

WINDSOR LOCKS PUBLIC SCHOOLS



BOARD OF EDUCATION MEETING

Special Meeting

April 2, 2020

4:00 p.m.

Join Zoom Meeting

<https://zoom.us/j/993955121?pwd=ay84S2lJSzY3RTR5TmlLT3ZRbC82Zz09>

Meeting ID: 993 955 121

Password: 890252

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
April 2, 2020**

WINDSOR LOCKS BOARD OF EDUCATION - 4:00 pm

Join Zoom Meeting:

<https://zoom.us/j/993955121?pwd=ay84S2IJSzY3RTR5TmILT3ZRbC82Zz09>

Meeting ID: 993 955 121 Password: 890252

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

- March 24, 2020 – Special Meeting
- March 26, 2020 – Special Meeting

IV. COVID-19 Update, Discussion, and Status

A. District Update:

- Superintendent of Schools
- Assistant Superintendent of Schools
- Human Resource Director
- Business Manager
- Information Technology Director
- Facilities Manager

B. School Updates:

- North Street School
- South Elementary School
- Windsor Locks Middle School
- Pine Meadow Academy
- Windsor Locks High School
- RISE Transition Academy

V. Discussion of F/Y 20-21 School Budget

VI. 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.

VII. Adjourn to 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:

- Union Personnel Discussions During COVID-19 Closure

That attendance in the Executive Session shall be limited to:

- BOE Members
- Superintendent
- Human Resource Director
- Business Manager

VIII. Adjourn to Regular Meeting

IX. Action on Executive Session: **Vote Possible**

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/Event	Location
April 3, 2020	10:00 am	Superintendent Parent Check In – Optional	Remote Phone: 1-929-205-6099 Id: 999-672-877
April 3, 2020	10:00 am	WLMS Student Drop By Neighborhood Caravan Parade	Windsor Locks Neighborhoods
April 6, 2020	2:30 pm	WLHS Caravan Parade	Windsor Locks Neighborhoods
April 7, 2020	9:00 am	Town Unified Command Meeting	Remote
April 7, 2020	6:30 pm	Tentative Board of Finance Meeting	Remote
April 8, 2020	1:00 pm	Wellness Wednesday – Live Workout for Staff, Students, and Families!	Remote from Mr. Lepak’s Basement!
April 8, 2020	6:30 pm	Tentative Board of Finance Meeting	Remote
April 9, 2020	9:00 am	North Central Health Department Meeting	Remote
April 9, 2020	5:00 pm	BOE Curriculum Subcommittee	Remote
April 9, 2020	6:00 pm	Regular Board of Education Meeting	Remote

EXHIBIT III

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN PARKHURST, SUPERINTENDENT

DATE: APRIL 2, 2020

RE: APPROVAL OF MINUTES

- March 24, 2020 – Special Meeting
- March 26, 2020 – Special Meeting

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

**MINUTES OF THE SPECIAL MEETING,
March 24, 2020 at 4:00 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:	Unknown
Staff:	D. Bole
Others:	72 total people were signed in on the call
Press:	None

I. Call to Order

Chairwoman Patricia King called the Special Meeting to Order at 4:08 p.m. held via teleconferencing – Zoom Call No.: 929-205-6099; Meeting ID: 509 203 521.

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

Before the Student Representative reports, Chairwoman Mrs. Patricia King addressed the Board. During this hectic time, everyone is trying to make the best education for students, she publically thank everyone involved from the teachers, administration, Board Members, parents, students and all other staff members.

Miss Krithi Goud, Student Representative, addressed the Board. The last time the Board met was in February and she commented on a few things that have happened since the last meeting. She mentioned show choir held their annual Nutmeg Festival at the high school. There were many show choirs from different states that competed. It was fun watching all of those performances. She also mentioned in early March, Ms. Grado and five other female students attended Women's and Girl's at the State Capital to celebrate history month.

Mr. Nick Passaro, Student Representative, addressed the Board. He noted that there were plenty of cancellations that took place over the last two weeks. He noted the girls' basketball team who had a great season was unable to complete the tournament as the CIAC had cancelled all tournament games. The England/Ireland trip has also been cancelled due to the virus. Before the schools closed, the high school celebrated Dr. Seuss Day. Students from North Street School went to the high school and was treated to older students reading to them Dr. Seuss books. It was a fun day!

D. Board of Education Communications

Board Member Ms. Paige Latournes commented that she attended the Nutmeg Festival. She enjoyed seeing both middle school and high school performances. It was a great showing of families, students and staff that attended. Great job to the performers!

Vice-Chairwoman Ms. Margaret Byrne remarked that she recently participated in Reading Day at North Street School. It was wonderful!

Board Member Mr. Jim McGowan thanked everyone who has been involved in handing out the meals for the students while they are at home. Job well done!

Ms. Latournes also thanked Mr. Parkhurst for keeping the Board of Education and families updated during this health crisis.

Chairwoman Mrs. Patricia King also thanked Mr. Parkhurst for all of his outreaching to the parents and community with his emails including his "Education is Everywhere" emails.

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

None.

III. Approval of Minutes

- **Minutes of February 13, 2020 Regular Meeting**

There was an error noted in the Minutes of February 13, 2020 Meeting in Section VI. Personnel Report, Paragraph 1 and the amended is as follows:

"...who are: Ms. Foney of 21 years..."

to

“...who are: Ms. Forney of 21 years...”

and

“...Ms. McSweegan of 34.5 years of years...”

to

“...Ms. McSweegan of 36 years of service...”

It was **MOVED** (Byrne) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education approve the February 13, 2020 Regular Meeting Minutes, as amended.

- **Minutes of February 24, 2020 Special Meeting**

It was **MOVED** (Byrne) and **SECONDED** (Latournes) and **PASSED** (U) that the Board of Education approve the February 24, 2020 Special Meeting Minutes, as presented.

- **Minutes of March 9, 2020 Special Meeting**

It was **MOVED** (Byrne) and **SECONDED** (Latournes) and **PASSED** (U) that the Board of Education approve the March 9, 2020 Special Meeting, as presented.

IV. Personnel Report/Personnel During Closure

A. Retirement

Ms. Sheri Lee, Human Resources Director, addressed the Board. She noted that Mr. Frank Rendon, 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.

It was **MOVED** (Byrne) and **SECONDED** (McGowan) and **PASSED** (U) 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

B. Personnel During Closure

Mr. Shawn Parkhurst, Superintendent of Schools, addressed the Board. He has been in constant communication with personnel and Board Members. He noted that last evening the Governor has put in an executive order to keep the schools close until April 20. He has advised the Board of Education. Ms. Lee began explaining to the Board about a week ago further planning began for employees to start working from home, including paras. Teachers have been working with

paras and administrators to assist them to work remotely. Teachers and paras have been reaching out to families confirming contact information and working on a communication bridge. Events that were scheduled have now been cancelled and students and families have been notified. Custodians are working rotating shifts and are in the building every day. They assist the food service in getting meals ready for students and families for pick-up. They also monitor the boilers in the buildings and help maintain the pool at the high school. Three days per week, the high school pool needs chemicals and maintenance. Food service has been having staff report twice per week, Monday and Thursday as they are essential employees making multiple meals for each day of the week for children. They have been working 6 hours per day. The Board Attorney has been consulted and he has recommended that the Board continue to pay staff as these are unrepresented times. Ms. Byrne inquired about school nurses. Ms. Lee indicated they are working remotely as they are assisting the school psychologist and social worker working on plans for students. Mr. Parkhurst reminded the Board this is what the district is doing presently, but anything can change as the situation is very fluid at the moment. A question was raised about the custodians if they were one in each building per day, and she was answered as there is one custodian per day rotating to all the district buildings. Ms. Lee reminded the Board as the weather turns nicer outside, more custodians will be working as they will have more outdoor tasks to perform.

V. Reports on Standing Committees

A. Correspondence

None.

B. Curriculum

Board Member Ms. Paige Latournes remarked that she did not have a report but would like the minutes of the March 9, 2020 meeting approved.

It was **MOVED** (Latournes) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education approve the March 9, 2020 Curriculum Sub-Committee Regular Meeting, as presented.

C. Policy

Mr. Parkhurst addressed the Board. He indicated in the Board packet was a new Policy No.: 6114.81 which discusses emergencies and disaster preparedness in light of the recent Pandemic emergency. The policy specifically discusses the COVID-19 Pandemic and discusses school closures and the State of Emergency the Governor declared on March 11, 2020. In the policy, the Board would grant temporary powers to the Superintendent of Schools, specifically he spoke about No. 7 of those powers which gives the authority to the Superintendent to waive the requirements of 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 the property of the District. This policy is recommended by CABE and the attorney. He indicated most Boards are meeting this week and are passing such a policy.

A lengthy discussion was held. It was felt this was an unusual policy to recommend to the Board. Mr. Parkhurst was in agreement with that statement, but noted that CABE is recommending this policy as this is an emergency situation. It has not gone to the policy sub-committee as it is an emergency situation. The policy can be suspended after the emergency takes place and then run through the proper policy approval course. It was also noted this policy specifically states COVID-19 pandemic. Ms. Byrne noted that many of the actions listed in the policy have already taken place. She discussed the No. 3 of the policy indicating that the Superintendent is given the authority to enter into contacts without the Board's approval. Mr. Parkhurst quickly noted that the buildings may need to be deep cleaned due to the COVID-19 or if a broken pipe should happen and needs to be fixed quickly.

It was **MOVED** (Gragnolati) and **SECONDED** (Latournes) and **PASSED** (4-1) (In favor: D. Gragnolati, P. Latournes, J. McGowan, P. King; Opposed: M. Byrne) that the Board of Education approves the Policy No.: 6114.81 as presented.

D. Finance

None.

VII. Old Business:

None.

VIII. New Business:

A. Memorandum of Understanding: Windsor Locks Teachers Association

Mr. Parkhurst indicated that beginning on Page 30 of the Board's packet, is the proposed draft of the Memorandum of Understanding Between Windsor Locks Teachers Association and the Windsor Locks Board of Education. It has been reviewed by the Board's attorney. He is presenting it to the Board for their approval. Chairwoman Mrs. Patricia King read through each and every numbered paragraphs within the MOU from No. 1 through No. 22. The second paragraph was discussed with Ms. Sharon Cournoyer discussing what the teachers are doing to prepare for the online learning at North Street School, South Elementary School, middle school and high school including what programs and being used in the elementary school which included the Reminder App and at the other grade levels, Google Classroom is the format being used. It was questioned contact with the student during the day. Mr. Parkhurst noted that information was discussed in Paragraph 4 of the agreement. The third paragraph spoke about teacher access. Mr. Parkhurst indicated it would depend on the platform that is being used and how the students/parents have access to that teacher. He noted that the teachers will get feedback from the students/parents and give assessments and due dates where necessary.

He noted that on Wednesday, teachers will be reaching out to students/parents either by email or telephone. The discussion continued about special services and how they are reaching out and helping those children including the school psychologist, social worker and special education students and how those students are receiving the emotional support that they need. They briefly discussed Paragraph Nos. 4, 5, and 6, noting that Monday's will still be considered a PLC day and teachers will attend a virtual meeting. When discussing Paragraph 7, it was noted that the word should be changed from "accepted" to "expected" and "due" dates. It was question what plan was there to engage those students that weren't engaged in distant learning. How does it impact the student's grade? Mr. Parkhurst noted that issue will be discussed further in the agreement in Paragraph 9. The discussion continued with Paragraph 8 which discussed communication with students and families. Ms. Byrne noted a few changes in the wording, changing ie to eg. They briefly discussed Paragraphs 10, 11 and 12. They discussed Paragraph 13 regarding taking attendance. Students will have to log onto the Google Classroom to do their work and prove that they have met the standards. If students were not attending or signing in and teachers have attempted to speak to the family, then building administrators will step in and call those families. The Board was reassured that the students have a real schedule. They continued to discuss the agreement Paragraph 14 and 15. When discussing Paragraph 15, it was asked about teacher discipline. Mr. Parkhurst advised the Board it would be handled as it is presently handed. A teacher will have a verbal warning and if the problem continues, then it will be a written warning. Paragraph 16 discusses bargaining union members not be evaluated and improvement plans be put on hold during this agreement unless the requirement is waived by the State Department of Education or the Governor. Paragraph 17 addressed April vacation and any school holidays on the calendar before March 14, 2020 will be observed. A short discussion was held about the April vacation and how it would disrupt the distant learning. It was suggested making a change to say possible change of the calendar, but it would have to be agreed upon by the Windsor Locks Teachers Association. Paragraph 18 discussed bargaining units members shall be compensation for their full salaries. The next paragraph discussed was discussing the stipended positions stipulated in the Collective Bargaining Agreement. The discussion continued about what activities included in those stipended positions and some of those activities are still ongoing, for instance, yearbook at high school. Paragraph 20 discussed contractually stipend payments for spring sports.

A brief discussion was held.

It was **MOVED** (Byrne) and **SECONDED** (Latournes) and **PASSED** (U) that the Board of Education accepts the MOU between the Windsor Locks Teachers Association and Windsor Locks Board of Education, as amended. .

B. F/Y 20-21 Budget Discussion

Mr. Parkhurst indicated that in the Board Member's packet discussed the current budget process due to COVID-19. The Board of Finance will be meeting to discuss and recommend the budget. The meeting will happen remotely. Chairwoman Mrs. King noted that she has questions about the appeal process and she believes due to the Governor's executive order, the Board of Finance will not hear appeals. Mr. Parkhurst indicated has spoken to the First Selectman and he has told him that there will be ample

time to appeal decisions of the Board of Finance, however, it will be done quicker than usual the next day or within 2 days.

A brief discussion was held.

C. Update on Interim Remote Learning

Ms. Sharon Cournoyer addressed the Board. She gave the Board an overview of the Remote Learning at the district. She notes that there are many facets to remote learning which include, frequent communications with the staff and community; proactive leadership action to shift the March 16, 2020 scheduled professional development day to creation of supplemental learning activities; leadership and instructional specialists developed templates for supplemental learning including plans to meet IEP and 504 requirements; school closure for a minimum of two weeks after collaboration with the local health department; daily conference calls with Governor and Commissioner of Education; attendance at weekly Windsor Locks Unified Command Group; closure was extended to include March 30, 2020; since the closure began, 250 students were served breakfast and lunch each day; leadership worked virtually to develop remote interim learning; cabinet meeting with teacher's union to develop MOU for remote learning; IT worked to set up the appropriate software and apps for remote learning; deployment of electronic devices for student home use; Director of Special Education developed a plan for special education teachers and paras to support students to work remotely; website designed to support remote learning; promoted community-wide bell ringing; and professional remote learning meetings with Superintendent, administrators and faculty and also discuss communication with families. Lastly, to continue to plan for remote learning and to communicate with parents and students to pick-up learning packets for North Street School students.

A brief discussion was held.

D. Discussion of 2019-2020 School Calendar

Mr. Parkhurst presented the proposed school calendar for 2019-20 to the Board. He noted that the last day of school is still scheduled for June 17, 2020 which includes April vacation along with any holidays which were listed in the calendar. Graduation is still scheduled for June 11, 2020. There was a question as to how many days the teachers are required to work under their contract and it was noted it was 185 days.

IX. Public Audience

An email was received by Mr. Shawn Parkhurst for public audience portion of the meeting to be attached to the meeting.

With all societal situations that have caused examination, address, and preparedness in our schools, I don't think many of us prepared for social distancing and, in some cases, isolation. I am a hugger!! Coping remotely just isn't the same, except that it is the same for EVERYONE. So, I firstly want to send a virtual hug to all of the Class of 2020, parents, students, friends. We have been through challenges and we will get through this together. We are also Raider strong with an amazing community of support!! Remember

your roots. Secondly, I want to extend my thanks to the Board, the administration, teachers, and all staff who have become our front line and coping mechanism. You have your own families to manage, yet you continue to reach out to your school families and students as your own. I am in awe... Amazing!! The immediate actions, updates, outreach and abundant cheer through social media and other outlets is very helpful in holding this community together. The provisions outlined in today's Board Packet are staggering and I can only begin to imagine the amount of discussion and preparation that have gone into developing new, inclusive directions. I will end with a huge THANK YOU along with a wish for everyone's continued wellness and success with our remote learning in Windsor Locks. There is never perfect, but I hope there will be patience, tolerance, feedback, participation, and sharing. Virtual hugs, 8:00 bells, and positive reflections!

Karen Giannelli & family

Chairwoman Mrs. King thanked Mrs. Giannelli for her kind words.

X. Future Business

None.

XI. Adjournment

It was **MOVED** (Gragnotati) and **SECONDED** (Latournes) and **PASSED** (U) that the Board of Education adjourns the Special Meeting of March 24, 2020 at 5:50 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 26, 2020 at 4:00 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 and D. Gragnolati
Members Absent:	P, Latournes
Administrators:	S. Parkhurst, S. Cournoyer, C. Bradshaw-Hill, S. Lee, A. Goodwin, S. Mills, J. Ferreira, M. Briggs, D. Prinstein, C. Grado and J. Lavorgna,
Student Representatives:	None
Students:	Unknown
Staff:	D. Bole
Others:	45 total people were signed in on the Zoom Meeting
Press:	None

VI. Call to Order

Chairwoman Patricia King called the Special Meeting to Order at 4:08 p.m. held via <https://zoom.us/j/993955121?pwd=ay84S2lJSzY3RTR5TmlLT3ZRbC82Zz09>
Meeting ID: 993 955 121 Password: 89025.

II. Roll Call for Quorum

All Board Members present other than Ms. Latournes.

III. Pledge of Allegiance

All stood up and pleaded allegiance to the flag.

IV. Public Audience

None.

V. COVID-19 Update, Discussion & Status s

A. District Update

- **Superintendent of Schools**

Mr. Parkhurst noted that this is a standing weekly meeting with the district/departments to give an updated status. Currently, as of today, Mr. Parkhurst mentioned he attends a meeting every week with the North Central Health District, which includes 12 surrounding towns. At that meeting, they were told there are about 26 to 30 positive cases of COVID-19 and the numbers are not confirmed as they are awaiting test results. The numbers are staggering and Yale is doing model research indicating at the present time the district is at 0.1% of peak and to be at peak, the numbers have to be at 10% or approximately 16,000 people would have to be infected. This is a three cycle virus and it is believed that it will resurface in the fall for 8 to 10 weeks and again in the spring 8 to 10 weeks. The latest on the school closures has been expanded from March 30, 2020 to April 20, 2020. Students will begin remote learning on March 30, 2020 and devices will be deployed on Friday to those students at North Street School, South Elementary School and middle school. Those students at the high school whose devices were left at the school or needed to be repaired will also be deployed to those students on Friday. The First Selectman has been giving updates twice a week. This is a very fluid situation. He has been involved in conference calls with the Commissioner of Education and Governor. Leadership teams have been meeting with staff remotely. He thanked Jessie for helping with the social media blasts in helping to keep families informed and connected.

At this time, there was an internet troll who was sending inappropriate images on the screen and the IT person and Jessie worked to find that troll and to kick him out of the virtual meeting.

Weekly check-ins with staff in Central office and he has been in contact with all class officers to discuss the current school environment.

- **Assistant Superintendent of Schools**

Ms. Cournoyer addressed the Board. She explained the district is working hard on transitioning on remote learning. A meeting was held with faculty via Zoom as a professional development in how to develop two weeks of learning plans to be launched on March 30, 2020. The buildings were preparing Chromebooks for students at South Elementary School and the middle school and ipads for North Street School students. Those devices

will be deployed on Friday, March 27, 2020. Additionally, Andrew's team have been working on the website for remote learning and he will be posting an overview for families. At North Street School, they have been reaching out to families to discuss how they will be moving forward for the next two weeks. She asked Mr. Josh Robinson to comment on special education. Mr. Robinson noted that there have been many meetings regarding special education and the role the staff has to maintain their case load and the support the students with their assignments. He has met with the teachers discussing distant learning plans. The students will also use Google Classroom and they will get the support they need. He is working with the State and staff in an effort to service those students and to continue working with their IEP plans. A letter will be going to parents on Friday discussing the Federal and State guidelines.

- **Human Resource Director**

Ms. Lee addressed the Board. She asked if there were any questions she could answer and no one responded.

- **Business Manager**

Ms. Bradshaw-Hill addressed the Board. She noted that everything was going smooth in the business office.

- **Information Technology Director**

Mr. Goodwin addressed the Board. His department has been busy trying to have all of the devices prepared for delivery for all the schools other than the high school. At the high school, there are some devices that were broken and his department is fixing those as well.

- **Facilities Manager**

Mr. Mills addressed the Board. He noted his department has been supporting the food service program. A walk-through was done and there were some issues with the steam boiler and domestic hot water. The grease traps need to be cleaned. The temperature in the buildings has been turned down to conserve energy as no one is using the buildings. He said the custodial staff are ready and available if needed. He thanked Mr. Greg Weigert and everyone for all of their work and dedication during this crisis.

B. School Updates

- **North Street School**

Mr. Ferreira addressed the Board. He echoed Ms. Cournoyer words in thanking the staff for all of their hard work and collocating together and

going through uncharted territory of remote learning. He and Ms. Earley have been attending daily meetings asking the faculty what they need for this transition. There has been close contact with parents other than a few parents that have not been able to make contact. They are continually working on connecting with parents. Special education staff have been working on individualizing plans for students. He thanked Andrew and his staff all their work in getting those devices ready for the students and teachers.

- **South Elementary School**

Ms. Briggs addressed the Board. She also echoed all of the comments that have come from the administrators. Everyone has been so helpful and working very hard to develop the remote learning in such a short period of time. Many meetings are held every day discussing personalized plans and actions for home learning. The instructional specialist has been directing the teachers. The ED/EY and enrichment teachers are involved in the planning. Special education teachers, school psychologist and social worker are working with students and teachers.

- **Windsor Locks Middle School**

Mr. Prinstein addressed the Board. He too echoed all of the comments that have come from the administrators. The middle school is ready to launch remote learning on Monday. It is a different way of learning without attending school. The teachers have been unbelievable during this transition. Tomorrow the district will be ready to give the devices to the families to start our remote learning. He commented on social services and making sure families have enough food to eat and have the access to mental health and emotional supports. All homeroom teachers has been reaching out to families to make sure they are okay. Lots of planning has been involved and the middle school is ready.

- **Pine Meadow Academy**

Mr. Robinson addressed the Board. He indicated that teachers are collaborating around the clock. Pine Meadow has been using Google Classroom for a while. Students are familiar with online classes.

- **RISE Transition Academy**

Mr. Robinson noted that Pat and Kate have developed plans for the students as RISE. Due to COVID-19, student cannot tour different job sites, but can have virtual tours and certain activities on the website.

- **Windsor Locks High School**

Ms. Grado addressed the Board. She commented about the positivity working with the teachers at the high school. She is very impressed with their ideas of teaching. It is a difficult time for the Class of 2020 as there are no re-dos for some of those milestones. All of the staff continue to support all of the student needs to transition to college. Guidance counselors are now working with the College Board for AP testing in May. The departments are meeting regularly. As said before, any Chromebooks that were left by students or those that needed to be repaired, the IT department has been working hard getting those devices up and running for remote learning. Special education staff are working with the needs of IEPs and 504 plans for students and making sure those students are getting additional supports that they need. The behavioral health team are assisting any students that needs support in emotion and mental health.

A question about SAT exams and how their postponement affects students Ms. Grado noted that the whole nation is going through this crisis, so she believes colleges will understand and those tests will eventually be administered.

Chairwoman Mrs. King thanked everyone for all of their hard work and dedication during this difficult time.

VI. Public Audience

First Selectman Mr. Christopher Kervick addressed the Board. He briefly wanted to comment about the Superintendent of Schools. He has had a lot of interaction with the community, parents and the town during this crisis. He has much compassion for his job and for the students of Windsor Locks. This town is lucky to have him servicing us. Thank you Mr. Parkhurst.

VII. 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:

- Union Personnel Discussions During COVID-19 Closure

That attendance in the Executive Session shall be limited to:

- Members of the Board of Education
- Superintendent of Schools
- Assistant Superintendent of Schools
- Director of Human Resources
- Business Manager

The Board entered into executive session at 4:51 p.m.

It was **MOVED** (Byrne) and **SECONDED** (Gragnotati) and **PASSED** (U) that the Board of Education terminates Executive Session and reconvenes into public session at 5:20 p.m.

VIII. Adjournment

It was **MOVED** (Byrne) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education adjourns the Special Meeting of March 26, 2020 at 5:28 p.m.

Respectfully submitted,

Denise M. Piotrowicz
Recording Secretary

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, Interim 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