

WINDSOR LOCKS PUBLIC SCHOOLS



BOARD OF EDUCATION MEETING

Special Meeting

February 24, 2020

5:00 p.m.

Windsor Locks High School
Professional Development Room

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.

Special Meeting

February 24, 2020 - **REVISED 2/21/20 3:35 p.m.**

WINDSOR LOCKS BOARD OF EDUCATION

Windsor Locks High School ~ Library Media Center

~~5:00 p.m. Executive Session Professional Development Room~~

6:00 p.m. Library Media Center

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. Pledge of Allegiance
- B. Roll Call

II. **REMOVED** ~~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 Employment—Assistant Superintendent of Schools~~

~~That attendance in the Executive Session shall be limited to:~~

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

III. **REMOVED** ~~Adjourn Executive Session to Public Session~~

IV. 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.

V. Approval of Minutes: **Vote Needed**

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Exhibit V

- February 8, 2020 Special Meeting

VI. New Business

- A. Final Budget Deliberations for F/Y 2020-2021
Public Schools Budget: **Vote Needed**

VII. 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.

VIII. Future Business

IX. Adjourn

For the Chairperson of the Board of Education
Shawn Parkhurst – Superintendent of Schools
C: Town Clerk: PLEASE POST

Important Upcoming Board of Education Meeting Dates

Date	Time	Meeting	Location
2/27/20	6:00 pm	BOE Regular Meeting Cancelled	LMC
3/3/20	4:15 pm	Policy Subcommittee	Conference Room
3/10/20	6:30 pm	BOE Presentation to Board of Finance	Town Hall – Ella Grasso Conference Room
3/11/20	6:30 pm	BOE/Architect KBA Presentation to Board of Finance	Town Hall – Ella Grasso Conference Room
3/12/20	6:00 pm	Regular Board of Education Meeting	HS LMC

EXHIBIT V

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN PARKHURST, SUPERINTENDENT

DATE: FEBRUARY 24, 2020

RE: APPROVAL OF MINUTES

- February 8, 2020 – Special Meeting

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

**MINUTES OF THE SPECIAL MEETING,
February 8, 2020 at 9:00 a.m.**

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

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, D. Prinstein, M. Briggs, J. Ferreira, J. Robinson, C. Grado, H. Earley, A. Goodwin and S. Mills
Student Representatives:	None
Students:	None
Staff:	D. Bole
Others:	None
Press:	None

I. Call to Order

Chairwoman Mrs. Patricia King called the Special Meeting to Order at 9:08 a.m. in the Windsor Locks High School Professional Development Room.

II. Initial 2020-2021 School Budget Presentation and Discussion

Chairwoman Mrs. Patricia King notes this is a budget workshop meeting. At the last meeting, the Board instructed Mr. Mr. Shawn Parkhurst, Superintendent of Schools, to reduce the budget. This meeting will be discussing those reductions along with the proposed budget. Mr. Parkhurst addressed the Board. He updated his PowerPoint presentation discussing the changes, he also had two handouts for the Board to review entitled, “Proposed FY Reductions – Superintendent Recommendations” and “Proposed/Recommended Staff Reductions”. He remarked at the open public forum held last week was also a live feed via Zoom, there 12 audience members and 15 members on Zoom. He discussed first four slides which described the vision of the graduate of Windsor Locks Public Schools, the responsibilities of the Board of Education according to Connecticut General Statutes Section 10-220 Duties of Boards of Education and what responsibilities are of the Superintendent of Schools. The next slides listed some of the mandates, including newest mandates, all of the mandates could not be shown as there are a total of 1,200, the enrollment numbers for all schools and he discussed Special Education enrollment has increased 22% over five years, Section 504 enrollment increased 65% over five years. The next slide showed the adopted budget for FY 19-20 at \$31,380,043 and the initial budget for FY 20-21 proposal is \$33,680,872, an increase of \$2,300,829 or a 7.33% over last year’s budget. At the Board’s direction at a prior meeting two weeks ago, he was told to add in 2 housekeepers, .5 sting teacher and a

third grade teacher which is an additional \$118,000, which increases the budget to \$33,787,353. He was asked to reduce the budget and he referred to the green sheet of paper as it was a collective look at reductions from the budget of \$879,030 which reduces the budget to \$32,917,223 or an increase of \$1.5 Million Dollars or 4.9% increase over FY 2019-2020. In order to get to 3% increase, the budget will have to be cut an additional \$600,000.

The Board went through the proposed reductions and asked questions about certain reductions, such as, the library clerk at the high school hours will not increase as requested, teacher retirement savings, reduction of special education teacher, reduction of gifted and talented teacher at the middle school and split the position between middle school and South Elementary School, however, North Street School and the high school will not have a gifted and talented teacher. Also in a reduction of a science/tech ed teacher in the middle school. There is a reduction in in the music for elementary strings. He discussed the reduction of 1 ED/EY teacher at North Street School and South Street School, leaving four teachers total, two in each school. It was noted that the program is being looked at to be reframed. They discussed the literacy specialist at North would be decreased, as North has an ED/EY currently. A concern was raised about having interventionist at North and it was quickly answer three are still there. It was explained that south will have a retirement and they are not recommending a Grade 3 teacher. The reductions total \$870,130. It was asked about the science/tech ed teacher at the middle school and how the tech ed program began six years ago and has rolled into a 21st science/tech ed program. Mrs, King as about classroom size for Grade 3 and Grade 4. Mr. Parkhurst noted that Grade 3 this year has 103 students and next year it will increase seven more students for a total of 110 and Grade 4 has 130 students this year and next year is projected to decrease by 27. The discussion continued regarding how many existing positions would be eliminated and the upcoming retirements in the district.

Vice-Chair Ms. Byrne questioned why the ED/EY program was being reframed. She felt that the program has been showing good results with the students. Mr. Parkhurst noted they will be revisiting assessments with staff to reframe the ED/EY. Mrs. King asked about summer school and Mr. Parkhurst noted the transportation for the ED/EY will only be offered for special education the transportation costs are very high for the elementary school. It was asked how many elementary children attend ED/EY in the summer and it was answered that North Street has 30 students as well as South Elementary. Ms. Cournoyer noted it is a challenge in the summer as there is only 16 days of instruction and it varies on student attendance. The afterschool program has a ratio of 1 interventionist per 10 students.

Board Member Mr. James McGowan inquired about special education and the cost of outplacements. Mr. Josh Robinson, Director of Special Services, discussed the current cost of out placements which is over a million dollars. Mr. Robinson explained why the district cannot service those students as it does not have the resources to do so. He did mention the district does create revenue for the RISE and Pine Meadow tuition of approximately \$503,000.

Board Member Ms. Paige Latournes questioned the reduction of the .4 music teacher at the middle school was discussed. Mr. David Prinstein, Principal of the Windsor locks Middle School, indicated that they will change how music is offered at the middle school. It will be part of the United Arts rotation. The band and chorus programs will not be reduced. General music could be offered for two days per week as is art and innovation.

Board Member Mr. Dennis Gragnolati discussed his concern with the elimination of the gifted and talented teacher. He sees there is a whole class in fifth grade who are taking sixth grade math and this district should want to keep that talent in the district. He is concerned with losing the top kids to private or CREC schools.

A lengthy discussion was held regarding the ED/EY program including the funding and results.

The next topic was how the Board will reduce the budget even further than the already \$870,000 cuts that the superintendent proposed. They discussed pay for playing sports, music or other activities. It was quickly determined that would not be an option. They discussed the cost of gas versus oil and it was determined those savings have already been stretched out. As to suggestions for cuts, Mr. Gragnolati agreed with Ms. Latournes in eliminating the strings program, students to pay for AP classes and/or exams and use receipts from student activities to fund equipment. The laminator which is being requested by South Elementary School might be asked if the PTO could fund it.

A lengthy discussion was held discussing cutting the strings program at South Elementary School and middle school

The topic for discussion then turned to the cost of the high school pool for maintenance and manpower during the hours that is open for use. It was determined that the cost for the pool is approximately \$16,000 for maintenance and chemicals. This figure does not include utility costs or manpower costs. It is difficult to estimate the utility costs, but the manpower yearly cost is about \$30,000. The district does receive \$15,000 from the Town of Suffield for the use of the pool. The Business Manager would like raise the charge for the use of the pool to \$20,000. She also explained that the pool is not used for physical education or student extra-curricular activities. The pool is used by the town Park and Recreational Department including the Water Jets Swim Team and the community. There was a concern if the Board tried to have the Board of Finance pay for the pool they may deduct that money from the Board's budget. The discussion continued revolving around the use of the buildings throughout the district, after school and on the weekends and the cost of keeping the buildings open.

Lastly, the Board discussed the reduction of food services in the amount of \$73,000. Ms. Bradshaw-Hill explained that for the past seven years, food service employees had a contract that gave raises for those employees. However, according to DAS (Department of Administrative Services for the State of Connecticut) noted that our contract is not aligned with the state and salaries are higher than state contracts. This amount was never put in the budget to cover the labor costs. Another concern, as Ms. Bradshaw-Hill told the Board before, additional monies will be added to that figure for lunches that students did not pay for and were given.

A brief discussion was held. The Board asked for the next meeting staffing information, enrollment information and facilities piece.

III. Public Audience

None.

IV. Executive Session:

It was **MOVED** (Byrne) and **SECONDED** (Gragnolati) 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 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

The Board entered into executive session at 11:10 a.m.

It was **MOVED** (Byrne) and **SECONDED** (Gragnolati) and **PASSED** (U) that the Board of Education terminates Executive Session and reconvenes into public session at 11:45 a.m.

V. Adjournment

It was **MOVED** (Gragnolati) and **SECONDED** (Latournes) and **PASSED** (U) that the Board of Education adjourns the Special Meeting of February 8, 2020 at 11:45 am

Respectfully submitted,

Denise M. Piotrowicz
Recording Secretary

Proposed FY 20/21 Reductions - Superintendent Recommendation				
	Cost Center	Item/Description	Amount	% Increase
1		19/20 Budget	\$31,380,043	
2		20/21 Budget as Submitted	\$33,668,472	
3		BOE Requested Put Back	\$118,881	
4		Revised 20/21 Budget from BOE Workshop	\$33,787,353	
5		Tier 1 Recommended Reductions	\$870,130	
6		FY 20/21 Recommended Budget	\$32,917,223	4.90%
7		Additional Reductions Needed	\$600,000	
8		FY 20/21 Budget with Add'l Red.	\$32,317,223	2.99%
<i>Tier 1 Reductions</i>				
	Cost Center	Item/Description	FY 20/21 Request	FY 20/21 Reduction Amount
9	District	Auditing	\$15,000	\$1,500
10	District	Postage	\$2,500	\$1,000
11	District	Food Service Salaries	\$73,000	\$73,000
12	District	Copiers & Postage Machine Rentals	\$100,485	\$5,419
13	District	Curriculum Instruction Assessment Memt	\$2,729	\$2,729
14	District	Instructional Specialists (extra days)	\$42,670	\$42,670
15	District	Curriculum Development	\$15,000	\$5,000
17	District	Tech - Software/Supplies	\$147,077	\$19,207
18	District	Instructional Prof. Development	\$12,800	\$5,000
19	District	Interior Paint/Renovations	\$12,000	\$5,000
20	District	TAG Supplies	\$2,000	\$2,000
21	District	Administrator Tuition Reimbursement	\$18,000	\$8,000
22	HS	Math Tech	\$1,500	\$1,500
23	HS	Tech Supplies - Art	\$2,000	\$1,500
24	HS	Adm. Assistants	\$93,292	\$2,257
25	HS	Supplies Art	\$10,200	\$2,000
26	HS	Supplies - Social Studies	\$1,238	\$500
27	HS	Library Clerk	\$18,362	\$4,415
28	HS	HS Social Studies Supplies	\$1,238	\$538
29	HS	Teacher Salary Line	\$3,144,869	\$13,092
30	HS	Teacher Salary Line	\$3,144,869	\$76,882
31	MS	Adm. Tech Supplies	\$4,275	\$800
32	MS	Gifted and Talented Teacher	\$2,471,919	\$48,616
33	MS	Science & Technology Teacher (STEM)	\$2,471,919	\$68,214
34	MS	Guidance Supplies	\$1,775	\$565
35	MS	PE Supplies	\$1,500	\$500

Proposed FY 20/21 Reductions - Superintendent Recommendation				
	Cost Center	Item/Description	Amount	% Increase
36	MS	Athletic/Late Bus	\$23,113	\$1,704
37	MS	Office Supplies -	\$7,840	\$650
38	MS	Math Supplies	\$799	\$799
39	MS	Math Memberships	\$193	\$193
40	MS	Reduce 0.4 music for Elem Strings	\$2,471,919	\$31,000
41	MS	Books/Software Library	\$3,000	\$2,000
42	NS	Equipment	\$3,500	\$3,500
43	NS	Extended Day/Extended Year Teachers	\$198,418	\$62,542
44	NS	Instructional Supplies	\$18,500.00	\$5,000
45	NS	Equipment - classroom upgrades	\$4,000	\$4,000
46	NS	Supplies/Read. Lang	\$9,000	\$9,000
47	NS	Building Sub	\$33,782	\$662
48	NS	Long Term Substitutes	\$22,076	\$433
49	NS	Adm. Assistants	\$57,142	\$1,548
50	NS	Eliminate Literacy Interventionist	\$1,472,198	\$48,616
52	Sped	SE Professional Development	\$20,020	\$5,000
53	Sped	Summer Acad. Sped Tutors	\$11,385	\$5,155
54	Sped	PMA Office supplies	\$1,740	\$720
55	Sped	PMA Textbooks repair/replacement	\$1,000	\$1,000
56	SS	Extended Day/Extended Year Teachers	\$274,016	\$53,436
57	SS	Books/Software - Library/Media	\$1,500	\$800
58	SS	Tech Supplies Math	\$3,705	\$1,105
59	SS	Field Trip Transportation	\$1,500	\$1,500
60	SS	Supplies/Read. Language	\$11,700	\$3,750
61	SS	Teacher Salary Line (cost savings retirement)	\$2,049,831	\$22,860
62	SS	Teachers Salary (Gr. 3 Teacher Request)	\$2,049,831	\$60,290
63	SS	Teachers Salary (Gr. 4 retirement)	\$2,049,831	\$99,209
64	Tech	DS Ipad & Google Apps	\$5,000	\$2,000
65	District	EDEY Transportation	\$20,000	\$20,000
66	HS	Supplies Lines 1% below 19/20 amount		\$1,060
67	SS	Supplies Lines 1% below 19/20 amount		\$248
68	SS/NS	2.0 FTE Housekeepers		\$28,446

Proposed/Recommended Staff Reductions

<i>School</i>	<i>Position</i>	<i>Notes</i>
HS	Library Clerk	no increase in requested hours
MS	Gifted and Talented	bump into a full-time position based on certification
MS	Science & Technology Teacher (STEM)	eliminate and weave into Science curriculum and instruction
MS	Reduce .4 music	allows for strings to continue at the elementary level
NS	Reduce 1.0 EDEY teacher	bumps into a full-time position
NS	Reduce Literacy Interventionist	
SS	Reduce 1.0 EDEY teacher	bumps into a full-time position

EXHIBIT VI B

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN PARKHURST, SUPERINTENDENT

DATE: FEBRUARY 24, 2020

RE: REVIEW RECOMMENDATION FOR BUILDING
MANAGEMENT SYSTEM FOR WINDSOR LOCKS
MIDDLE SCHOOL

The Windsor Locks Board of Finance approved \$200,000 for the purchase of a new Building Management System via the Town Capital account. The WLPS Director of Facilities has researched the limited providers of this type of equipment and secured three quotes for the new equipment and installation. These quotes range in cost from \$182,300 to \$400,835. The Director of Facilities is recommending WLPS contract with Air Temp as the lowest most responsible provider of the equipment and the installation service. The Facilities Department is ready to prepare the buildings for the installation of this new equipment.

Therefore, the Business office is requesting the Board approve the recommended vendor brought forth by the Director of Facilities.

MOTION: **"MOVE** to grant the Superintendent, or his designee, the authority to purchase *the Building Management System and the Installation services for no more than \$182,300 from Air Temp.*

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 Domler, 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