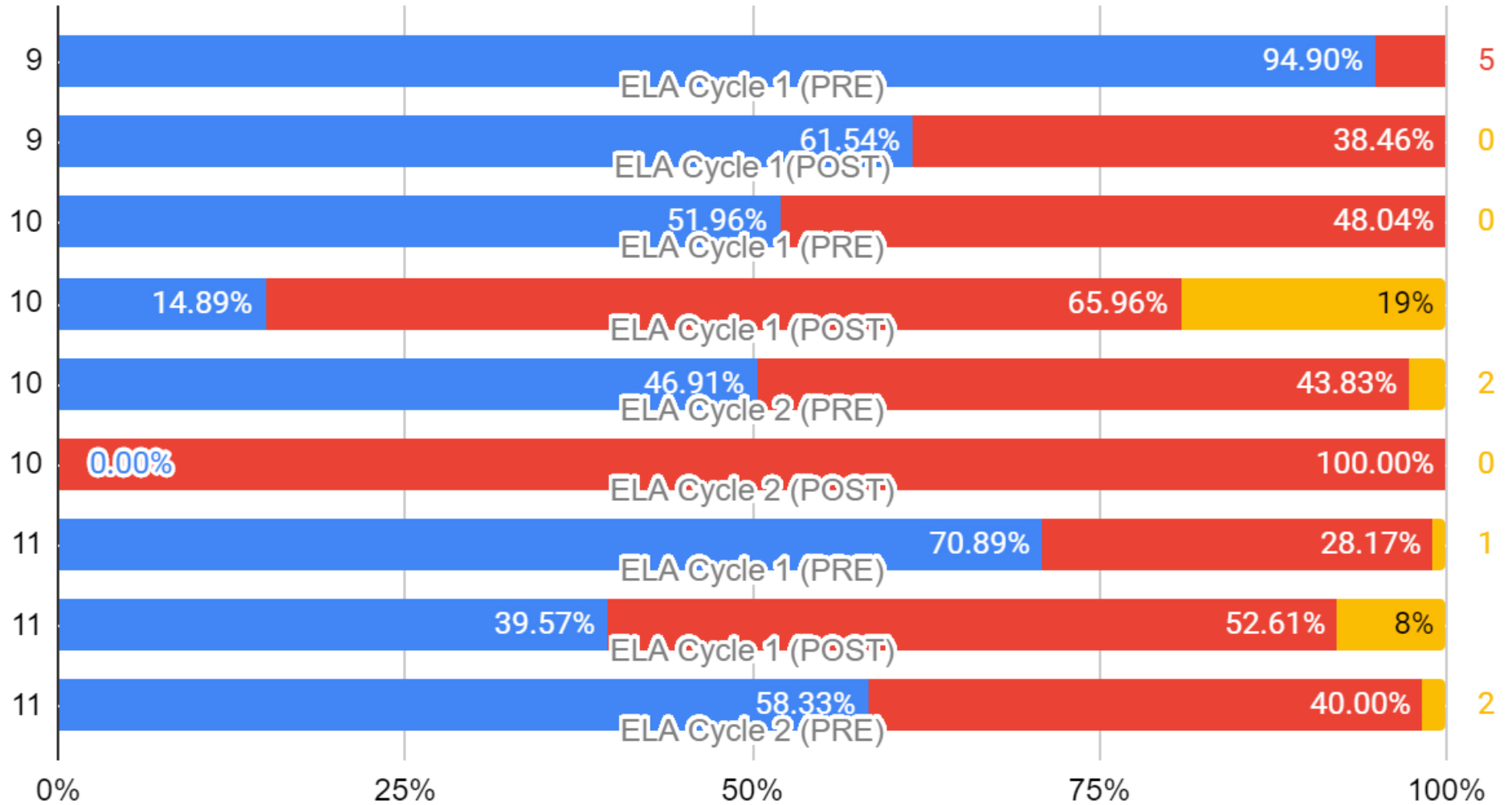
■ % Below ■ % At or Near ■ % Above



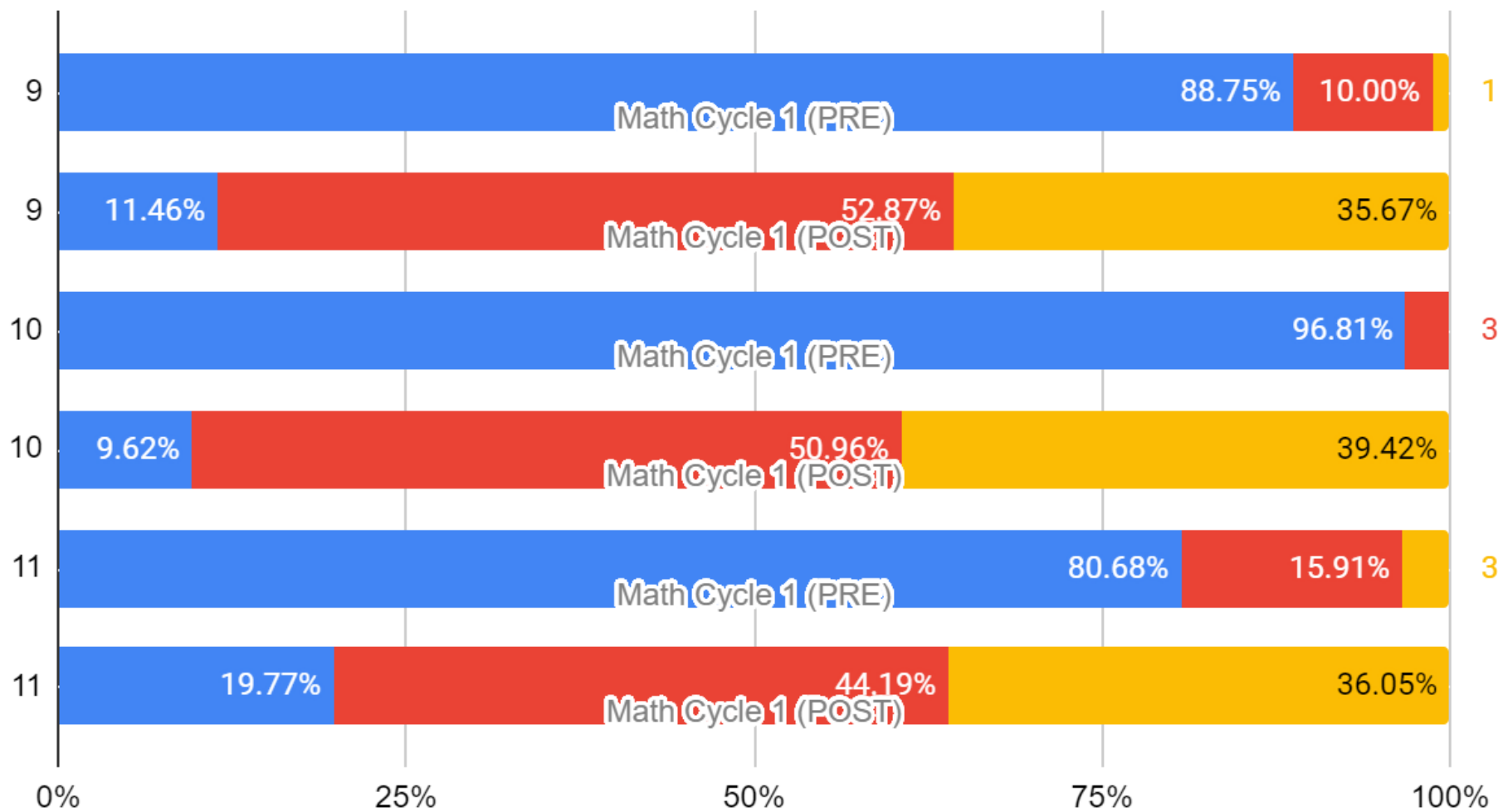
■ % Below ■ % At or Near ■ % Above



■ % Below
 ■ % At or Near
 ■ % Above



■ % Below
 ■ % At or Near
 ■ % Above



■ % Below ■ % At or Near ■ % Above

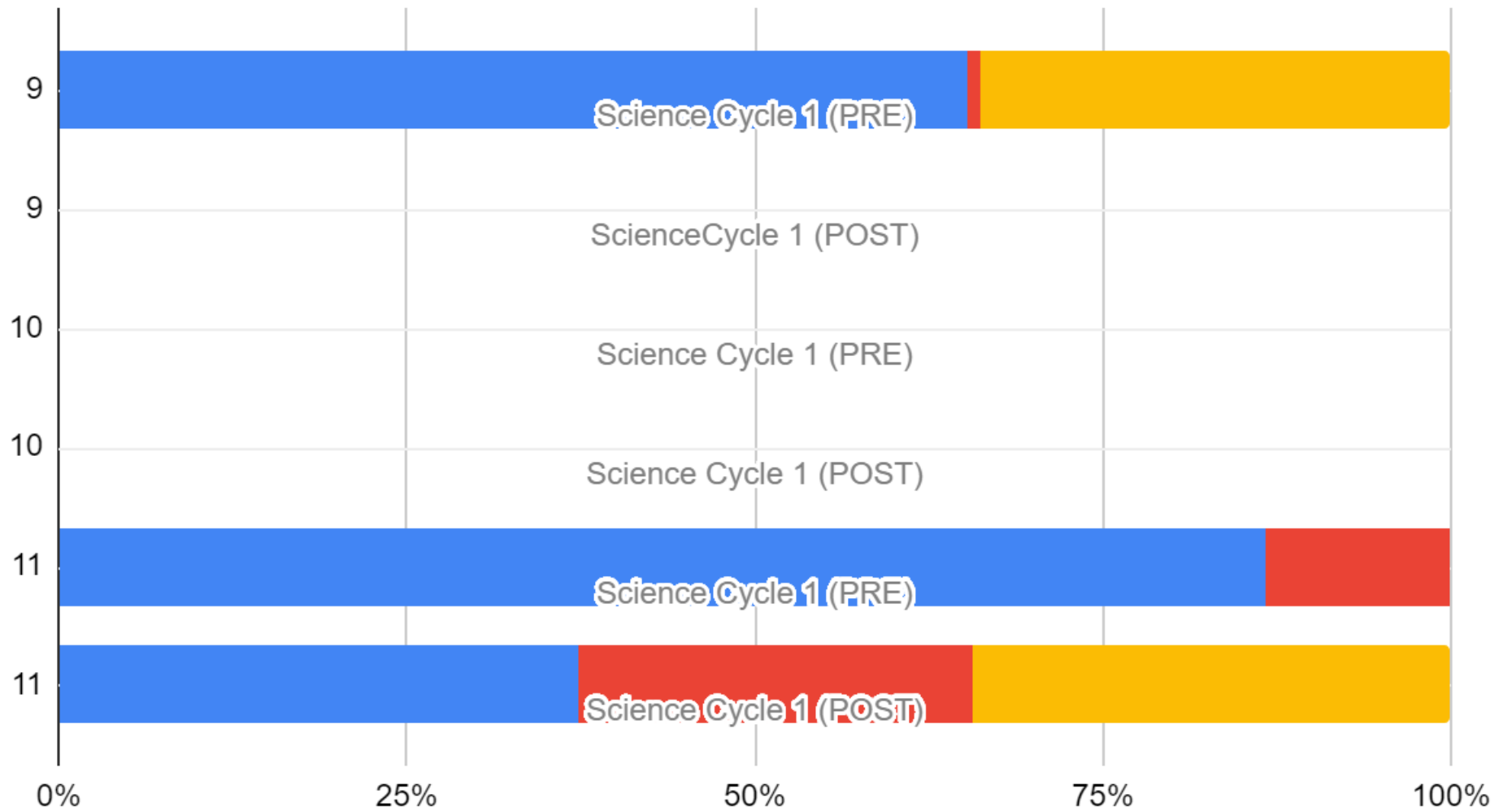


EXHIBIT VIII G

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: CHARMAINE BRADSHAW-HILL, BUSINESS MANAGER
DATE: JANUARY 23, 2020
RE: FY 19/20 BUDGET TRANSFERS

The proposed budget transfers will be shared with the Board members at tonight's meeting.

EXHIBIT VIII H

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: CHARMAINE BRADSHAW-HILL, BUSINESS MANAGER

DATE: JANUARY 23, 2020

RE: REVIEW OF UPDATED STORAGE UNIT AGREEMENT

The Windsor Locks Public Schools Board of Education approved the purchase of the Six Bay Storage Unit last May from the Year End Task list. The cost of the units is greater than was approved on the Year End Task list. The original cost was estimated at \$86,406. The revised cost is now \$115,450 which includes:

- 106 Building & Slab
- \$8k for Site work
- \$450 for Removal of existing

Therefore, the Business Office is requesting that the Board approve the adjusted cost of the Storage Units.

Possible Board Motion: “**Move** to grant the Superintendent, or his designee, the authority to purchase 6 Bay Storage Unit and Construction Services for the cost of \$115,450.”

EXHIBIT VIII I

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: CHARMAINE BRADSHAW-HILL, BUSINESS MANAGER

DATE: JANUARY 23, 2020

RE: FUNDING OF CONSTRUCTION PROJECT MANAGER

The Windsor Locks Public Schools' Business and Operations Departments are working on securing the specification for the two roofing projects approved by the Board of Finance for FY 19/20. The total estimates for both rooves did not include a projection for a Construction Project Manager. The Connecticut State Department of Administrative Services recommends that Districts secure an owner's representative to assist with writing of the education specifications; writing the RFP for architectural services; identifying eligible and ineligible costs; and to monitor the progress of the work being conducted on the projects. Therefore, the Business Office is requesting that the Board approve contracting with a Construction Project Manager as an owner's representative. The Business and Operations departments will produce an RFQ and send to the vendors on the State's DAS list of approved vendors. We are also asking that the Superintendent be authorized to sign the contract with the chosen vendor for no more than \$42,000. This request is being made as it is outside of the scope of the current purchase policy noted below:

For **Expenditures greater than \$20,000** the purchase policy stipulates: All contracts for and purchases of supplies, materials, equipment, contractual services, etc., in excess of Twenty Thousand Dollars (\$20,000), unless it is determined by the Board to be against the best interest of the school system, shall be based on **competitive sealed bids or proposals (i.e. RFPs) giving ten (10) days' public notice thereof, but publication, at least once in the newspaper and /or on a public Website having major daily exposure or trade journals...**

The District has secured a quote for the Construction Project management service and will continue to secure addition quotes over the coming days.

Possible Board Motion: "Move to grant the Superintendent, or his designee, the authority to purchase **Construction Project Management Services** within the stated budget limit based on quotes received in lieu of open bids."

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