

WINDSOR LOCKS PUBLIC SCHOOLS



BOARD OF EDUCATION MEETING

Special Meeting

March 24, 2020

4:00 p.m.

**The Board of Education Meeting will be
held via teleconferencing - Zoom**

Call in number: 929-205-6099

Meeting ID: 509 203 521

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

March 24, 2020

WINDSOR LOCKS BOARD OF EDUCATION - 4:00 pm

The Board of Education Meeting will be held via teleconferencing - Zoom

The contact information is as follows: Call in number: 929-205-6099

Meeting ID: 509 203 521

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.

If you wish to make a comment to the BOE members, *you must submit your comment through [this form](#) by 4:30 PM today, Monday, March 23, 2020.*

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

p. 6

Exhibit III

- February 13, 2020 – Special Meeting
- February 24, 2020 – Special Meeting
- March 9, 2020 – Special Meeting

IV. Personnel Report/Personnel During Closure

- A. Retirement: **Vote Needed**
- B. Personnel During Closure

p. 23

Exhibit IV A

V. Reports on Standing Committees

- A. Correspondence
- B. Curriculum **Vote Needed** p. 24 Exhibit V B
- C. Policy 6114.81(a) **Vote Needed** p. 26 Exhibit V C

VI. OLD BUSINESS

VII. New Business

- A. Memorandum of Understanding: Windsor Locks Teachers Association: **Vote Needed** p. 30 Exhibit VII A
- B. F/Y 20-21 Budget Discussion p. 33 Exhibit VII B
- C. Update on Interim Remote Learning p. 34 Exhibit VII C
- D. Discussion of 19/20 Calendar: **Vote Possible** p. 36 Exhibit VII D

VIII. 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.

If you wish to make a comment to the BOE members, you *must* submit your comment through [this form](#) by 4:30 PM today, Monday, March 23, 2020.

IX. Future Business

X. 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
March 23, 2020	5:00 pm	Conference Call All State Superintendents	
March 24, 2020	4:00 pm	Board of Education Meeting	Zoom Call
March 24, 2020	6:00 pm	Board of Selectmen Meeting	Remote
March 25, 2020	6:00 pm	Board of Finance Meeting	Remote
March 30, 2020		Interim Remote Learning Launch	
April 1, 2020	3:30 pm	BOE Finance Subcommittee	Remote
April 9, 2020	5:00 pm	BOE Curriculum Subcommittee	Remote
April 9, 2020	6:00 pm	Regular Board of Education Meeting	TBD

EXHIBIT III

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN PARKHURST, SUPERINTENDENT

DATE: MARCH 24, 2020

RE: APPROVAL OF MINUTES

- February 13, 2020 – Regular Meeting
- February 24, 2020 – Special Meeting
- March 9, 2020 – Special Meeting

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

**MINUTES OF THE REGULAR MEETING,
February 13, 2020 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 ever 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:	M. Bonito
Staff:	None
Others:	L. Lockard, R. Bonito, A. Bonito and a few others
Press:	None

I. Call to Order

Chairwoman Mrs. Patricia King called the Regular Meeting to Order at 6:04 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

Miss Krithi Goud, Student Representative, addressed the Board. She noted that the Lady Raiders have qualified for the State Tournament. They recently held their last regular season home game and celebrated the seniors and showed their appreciation to their teachers. The music department is rehearsing for the play which will be held on March 26, 27 and 28, 2020. The play this year is *42nd Street*. She commented that thirty days from today spring sports will begin!

Mr. Nick Passaro, Student Representative, addressed the Board. He noted the boys' basketball team has three more regular season games. If they win two out of the three, they will qualify for the tournament. The NCCC Track Meet will be held on Saturday and many students from Windsor Locks will be participating. He wish them all well!

D. Board of Education Communications

Board Member Ms. Paige Latournes commented she attended the Lady Raider basketball game/senior night/teacher appreciation on Friday night. It was a huge turnout! Great to see so many people attending an event.

Vice-Chairwoman Ms. Margaret Byrne remarked that she attended a JV boys' basketball game and hopes to attend a varsity game before the season ends. She attended a Wellness Collation Meeting. She reminded everyone about the Town Hall forum on February 25, 2020 discussion how to talk to your kids on difficult subjects, such as, bullying, alcohol and drugs.

Chairwoman Mrs. Patricia King commented she has been attending budget meetings with the Board of Finance, CIAC and the Board of Education. The budget process is coming along. The Lions Club sponsored an eye screening at North Street Schol recently and 212 children were tested and 28 children were referred to an ophthalmologist.

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

None

Mr. Parkhurst noted that Ms. Lavorgna has set up Zoom for this meeting and if anyone was watching, they would be able to comment during this part of the meeting through that application on-line. Ms. Lavorgna noted no questions were expressed in the chat. .

III. Student Recognition

- **Maxwell Bonito**
- **Relena Laboy**

Mr. Parkhurst addressed the Board. He noted that one of the two students, Ms. Relena Laboy, was unable to attend this evening as she left school early due to illness. He congratulated, Mr. Maxwell Bonito and Miss 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. Ms. Laboy is an artist and will have her artwork displayed at Spring Hill Suites in the spring. Mr. Bonito has been involved in the music department participating in choir, theatre and the sound board.

IV. District Award Presentation by Connecticut Association of Boards of Education: Bonnie B. Carney Award of Excellence for Educational Communication

Mr. Parkhurst introduced Mr. Leonard Lockard, President of the Board of Education in the Town of Windsor and representative of CABA to present the district with the Connecticut Association of Boards of Education: Bonnie B. Carney Award of Excellence for Educational Communication. The award was given to the district for their Virtual Summer Read Aloud that took place over the summer months on-line. Members from the community, teachers, parents and others read aloud books on a daily basis and those videos would be posted on the website. He read from the submission given by the Mr. Parkhurst. He presented the award to the Chairwoman Mrs. Patricia King and Mr. Shawn Parkhurst, Superintendent of Schools.

V. Approval of Minutes

- **Minutes of January 23, 2020 - Regular Meeting**
- **Minutes of January 25, 2020 - Special Meeting**

It was **MOVED** (Byrne) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education approve the January 23, 2020 Regular Meeting and January 25, 2020 Special Meeting as presented.

VI. Personnel Report

Ms. Sheri Lee, Director of Human Services addressed the Board. She noted there are five retirement requests from longstanding employees, who are: Ms. Foney of 21 years of service; Ms. Hussey of 30 years of service; Ms. McSweegan of 34.5 years of years; Ms. Salling of 23 years of service and Ms. Walker of 25 years of service. Those teachers taught over 130 years of teaching at Windsor Locks Public Schools. She also had a resignation from Ms. Goulet, a special education teacher of six months.

It was **MOVED** (Byrne) and **SECONDED** (Gragnotati) and **PASSED** (U) that the Board of Education accepts Ms. Forney's, Ms. Hussey's, Ms. McSweegan's, Ms. Salling's and Ms. Walker's notice of retirement effective June 30, 2020, and offer them our sincere appreciation for all of their efforts on behalf of the students of Windsor Locks Public Schools.

It was **MOVED** (Byrne) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education accepts Ms. Goulet's resignation, effective February 21, 2020 and offer her our appreciation for all of her efforts on behalf of the students of the Windsor Locks Public Schools.

VII. Superintendent's Report

Mr. Shawn Parkhurst, Superintendent of Schools, addressed the Board. He first mentioned the continuing process of the FY 2020-2021 budget. Two Board of Education workshop meetings along with central office and leadership meetings to progress in the budget process. A Public Forum was held that the public was provided an opportunity to participate on-line. The Lady Raiders are entering conference tournament play and Class S State Tournament.. Good luck to the team. An internet safety presentation was held at the high school by Scott Driscoll for parents and students of the middle and high schools. It was informative for those who attended. The middle school hosted their Geography Bee and the winner was Michael Bukowinski, who was the runner up for the past two years. North Street School participated in World Read Aloud Day. Arthurs of various children's books were skyped in to read and answer any questions from the students. Finally, he discussed the NAEYC accreditation that North Street School was recently awarded.

VIII. Assistant Superintendent's Report

Ms. Sharon Cournoyer, Assistant Superintendent addressed the Board. She noted that the district is continuing to coach 6-12 English and Social Studies departments as well as Grade 1 team to infuse culturally relevant pedagogy into the lesson and unit plans. She attend a recent CIAC meeting and what the impact on the mill rate. She attended a financial home budgeting meeting that was hosted by Ms. Jessica Lavorgna. She participated in a visit to RISE academy with Mrs. King and attended the World Read Aloud at North Street School. She met with Assistant Superintendents from across the State to discuss problems of practice and leadership that impact the work on the curriculum, assessment and instruction to improve learning and teaching.

IX. Reports on Standing Committees

A. Correspondence

None.

B. Curriculum

Board Member Ms. Paige Latournes commented at the last meeting, Ms. Cournoyer invited teachers to show a video of students engaged in problem solving. It was nice seeing students in action. After the budget season, she would like to have those teachers come to a meeting and do a presentation.

It was **MOVED** (Latournes) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education approve the January 23, 2020 Curriculum Sub-Committee Minutes as presented.

C. Policy

None.

D. Finance

Vice-Chairwoman Ms. Margaret Byrne commented the sub-committee meeting consisted of Ms. Charmaine Bradshaw-Hill giving an update on line balances. It was a good conversation.

It was **MOVED** (Byrne) and **SECONDED** (Gragnolati) and **PASSED** (U) that the Board of Education approve the February 5, 2020 Finance Sub-Committee Minutes as presented.

VII. Old Business:

None.

VIII. New Business:

A. Progress Towards 19-20 Goals

Mr. Parkhurst gave an update on the chronic absenteeism goal and to date North has gone from 9.2% to 13.22%; South has gone from 5.9% to 8.3%; WLMS has gone from 8.9% to 11.1%; and, WLHS at 14.67% to 17.67%. He noted that there is an increase but the numbers are still lower than the 18-19 data. The increase is due to winter season illnesses..

A discussion was held.

B. 2020-2021 School Calendar

Mr. Parkhurst presented the proposed Board Meeting calendar for 2021-2022 to the Board.

The meetings are scheduled for the second and third Thursday of each month, one meeting scheduled for July, August, November and December.

It was **MOVED** (Byrne) and **SECONDED** (Latournes) and **PASSED** (U) that the Board of Education approves the Board Meeting Calendar as presented.

C. Proposed 20-21 School Budget

Mr. Parkhurst gave the Board documents for their review which was asked of him at the budget workshop meeting last Saturday. He said he has reduced his budget by \$870,030 which would be a proposed budget of \$32,917,223 or 4.9% increase. The green sheet of paper gives a list of all proposed reductions in detail. The Board has instructed him to reduce the budget further to 3% or \$600,000. The pink sheet of paper given shows the reduction in staff. The three additional documents are lists of staff, their funding and the number of students they teach, and staff members. The colored sheets of paper broke down the staff at the middle and high schools and what classes/number of students.

He would like to recommend the 4.9% increase at this time. He has submitted reduction of \$870,130. If the Board would like another meeting to discuss further reductions, that could be done as well. It was discussed that the only way reductions will be done is

through staff as the supplies have been reduced drastically and it will effect what programs are offered.

At the last meeting, the pool expenses were discussed. The broken down costs of the pool expenses are roughly \$50,193 per year and the district receives \$15,000 from the Town of Suffield for the use of the pool. The district pays \$35,000 for the pool and the town and community uses the pool. The discussion continued regarding the district's policies on the pool usage and facility usage fees. The policy is about nine years old and needs to be updated. All of the district buildings are being used by Park and Rec and other groups but the facility rates have not been adjusted and the fees are given to the Town and not the district other than the custodian costs. It was asked what income is transferred to the Town. Ms. Bradshaw-Hill noted in FY 2018-2019 invoice of \$19,475 was received with the deduction of \$5,300 for the custodial staff, the difference of \$14,175 went to the Town of Windsor Locks. Her office has to collect the funds from the different organizations.

A lengthy discussion was held regarding the facilities policy and updating same and the staffing lists and the number of special education teachers at each school.

It was ultimately decided to have another meeting and they decided on Monday, February 24, 2020 at 4:00 p.m. to give the Business Manager and her staff enough time to get their presentation books prepared for delivery on March 1, 2020 to the Board of Finance. The presentation will be March 5, 2020 and March 6, 2020.

It was asked if the Board would approve the reductions on the green sheet which is named Tier 1 Reductions so the business office can start preparing the documents for those reductions.

A brief discussion was held.

It was **MOVED** (Byrnes) and **SECONDED** (McGowan) and **PASSED** (3-0) (In Favor: P. King, M. Byrne, and J. McGowan; Opposed: None; Abstain: D. Gragnolati and P. Latournes) that the Board of Education accepts the Tier 1 Reductions as presented.

IX. Future Business:

None.

X. Adjournment

It was **MOVED** (Gragnolati) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education adjourns the Regular Meeting of February 13, 2020 at 7:15 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,
February 24, 2020 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 ever 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, C. Grado, D. Prinstein, J. Ferreira, M. Briggs, J. Robinson, S. Mills J. Lavorgna
Student Representatives:	K. Goud
Students:	C. Mackey, Erin and Justin
Staff:	D. Bole and others
Others:	A. Mackey, K. Christiansen, S. Couchon, K. Stone, C. LaDue, R. Anderson and many others
Press:	None

V. Call to Order

Chairwoman Mrs. Patricia King called the Special Meeting to Order at 6:05 p.m. in the Windsor Locks High School Media Center.

E. Pledge of Allegiance

All stood up and pleaded allegiance to the flag.

F. Roll Call for Quorum

All Board Members present.

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

Justin, a Windsor Locks Middle School student, addressed the Board. He was concerned that Ms. Chatis, his tech ed teacher would be losing her position due to the budget. He explained that Ms. Chatis has taught him about 3-D printing, using computers in all types of applications, advanced camera usage and lighting. His class has also learning how to design t-shirts through computer applications. She is also a track and field coach who inspires students to never give up.

Ella, a Windsor Locks High School student, addressed the Board. She wanted to speak in support of Ms. Chatis as she is her soccer coach and track and field coach. This is her second year on the track team and Ms. Chatis is teaching her how to handoff the baton. She is teaching me that I can never give up which also applies to her in the classroom. She helps students work with the 3-D printing to make projects, she personally still has the pair of dice she made on that printer.

Ms. Amy Mackey, 205 Montemerlo Drive, addressed the Board. She noted she has sent an email to Board Members and the Superintendent regarding the gifted and talented teacher at the high school. She has been fighting for the gifted and talented teacher since her son was in the fourth grade and his is presently a freshman in high school. He was bored as a student until he was given challenges in a non-traditional classroom with the gifted and talented classroom. She hopes that the Board will reconsider and have the gifted and talented teacher put back in the budget.

Ms. Kylee Christiansen, 103 Michele Drive, addressed the Board. She understands the budget cuts but cutting two teachers, Ms. Chatis and Ms. Yambor would be a terrible. She has a high school senior and she was not getting the enrichment she needed in the traditional classroom. She is doing well in the honors and AP classes, but she needs challenges and having that teacher challenging her, is helping her succeed. She hopes the Board will reconsider as she fears the stem/tech ed elimination may not impact the students in the short term, but in the long term it will be devastating.

Caiden, a Windsor Locks High School student, addressed the Board. He explained he has been a part of the enrichment curriculum for the past two years and it has opened up opportunities for him as a student. He explained to the Board that in his current class, they have built and flown a rocket that few 250 feet in the air. He has opportunity in taking AP and honor courses, but the enrichment class is a small section and has expanded his horizons. He asked the Board not to punish the students that are trying to achieve higher.

Mr. Parkhurst noted that Ms. Lavorgna has set up Zoom for this meeting and if anyone was watching, they would be able to comment during this part of the meeting through that application on-line. Ms. Lavorgna noted no questions were expressed in the chat. .

III. Approval of Minutes

- **Minutes of February 8, 2020 – Special Meeting**

There was an error noted the in the Minutes of February 8, 2020 Special Meeting, Section II, Paragraph 1, Line 18 and the amended is as follows:

“...add in 2 housekeepers, .5 sting teacher and a....:

to

“...add in 2 housekeepers, .5 string teacher and a ...”

It was **MOVED** (Byrne) and **SECONDED** (Latournes) and **PASSED** (U) that the Board of Education approve the February 8, 2020 Special Meeting as amended.

IV.

New Business

A. Final Budget Deliberations for FY 20-21 Public School Budget

Mr. Shawn Parkhurst, Superintendent of Schools, addressed the Board. He gave the Board documents for their review including the updated PowerPoint presentation. He welcomed everyone in attendance as the public has had a few opportunities to listen to the budget process. There were two Saturday budget workshop meetings and one open forum which was streamed online with Zoom. He updated his PowerPoint presentation discussing the changes. 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 meetings 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 reduced from the budget \$879,030 to \$32,917,223 or an increase of \$1.5 Million Dollars or 4.9% increase over FY 2019-2020 and that was approved by the Board on February 13, 2020. Due to the staff reductions, an additional \$118,000 will be reduced due to additional salary benefits. Therefore, the proposed budget would be an increase of 4.5% and as the Superintendent, he recommends this budget. He feels it is fiscally responsible. The proposed budget is \$31,799,105 or an increase of \$1.4 Million Dollars or 4.5% increase over last year's approved budget.

A discussion began regarding the additional proposed reductions which were listed on yellow paper which showed reductions and how those reductions could affect the budget. Salary expenses, general music teacher, food service unemployment, gifted and talented teacher and science/tech ed teacher. There was a concern of eliminating a science position at the high school would increase class size in a subject that could impact testing. The discussion to eliminating a lead teacher at Pine Meadow Academy and how that would affect the programs and Mr. Robinson indicated he would have to absorb those responsibilities and it would affect the structure of the day at Pine Meadow as there will not be an administrator in the building at all times. It would also affect having an ABA program at South Elementary School, which currently has four students, however, it is

anticipated that this will increase over the next year or two as the population increase of students with special needs. He would not advise cutting that position. They briefly discussed the special education summer positions of para educators, summer academy paras and summer tutors.

Mr. Parkhurst reminded the Board the supply lines over many years have been cut down to bare bones and he will be unable to cut any more from the supply lines. Mrs. King mentioned over many years the Board came in asking for a zero percent increase and now it is starting to take a toll.

A brief discussion was held.

It was **MOVED** (Latournes) and **SECONDED** (Gragnolati) and **FAILED TO PASS (2-3)** (In Favor: P. Latournes and D. Gragnolati; Opposed: J. McGowan, M. Byrne and P. King) that the Board of Education decreases the budget to 3.66% increase or \$32,528,602 or an increase of \$1,148,559 to eliminate General Music, Food Service Unemployment, Science position at high school, salary benefits, special education para educators, summer paras, summer tutors and PMA lead teacher.

The discussion continued regarding what items can be eliminated that are on the list of given to the Board but to also be able to reinstate the gifted and talented teacher at the high school and to STEM teacher at the middle school. The Business Manager and Mr. Parkhurst discussed the cost of adding those positions back into the budget and to include the salary benefits that go along with those positions and what that would be to the bottom line of the budget and the proposed increase. It was noted that they would eliminate some of the times and reinstate those teachers and it would bring the budget to a 4.9% increase.

It was **MOVED** (Byrne) and **SECONDED** (King) that the Board of Education eliminates General Music, Food Service Unemployment, Substitute para educators, Summer Academy paras and tutors and to reinstate gifted and talented teacher and STEM teacher, which would be a proposed budget of \$32,917,223 or 4.9% increase over last year's approved budget.

A discussion was held. Mr. Gragnolati indicated he has a problem with a 4.9% increase and asked if there were any other cuts that could be made. He is in agreement in keeping the enrichment teacher. Again, Mr. Parkhurst indicated that his leadership team and administrators have gone through the budget line by line and it is bare bone. He also noted that he feels that this is a responsible budget

A vote was taken:

In Favor: J. McGowan, M. Byrne and P. King

Opposed: P. Latournes and D. Gragnolati

Motion passed (3-2).

It was suggested to the audience to come to the presentation at the Board of Finance to support this budget and to let the Board of Finance know what the parents and community

feel about the budget. The presentation is scheduled for March 10, 2020 at 6:00 p.m. He then corrected himself and indicated it would be at 6:30 p.m. at the Town Hall.

B. Review Recommendations for Building Management System for WLMS

Mr. Parkhurst announced that the 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.

It was **MOVED** (Byrne) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education grants 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.

V. Public Audience

Ms. Shannon Couchon of 51 Acorn Drive addressed the Board. She emailed the Board when she found out the meeting was originally scheduled for 4:00 p.m. as she thought it would be hard for her to attend as she works. She wanted to suggest to the Board to have more parents attend the meetings, they should have the meetings listed on the PTO pages and have Facebook blasts giving a description as to what is happened and when the meetings are scheduled.

Mr. Kevin Stone of 406 South Elm Street addressed the Board. He asked that the increase in the budget, is it because of the State and the grant monies not receiving. Mr. Parkhurst explained to Mr. Stone in terms of the increase, it has to do with contractual obligations. There is only approximately \$78,000 which is discretionary. Mr. Stone asked why the Board was shooting so low. Mrs. King explained Mr. Parkhurst originally came in asking for a 7.9% increase. A discussion was held with Mr. Parkhurst, Mrs. King and Mr. Stone regarding the budget and the process with the Board of Finance.

Ms. Jessica Lavorgna, Director of Partnerships, indicated a viewer from Zoom, Ms. Karen Novakowski, 8 Midland Road had a question. She asked how many custodians were in each school. She was told overall there are 13 custodians total but Mr. Parkhurst couldn't respond to numbers in each school or how many housekeepers in each school, but he would get that information.

After the meeting, the information regarding the custodians were given to me as follows:

High School

District Custodial Coordinator (day custodian)
District H.V.A.C. Coordinator (day custodian)
District Electrician (day custodian)

District Grounds Mechanic (day custodian)
District Plumber (night custodian)
District H.V.A.C. Technician (night custodian)
Building Custodian II (day custodian)
Building Custodian II (night custodian)
Three evening housekeepers at 19.5 hours per week.
One day housekeeper dedicated to the pool/gym areas of the building at 19.5 hours per week.

Middle School

Building Head Custodian/Licensed Sheet Metal Worker (day custodian)
Building Custodian II (day custodian)
Building Custodian II (night custodian)
Three evening housekeepers at 19.5 hours per week.

Pine Meadow Academy

One evening housekeeper at 19.5 hours per week.

South Street Elementary School

Building Head Custodian (day custodian)
Three evening housekeepers at 19.5 hours per week.

North Street School

Building Head Custodian (day custodian)
Four evening housekeepers at 19.5 hours per week.
One day housekeeper at 20 hours per week.

R.I.S.E. Transition Academy

One evening housekeeper at 10 hours per week.

Mr. Chris LaDue of 15 Dexter Road addressed the Board. He has an eighth grade student is involved in the enrichment program at the middle school and she is doing very well in that classroom. He also has a child in the sixth grade and he would like that child to have the same opportunity his elder child is having in the enrichment program. He believes if the district eliminates the enrichment and stem programs, it is sending the wrong message to the students and community.

Ms. Novakowski still has questions regarding the custodians and housekeepers in the schools and Mr. Parkhurst noted he will get that information for her, which is noted above.

VI. Future Business:

Mr. Parkhurst reminded everyone the meeting scheduled for Thursday has been cancelled.

VII. Adjournment

It was **MOVED** (Gragnotati) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education adjourns the Special Meeting of February 24, 2020 at 7:09 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,
March 9, 2020 at 6:00 p.m.**

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

Members Present:	P. King, M. Byrne, J. McGowan, D. Gragnolati and P. Latournes
Members Absent:	None
Administrators:	S. Parkhurst, S. Cournoyer, C. Bradshaw-Hill, S. Mills, D. Prinstein, M. Briggs, J. Ferreira, J. Robinson, C. Grado and H. Earley
Student Representatives:	None
Students:	None
Staff:	J. Deming and a few others
Other Boards:	Board of Selectmen: C. Kervick, S. Storms and P. Harrington Board of Finance: N. Boucher, M. Ciarcia, L. Quagliaroli, P. Riedi, D. Weigert and L. VanGieson
Others:	S. Canon, K. Christensen and a few others
Press:	None

I. Call to Order

Chairwoman Mrs. Patricia King called the Special Meeting to Order at 6:01 p.m. in the Windsor Locks High School Medic Center.

II. Discussion and Strategic Planning for WLPS

She welcomed members of the Board of Selectmen and Board of Finance along with administration and the community members, present and virtually, to the meeting. This meeting is to discuss and to strategically plan for the Windsor Locks Public Schools. Mrs. King noted that about six years ago the district had a facility study done, which discussed if the district was to expand the Pre-K program at North Street School, the district would have to build a new building at North Street School. The other suggestions were to house the Pre-K in the BOE Central Office space or to move 2nd grade to South School and the 5th grade to the middle school and the 8th grade to the high school. The later of the plans of moving the grades 2, 5 and 8 student was not feasible. Given the current development of the Mill apartments in town and the future rising enrollment, it is unclear the needs of the town and considering the study was done over six years ago, she has asked Mr. Parkhurst, Superintendent of Schools, to contact the company who did that facility study six years ago and see if they would be willing to update those figures. Space is needed at North Street School to house a bigger Pre-K program. She discussed research that has shown children

who attend Pre-K programs are more apt to graduate high school, continue onto secondary education and less likely to need special services. Currently, Windsor Locks provides a Pre-K program through a lottery system as there is not enough space to offer the program to every child in the district. Since the bond rating is substantially low at this time, it was felt it would be a good time to discuss the district needs and the needs of the town and community, including the senior center.

Mr. Parkhurst thanked the Boards for coming together to discuss the district planning and decisions made do not affect just the public schools, but the entire town. First Selectman Mr. Christopher Kervick, added that Windsor Locks has the second highest population growth in the State of 2.74%, only second to the City of Norwalk. He believes that it would be a good idea to have the study updated to obtain the latest figures. It would be money well spent.

Mr. Norman Boucher, Chairman of the Board of Finance, commented to look at the buildings within the town and the possibility of renting a building to house the senior center. The building where the RISE program is housed was discussed and as well as the closing of North Street School. He commented when he was in school, the school had 400 students per class, now there are only a total of 1,800 students in the district. Mr. Steve Mills, Facilities Director, has been consulted about the buildings and it was his feeling that South Street

School would be recommended to close as it is less likely to add an addition and he mentioned the RISE program not being able to be housed at a BOE building.

Mr. Parkhurst indicated he has spoken to the facility study company and it would cost \$5,000 to upgrade the enrollment study. Mr. Robinson commented that the district recently invested in the location the RISE program. The building at the present time is owned by a bank but the district has a lease that is protected up to 20 years. Ms. Charmaine Bradshaw-Hill noted that the current five year lease has three additional five year increment leasing options. Mr. Paul Harrington, Selectman noted that a lot of money has been invested with this building and maybe if it is in foreclosure, the district may be able to purchase it for a reasonable price. Mr. Kervick wanted to caution everyone that until the enrollment study is complete, the district and town should not make any decisions. He believes the cost of the updated study is very reasonable for \$5,000. He believe the district should request those funds from the Board of Finance as soon as possible.

A lengthy discussion was held regarding the enrollment and building study. It was noted that the turn-around would be about 30 days to three months for the updated study.

Mr. Jeffery Ferreira, Principal of North Street School, addressed the meeting from the audience. He noted the facility study was an extensive process which included community input. After the study was released and discussed at a Board of Education meeting, no decision was ever made. He is the wrong person to ask what he would like, he would like a new building to house the Pre-K program. He would like to offer a full day program for every child in the district. Unfortunately at this time he is unable to do so and parents have been asking for the program more and more. It was asked if parents are paying for the classes and it was noted at the present time they are not, but if it went to full time, they

parents would be charged on a sliding scale. It was asked about space availability at North Street School and South Elementary School. Mr. Ferreira noted his building has no space and Ms. Briggs, Principal of South Elementary School, indicated she may have a classroom or two available. The discussion continued as Mr. Kervick noted that he has received funds from a refund which may be available for the updated enrollment study.

Questions related to the costs of the renovations for the RISE facility along with the cost of the yearly lease. It was noted the cost of the renovations were \$383,000 and the yearly cost of the lease is \$64,000. However, it was mentioned the district receives revenue from the RISE program as other districts, such as, Bloomfield, Suffield, Granby and East Granby are sending their students to the program and paying tuition to the district. This is a revenue source for the district which offsets some of the cost of renting the facility. Mr. Robinson noted that the cost of outplacing students from Windsor Locks to other facilities has decreased as those students are kept within the district and community. The average cost per student, including transportation, is \$85,000. The district has 12 students currently in the program. It was mentioned that it is not mandated that the RISE program cannot be housed in district buildings. It was questioned if the lease and upgrades were paid by a grant. It was answered the grand pays for the staff and paras.

III. Public Audience

Ms. Jessica Lavorgna, noted there was a question from Zoom from Kyle. He asked about the enrollment forecast will be for how many years down the road? It was answered 10 years.

Ms. Lucinda VanGieson, Board of Finance Alternate Member, inquired if the \$18,000 can be used towards both studies for the enrollment numbers and senior citizens as a demographic study. It was told that the last study only showed student enrollment numbers and it was certain if they could do a demographic study to include the senior population.

Ms. Lavorgna noted another comment from the Zoom audience, Ms. Shannon Couchon of 51 Acorn Drive asked about keeping programs in the budget. It was answered that the budget issues will be addressed tomorrow at the Board of Finance meeting wherein the Board of Education will be presenting their proposed budget. It was asked if the STEM/Gifted and Talented teachers were still in the proposal and it was in the proposal.

Mr. Norman Boucher, Chairman of the Board of Finance, asked about the cost of outplacing the district students. He was told it varies from year to year. He asked what the cap on students at RISE. He was told 25 and currently there 21 enrolled.

The discussion continued about the enrollment and facility study and the three options that were presented in the past. It was the general consensus that the Board of Education will request from the Board of Finance the \$5,000 to update the enrollment projections. The Board of Education will meet next week and take that action so it can be moved along to the Board of Finance.

IV. Adjournment

It was **MOVED** (Byrne) and **SECONDED** (Latournes) and **PASSED** (U) that the Board of Education adjourns the Special Meeting of March 9, 2020 at 7:05 p.m.

Respectfully submitted,

Denise M. Piotrowicz
Recording Secretary

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHERI LEE, DIRECTOR OF HUMAN RESOURCES
DATE: MARCH 24, 2020
RE: PERSONNEL REPORT

Retirement

Frank Rendon (DOH 8/13/1997), a Music Teacher at South Elementary School will retire effective February 28, 2020. At the time of his retirement, Mr. Rendon will have served the students of Windsor Locks for twenty-three and a half (23.5) years.

BOARD MOTION: "MOVE that the Board of Education accepts Mr. Rendon's notice of retirement effective February 28, 2020, and offer him our sincere appreciation for all of his efforts on behalf of the students of Windsor Locks Public Schools."

EXHIBIT V B

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN PARKHURST, SUPERINTENDENT
DATE: MARCH 24, 2020
RE: CURRICULUM COMMITTEE

APPROVE THE CURRICULUM COMMITTEE MEETING MINUTES – 2/13/20:

Minutes: Board of Education Curriculum Sub-Committee Meeting 2/13/2020:

1. In attendance: Debra Salling, Sue Montemerlo, Paige Latournes, Jim McGowan, Sharon Cournoyer
2. Overview of Bridges Math Program
 - a. Deb Salling and Sue Montemerlo shared the Bridges Math Program for grades K-5, which included:
 - i. Showed Models
 - ii. Shared a math “Work Place” that students use to explore math practices and concepts
 - iii. Described the “Math Forum” where teachers observe strategies and ask students to share their findings
 - iv. “Problem strings”: teacher gives a simple problem and then expand with students
 - v. “Number Corner”: a daily component of Bridges with calendar activities for students to either introduce or reinforce math concepts
 - b. Mr. McGowan asked if materials came home. Manipulatives usually do not but information is sent home to parents about the work and activities.
 - c. Ms. Latournes asked if students receive homework.
 - i. Deb and Sue replied that they do and there is a home connections booklet for students.
 - d. Ms. Latournes asked, “Do you find that the combination of the richness of problem solving with the different abilities of the different students a challenge?”
 - i. Mrs. Salling replied that Bridges intervention resources (Intervention kit) help with both remediation and enrichment.
3. There was discussion about the need for the full BOE to hear about the Math Bridges with a highlight on students demonstrating what they do.
4. It was decided that we would try to put on a board agenda after the budget season.
5. Meeting was adjourned

Respectfully Submitted by Sharon Cournoyer

BOARD MOTION: “MOVE that the Board of Education approve the Curriculum Committee Meeting Minutes of 3/9/20.”

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN PARKHURST, SUPERINTENDENT
DATE: MARCH 24, 2020
RE: POLICY 6114.81

Instruction

Emergencies and Disaster Preparedness

Pandemic/Epidemic Emergencies

Emergency Suspension of Policy During Pandemic

The Board of Education (Board) is authorized by statute to govern the District, including the adoption, revision, and suspension of Board policies.

The Board, through this policy, acknowledges school closures in response to a pandemic/epidemic and designates the Superintendent of Schools or his/her designee to act as a liaison for the District to ensure the health and safety of students, staff, and the community.

The World Health Organization on March 11, 2020 characterized COVID-19 as a pandemic. **Governor Lamont** declared a state of emergency and directed implementation of appropriate plans and procedures in response to the novel coronavirus (COVID-19). This action included closure of all Connecticut public schools. President Trump declared a national state of emergency.

The Connecticut State Department of Education (CSDE) has authority to waive instructional hours and school days, to interpret graduation requirements, and to oversee the allocation of resources for nutrition, transportation, and other crucial aspects of public education and is providing written guidance to school districts on issues related to COVID -19, including but not limited to student attendance, distance/online learning, high school credit, meal distribution, and other issues.

Temporary Powers Granted to Superintendent of Schools

The Board grants to the Superintendent the following temporary powers to address the COVID-19 pandemic emergency:

1. Authority to temporarily waive such Board policies or provisions of Board policies as the Superintendent shall deem necessary to comply with guidance from appropriate health or governmental authorities or necessary for other effective response.
2. Authority to take any lawful actions necessary to ensure the continuation of public education, to provide for the health and safety of students and employees, or to respond to direction from appropriate health and government authorities. Such action may include, but are not limited to, adjustments to the curriculum and the provision of alternate educational program options; modifications to the school calendar; adjustments to the delivery of school-provided meals; limitations on access to District property; applying to any governmental body for financial or other aid as may be available; and applying to any governmental body for waiver of regulations or requirements, compliance with which is affected by the COVID-19 pandemic emergency.
3. Authority to enter into contracts without Board approval for any dollar amount for the purchase of materials, equipment, supplies, or services for sanitation, cleaning, technology, or other needs directly related to the COVID-19 emergency situation, provided such action is consistent with all applicable State and Federal laws.
4. Authority to close any school facility without further action by this Board. Such closure shall continue during the emergency created by the COVID-19 pandemic until such time as the Superintendent, in consultation with appropriate health and government authorities, deems it in the best interests of the District and its students to open schools.
5. **Authority** based upon the needs of the District and the guidance from health and government agencies disseminated by CSDE, to direct staff assignments during District closures, including but not limited to essential employees who must report to work, employees who may be reassigned, and employees whose services are not needed.
6. Authority to limit access to public school grounds and District buildings during school closures.
7. Authority to waive the requirements requiring advertising for bids and competitive bid procedures for purchases which may be necessary due to the emergency. The Superintendent will document the reasons for which prompt remedial action is necessary to prevent physical injury to persons or to property of the District.

Suspension of Policies

The Board hereby suspends provisions of its policies and/or whole policies, as identified by the Superintendent or designee, if such suspension is necessary to implement the written guidance from CSDE relating to containing COVID-19 for the duration identified in the Governor's order of school closure.

Consultation with Board of Education

The Superintendent shall consult with and report to the Board as feasible, appropriate and timely regarding the emergency closure and efforts to implement written guidance from health and government agencies as disseminated by CSDE and other state agencies pertaining to this pandemic situation.

Board of Education Meetings

In the interest of public health, the Board encourages the public to attend its open public meetings via live streaming on television and/or the internet and to limit public comment to written comments. The Board reserves the right to adjust Board meeting dates, times, and locations during the District-wide emergency closure in a manner consistent with the Freedom of Information Act. Further, any or all Board members may attend Board meetings electronically.

P6114.81(c)

Instruction

Pandemic/Epidemic Emergencies

Emergency Suspension of Policy During Pandemic (continued)

(cf. 1120 – Public Participation at Board Meetings)

(cf. 2210 – Administrative Leeway in Absence of Board Policy)

(cf. 3323 – Soliciting Prices)

(cf. 3542 – Food Service)

(cf. 3542.31 – Free or Reduced Price Lunches)

(cf. 5110 – Attendance)

(cf. 5113 – Attendance and Excuses)

(cf. 5118.1 – Homeless Students)

(cf. 5141.22 – Communicable/Infectious Diseases)

(cf. 5141.6 – Crisis Management Plan)

(cf. 6111 – School Calendar)

(cf. 6114 – Emergencies and Disaster Preparedness)

(cf. 6114.6 – Emergency Closings)

(cf. 6114.8 – Pandemic/Epidemic Emergency)

(cf. 6146 – Graduation Requirements)

(cf. 6159/6171 – Special Education)

(cf. 6172.6 – Virtual/Online Courses)

(cf. 9321 – Time, Place, Notification of Meetings)

(cf. 9325 – Meeting Conduct)

(cf. 9325.43 – Attendance at Meetings via Electronic Communications)

Legal Reference:

Connecticut General Statutes

10-154a Professional communications between teacher or nurse and student.

10-207 Duties of medical advisors.

10-209 Records not to be public.

10-210 Notice of disease to be given parent or guardian.

10-221 Boards of education to prescribe rules.

19a-221 Quarantine of certain persons.

The Family Educational Rights and Privacy Act of 1974, (FERPA), 20 U.S.C. 1232g, 45 C.F.R. 99.

Policy adopted:

WINDSOR LOCKS PUBLIC SCHOOLS

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN PARKHURST, SUPERINTENDENT
DATE: MARCH 24, 2020
RE: MOU

**Memorandum of Understanding
Between
Windsor Locks Teachers Association
And
Windsor Locks Board of Education**

This Memorandum of Understanding (hereinafter referred to “MOU”) is entered between the Windsor Locks Board of Education (hereinafter referred to as “Board”) and the Windsor Locks Teachers Association (hereinafter referred to “Association”) who are parties in a Collective Bargaining Agreement for the period covering July 1, 2019 through June 30, 2020.

The Board and the Association hereby enter into the following MOU regarding distance learning due to school closures related to COVID-19:

1. Distance learning shall be limited to the 2019-2020 school year. The Association and the Superintendent will consult on a bi-weekly (or more) basis to monitor and determine the continued needs.
2. Distance learning is defined as age-appropriate activities that can be assigned, completed independently, and assessed using the appropriate classroom platform (i.e. Google Classroom).
3. Bargaining unit members will engage students in virtual/distance learning experiences throughout the workday utilizing the district distance learning plan created on March 11, 2020. Bargaining unit members will continue to assess and grade student work during the distance learning plan.
4. Bargaining unit members will check and respond to their email for questions from students and parents **no less than two times** per day at times between the hours of 8:00 A.M. and 3:00 P.M. Tuesday - Friday, and on Mondays as follows:
 - a. Monday, March 30, 2020, and every Monday thereafter for the duration of the extended school closure (except Monday holidays), bargaining unit members shall make themselves available between the hours of 8:00 a.m. and 12:00 P.M. for students as outlined in section 3.
 - b. Monday, March 30, 2020, bargaining unit members shall be available for virtual faculty meetings and/or departmental PLC’s via Google Meet or

other agreed upon platform from 12:30 P.M. and 3:00 P.M.; and every Monday thereafter for the duration of the extended school closure (except Monday holidays).

5. Bargaining members will provide feedback on student work as it is submitted in a timely manner, during the hours of 8:00 A.M. and 3:00 P.M. Tuesday-Friday and 8:00 A.M. and 12:00 P.M. on Mondays throughout the distance learning timeframe.
6. Assessment will be conducted in a digital format when possible, aligned to standards and indicators and recorded in PowerSchool; bargaining unit members will continue to utilize the district's vision of mastery-based learning and record when evidence of mastery has been collected from the student work.
7. Reports of progress and formalized report cards/transcripts will be completed if the duration of this agreement is still in effect when they are expected to be completed.
8. To the extent possible, communication between teachers and students/parents will be through email and/or approved online platforms (i.e. Google Classroom) being used to post instruction. Should parents or students need to speak to a teacher who is working remotely, they will be directed to email the teacher, and the teacher shall contact them at a mutually agreeable time using Google Chat, Google Meet or other form of approved communication platform. Should teachers choose to use their personal phones, teachers are strongly encouraged to utilize *67 to block their phone number and strongly discouraged from texting with students and families.
9. Support staff (i.e. guidance, social workers, school psychologists, special education teachers, interventionists, etc.) shall make themselves available for related services with students during the agreed upon times of Tuesday-Friday from 8:00 A.M.-3:00 P.M. and Mondays from 8:00 A.M. until 12:00 P.M. Such services can be Google Chat, Google Meet, over the phone, etc.
10. Special education teachers shall reach out to the families of (should be "on") their caseloads to offer them a contact platform if their services are needed during the distance learning process.
11. Teachers who need assistance with troubleshooting technological issues will communicate their need to SysAid using the following link: <http://sysaid.wlps.org:8080/Login.jsp?navLanguage=en-US> or email any of the technology staff.
12. Students or parents/guardians who need assistance with troubleshooting technological issues, including issues related to hardware, software or accessing the online platforms, the district will provide a means by which students or parents/guardians can communicate with the IT department, such as a help desk phone number or access to the work order system. Teachers will not be expected to provide technological support or to be intermediaries between students or parents/guardians and the IT department.
13. Classroom teachers are not expected to take attendance (why not?), but will track participation via work towards completion of assignments. Classroom teachers who need assistance with students who are not participating, or otherwise not completing the required activities, the teacher shall inform their building administrator who shall address the issue accordingly.
14. In the event a bargaining unit member requires absence from work responsibilities (add: for reasons permitted in the collective bargaining agreement), the bargaining unit member shall report such absences through Frontline, and also post or email such absence to students and parents/guardians. The Building Administrator shall be responsible for informing parents of the absence for extended absences and/or extenuating circumstances.

15. Bargaining unit members are expected to fulfill their professional responsibilities, but members who exhibit a good faith effort to comply with this Agreement shall not be subject to disciplinary action for lesson planning, implementation, delivery, and/or student assessment associated with distance learning due to the unique circumstances surrounding this agreement so long as they make a good faith effort.
16. Bargaining unit members shall not be evaluated and improvement plans (if applicable) shall be put on hold during the duration of this agreement. (As of this moment this law is still in effect and must be complied with; change by striking “not” and add to the end “unless the requirements are waived by the State Department of Education or the Governor”)
17. Any and all days of distance learning shall be applied to the teacher work year as outlined in the Collective Bargaining Agreement. All school holidays and the April vacation on the district calendar before March 14, 2020 will be observed.
18. Bargaining unit members shall be compensated their full salaries in accordance with the provisions of the Collective Bargaining Agreement.
19. Association members with stipended positions stipulated in the Collective Bargaining Agreement (i.e. academic stipends, coaches, yearbook, audio-visual, student council, etc.) that commenced prior to March 14, 2020 shall be paid their full stipends in accordance with the Collective Bargaining Agreement.
20. Contractually stipend payment to bargaining unit members who coach a spring sport (after March 14, 2020 shall be negotiated at a later date; dependent on the CIAC ruling regarding Spring Sports.
21. All provisions of the Collective Bargaining Agreement shall remain in effect except to the extent such provisions have been durationally modified by this agreement.
22. This MOU shall not be used as a precedent or cited as practice by either the Board or Association in any proceeding whatsoever except to enforce the terms of this MOU.

This MOU shall expire on or before June 17, 2020; upon return of students to school or a Board approved calendar change.

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN PARKHURST, SUPERINTENDENT
DATE: MARCH 24, 2020
RE: F/Y 20-21 SCHOOL BUDGET DISCUSSION

From First Selectman Chris Kervick:

"Governor's Executive Order No. 71. Paragraph 13 makes the Board of Selectmen the sole budget adopter, and no referendum or town meeting need be held. Despite the use of the mandatory language "shall" I wish to make it clear that I expect the entire budget preparation process to proceed in its usual fashion. I wish to reassure all of you that the Board of Selectmen will make no attempt to usurp the vital role that the Board of Finance and our citizens play in setting the annual budget. We will have the technology in place to conduct meetings remotely, and we have the authorizations we need to modify current practices to allow public viewing and even public participation in our meetings on a remote basis. Once the Board of Finance has settled upon a recommended budget, I believe we have the capability to conduct the annual budget town meeting in the normal fashion, albeit through remote means. Whether or not the Board of Selectmen will have to formally adopt the budget approved by our citizens due to the language of this executive order, should be only a legal formality at that point.

As far as meetings, we need to get back on track. Partly to test the technology and partly to reassure the public confidence, I plan to call a Special Board of Selectmen meeting for this Tuesday, March 24, 2020 at 6:00 pm. I would ask that Chairman Boucher consider conducting the next Board of Finance meeting the following night, Wednesday March 25, at 6:30 pm. All of these, of course will be conducted remotely. A briefing on the technology will be made available on Monday, but the gist of it is that each board member will be able to attend via home computer, smart phone or even a land line telephone. The public will be able to do the same. The Board of Education also plans to meet remotely next week. All other Boards and Commissions should consider postponing any meeting scheduled for next week. I think it is best that we ease back into a routine. For the most part, all mandatory deadlines have been extended so any delays should not cause hardship."

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN PARKHURST, SUPERINTENDENT
DATE: MARCH 24, 2020
RE: UPDATE ON INTERIM LEARNING

Remote Learning Overview

*“Our goal is to provide appropriate opportunities to **reinforce** previous learning, introduce and **support** new learning, **innovate** with some creative approaches, utilize tools that families and students are familiar with (especially as these relate to **communication**) and, most importantly, **honor** the idea that these are uncharted waters for all of us— families and schools— and there will be glitches along the way that we’ll navigate together”.*

- Communications to the community and staff frequently -all posted on wlps.org
- Proactive leadership action to shift the 3/16/20 scheduled professional development day to creation of supplemental learning activities
- Wednesday, March 11, leadership and instructional specialists developed templates for supplemental learning and a facilitation guide; including plans to meet IEP and 504 requirements
- School closure for a minimum of two weeks after a full day on Friday March 13, 2020 in collaboration with the local health department
- Nearly daily conference calls with Governor and Commissioner of Education
- Attendance at weekly Windsor Locks Unified Command Group
- Weekly local Public Health Department meetings
- Closure was extended to and including March 30, 2020 currently
- Closure began March 16th week
 - Approximately 280 students were served breakfasts and lunches each day
 - Leadership worked to develop virtual professional learning days on 3/23/20 and 3/24/2020 for teachers to utilize the state resources and to develop remote interim learning experiences for all children.
 - Cabinet meeting with teacher’s union to develop MOU for remote learning
 - IT set up worked with leadership to make sure the appropriate resources (apps and software) were being utilized to bring remote learning to students

- Deployment plan for students without electronic devices at home was created
- Special Education Director worked with area colleagues to put together a guide to help special education teachers and paraprofessionals support students remotely.
- 3/19/2020 Remote Leadership meeting to review professional learning plans, templates and potential teaching schedule for the following week.
- Website developed devoted to Interim Remote Learning
- Redesigned Education Everywhere to ***Education Everywhere in Extraordinary Times*** (airing Tuesdays and Wednesdays)
- Promoted community-wide Bell Ringing
- 3/23/2020 and 3/24/2020 remote professional learning meetings.
 - § District meeting with the Superintendent
 - § Faculty meetings with building principals
 - § Department/grade level meetings to plan longer term remote learning and communication plans with students and families.
- 3/25/2020-3/27/2020 continued remote learning planning, communication with parents and students and pick up of learning packets for North Elementary students without internet or devices

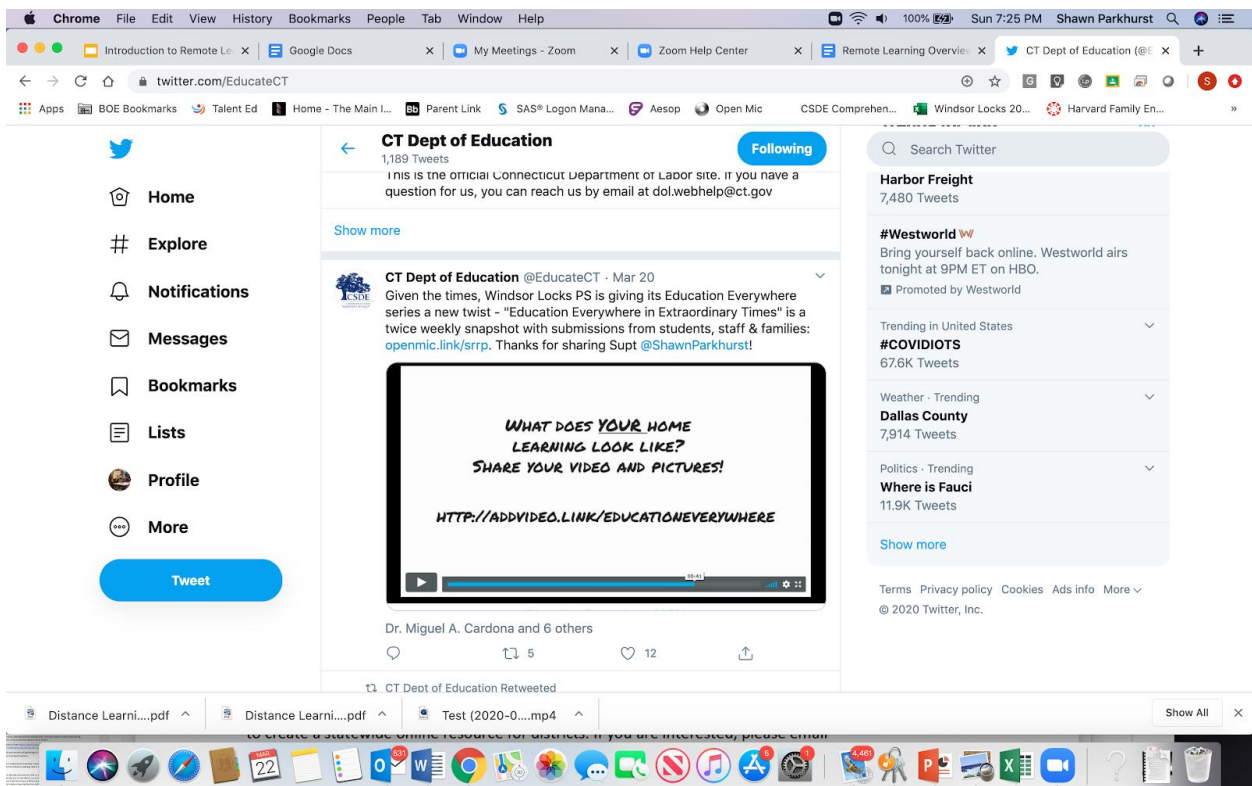


Exhibit VII D

Early Release PLC Days	
Month 1st Day	8:00-11:00
Month 2nd Day	11:00 - 1:00
Month 3rd	1:00-3:00
Month 4-6	3:00-5:00
Month 7-8	7:00-9:00
PLMA (Alternative)	1:00 - 3:00
High PK-12	7:00-1:00
ESSE	8:00 - 1:00

Windsor Locks Public Schools 2019-2020 School Calendar

Teachers 180 days/Students 192 days

Approved 12/13/18
Revised 9/23/20

February 2020 18/18

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

March 2020 20/21

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	31			

April 2020 16/16

M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

May 2020 18/20

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

June 2020 6/0

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*			

Snow Date	Make-Up Date
12/2/19	6/12/20
12/3/19	6/15/20
12/11/19	6/16/20
12/17/19	6/17/20

August 2019 30

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

September 2019 30/28

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				

October 2019 31/31

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	

November 2019 18/17

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

December 2019 15/15

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	31			

January 2020 18/21

M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

April 2019	
22	New Employee Orientation
23	Conventions & PK-12 ProfStaff Development
27, 28	PK-12 ProfStaff Development
29	Students' First Day of School
September 2019	
1	No School - Labor Day
9, 10, 20	PK-12 PLC
2	Kindergarten First Day of School
3	Pre-K First Day of School
18	North - Parent Information Night 5:00 - 7:00 pm
19	South - Parent Information Night 5:00 - 7:00 pm
22	4 Day Early Release PK-12 ProfStaff Development
October 2019	
9, 22, 23	PK-12 PLC
1	High - Parent Information Night 6:00 - 8:00 pm
2	Middle - Parent Information Night 6:00 - 8:00 pm
24	No School - Columbus Day
November 2019	
18	PK-12 PLC
3	No School - Election Day, ProfStaff Development
11	No School - Veterans Day
27	4 Day Early Release - Thanksgiving Break
28 - 29	No School - Thanksgiving Break
December 2019	
2, 9, 16	PK-12 PLC
12	4 Day Early Release - State or Led Conferences, and Evening Conferences
23 - 24	No School - December Break
January 2020	
1	No School - Open Year Holiday
6, 13	PK-12 PLC
20	No School - Martin Luther King, Jr. Day
27	4 Day Early Release PK-12 ProfStaff Development
February 2020	
3, 10, 24	PK-12 PLC
17	No School - President's Day
24	No School - Vacation Day
2, 9, 23	PK-12 PLC
23	No School - Professional Development Day
April 2020	
6, 13, 27	PK-12 PLC
7	4 Day Early Release PK-12 Student-Led Conferences
10	No School - Good Friday
13 - 17	No School - Spring Break
May 2020	
4, 18	PK-12 PLC
17	4 Day Early Release PK-12 ProfStaff Development
22	No School - Memorial Day
June 2020	
1, 8	PK-12 PLC
22	4 Day Early Release PK-12 (last 2 days of school will be PK-12 Early Release Days)
27	Last Day of School & Graduation (Tuesday), 4 Day Early Release PK-12
6	Emergency Snow Day Reserve: If it needs days in June, April Vacation will be shortened if necessary.

Windsor Locks Public Schools

www.wlps.org

EDUCATIONAL LEADERSHIP

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Sharon Cournoyer
Assistant Superintendent of Schools 860-292-5750

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North Street School 860-292-5027

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

David Prinstein, Principal, Christine Domler, Assistant Principal
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