

# WINDSOR LOCKS PUBLIC SCHOOLS



## BOARD OF EDUCATION MEETING

### Special Meeting

April 9, 2020 - 4:00 p.m.

To receive remote meeting link and login information, please register to attend this meeting by sending an email to:

[dbole@wips.org](mailto:dbole@wips.org)

no later than 3:00 pm on April 9, 2020

Windsor Locks Board of Education

Patricia King, Chairwoman

Margaret Byrne, Vice Chairwoman

Jim McGowan

Dennis Gagnolati

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 - Agenda

April 9, 2020

Windsor Locks Board of Education - 4:00 p.m.

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- 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 Report
  - D. Board of Education Communications
- II. Public Audience (only on Agenda Items)
  - A. *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. 5 Exhibit III
  - A. April 2, 2020
- IV. Personnel Report: **Vote Needed** p. 18 Exhibit IV
  - A. Resignation
- V. Reports on Standing Committees:
  - A. Correspondence
  - B. Curriculum
  - C. Policy
  - D. Finance
- VI. New Business

- A. COVID-19 Update: Discussion, and Status
  - 1. District Updates
  - 2. School Updates
- B. Discussion of F/Y 20-21 School Budget: **Vote Needed**

VII. Public Audience (General)

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

VIII. Adjourn

For the Chairperson of the Board of Education  
 Shawn L. Parkhurst - Superintendent of Schools  
 Copy: Town Clerk - Please Post

Event	Date/Time	Location
Superintendent Parent Check-In (Optional)	Friday, April 10, 2020 9:30 am	Remote Phone Call: 1-929-205-6099 Id: 999-672-877
Good Friday Schools & Remote Learning Closed	Friday, April 10, 2020	Districtwide
Spring Break - Schools Closed and Remote Learning Closed	Monday, April 13, 2020 - Friday, April 17, 2020	Districtwide
Board of Finance - Appeals	Tuesday, April 14, 2020 6:30 pm	Remote Register: finance@wlocks.com
Board of Finance - Setting of Town Mill Rate	Wednesday, April 15, 2020 6:30 pm	Remote Register: finance@wlocks.com
Board of Education Meeting	Thursday, April 23, 2020 4:00 pm	Remote Please email Donna Bole at dbole@wlps.org to register

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN PARKHURST, SUPERINTENDENT

DATE: APRIL 9, 2020

RE: APPROVAL OF MINUTES

- April 2, 2020 - Special Meeting

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

**MINUTES OF THE SPECIAL MEETING,  
April 2, 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 every student through a diverse network of caring adults.**

**Goal 4: Windsor Locks Public Schools will provide safe and healthy environments where students will learn how to sustain and promote healthy living.**

Members Present: P. King, M. Byrne, J. McGowan, D. Gragnolati and P. Latournes  
Members Absent: None  
Administrators: S. Parkhurst, S. Cournoyer, C. Bradshaw-Hill, S. Lee, A. Goodwin, S. Mills, J. Ferreira, M. Briggs, D. Prinstein, C. Grado, C. Domler, H. Earley and J. Lavorgna,  
Student Representatives: None  
Students: Unknown  
Staff: D. Bole  
Others: 100 total people were signed in on the Zoom Meeting  
Press: None

**I. Call to Order**

Chairwoman Patricia King called the Special Meeting to Order at 4:08 p.m. held via Zoom Meeting:

**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**

None.

## **D. Board of Education Communications**

Chairwoman Mrs. Patricia King somberly announced the district has recently lost a member of the district, a mother of four children and member of Dollars for Schools, Mrs. Autumn Norris. She asked for a moment of silence.

Chairwoman Mrs. King welcomed everyone joining the meeting remotely and noted this meeting will be focused on the budget. The process begins in September and continues until the end of the year. The budget has to be fiscally responsible and to provide a sound education that meets Town, State and Federal standards along with the goals of the Board of Education. Mr. Parkhurst worked on the budget with the administrators and leadership teams and originally proposed a 7.9% increase over last year's budget. Upon further review with the Board of Education, the final proposed budget was at 4.9% increase or \$32.917, 113 or approximately \$1.537 Million Dollars over last year's budget. She reminded everyone that 95% of the budget consists of salaries and programs and the other 6% is non-salary obligations/programs. The district has been currently expanding programs and making a commitment with family and community engagement. Last Tuesday at the Board of Finance meeting, the Board of Education was told that the Board of Finance is requesting a zero increase. For the past two days, the Superintendent and administrators have been working on what can be cut and those changes will be discussed at this meeting. This will be discussed later in the meeting.

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

Ms. Jessie Lavorgna, Director of Partnerships, asked anyone who would like to make a public comment, please write the comment, to include name and address in the chat box and she will read those to the Board Members, as the microphones are muted for everyone other than the Board Members.

Ms. Lavorgna read from the chat box:

Ms. Veronica LaDue (sp) of 15 Dexter Road asked the Board. What can be done to push back the Board of Finance? We can't let students fall behind.

### **III. Approval of Minutes**

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

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

- **Minutes of March 26, 2020 Special Meeting**

It was **MOVED** (Byrne) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education approve the March 26, 2020 Special Meeting Minutes, as presented.

### **IV. COVID-19 Update, Discussion and Status**

#### **A. District Update**

- **Superintendent of Schools**

Mr. Parkhurst commented that the schools are closed per the Governor until April 20, 2020. The district is anticipating another update from the Governor's office on April 10, 2020 or next Friday. The district has launched the remote learning this past week and he thanked everyone who has helped and been involved with the launch. A parent survey will be going out to receive feedback on how the district can better assist the needs of the students and families. There has been weekly conference calls with the State of Connecticut Department of Education Commissioner. The district has been developing wifi hotspots for students who do not have internet access. The hot spots will be available from 5:00 a.m. to 11:45 p.m. for students/families who need those wifi hotspots. Next week, the first wellness video will be aired for staff and community members to be a part of a 30 minute exercise. Information for that meeting will be made available on Friday. He explained the district focus is to keep connection and communication with students during remote learning. Administration and teachers are trying to keep the communication open. There are multiple videos that have been made for families and students. The staff of the middle school and high school are planning parades for Friday and Monday. The middle school is scheduled for Friday and high school on Monday. Staff will drive around the town. The parade routes will be listed on the website. He reminded everyone to take time for themselves.

- **Assistant Superintendent of Schools**



Ms. Cournoyer addressed the Board. She explained the district is continuing to work on remote learning. The past few weeks has been rapidly changing. The district has been disputing meals for students and she thanked Ms. Bradshaw-Hill and all of the staff that have been involved with food services. Last week, all of the devices were prepared and deployed to all students/families. She thanked Ms. Lavorgna for the amazing job she has done communicating with students/families. Ten days of lessons have been prepared for students. Mr. Goodwin has been working hard with his team in getting everything ready for the transition. A meeting was held with teachers and staff discussing uploading work, working with families during this transition and keeping positive attitudes. She also reiterated MR. Parkhurst's comments to take care of each other and how proud and grateful she is for all of the work that has transpired in such a short time. The district is ready to approach the second week of remote learning.

· **Human Resource Director**

Ms. Lee addressed the Board. She commented that she can't be more proud of her staff. Devices were deployed last week and were successful and she thanked all the staff that were involved in that deployment. She has been talking to the unions daily making sure their members and their needs are covered. This is a different environment for everyone, especially the paras. There is a learning process for the paras as the students have a need, but their role during the remote learning,

· **Business Manager**

Ms. Bradshaw-Hill addressed the Board. She discussed the meals that have been distributed to families, those meals are grab-n-go. Twice a week families can pick up breakfast and lunch meals for students between the hours of 11:30 a.m. and 1:00 p.m. on Monday and Thursday. This has been going very smoothly. She discussed medical insurance premium that are estimated for the upcoming fiscal year. They use claims from September through the end of the year for rates the upcoming year. She hopes that the number doesn't creep up as to the challenges to the budget the Board of Finance has placed on the budget. She will be meeting with Ms. Mandy Moore from the finance office and Mr. Chris Monroe the insurance advisor and a representative from Anthem to discuss next year's projections. On a brighter note, she noted that telehealth costs have been waived for members along with testing for the COVID-19 virus. The business department has been

busy calling vendors and going through invoices along with fulfilling any contracts since the closure. She also has been busy continuing with the FY 2020-2021 budget development.

- **Information Technology Director**

Mr. Goodwin addressed the Board. His department has been busy and delivered all the devices to students/families last week. His department has been troubleshooting for the district as well as developing wifi hotspots at all district schools except for the RISE building. Those hot spots will be available from 5:00 a.m. to 11:45 p.m. Lots of emails have been received and they are trying to follow-up on all emails. His department will provide support during remote learning.

- **Facilities Manager**

Mr. Mills addressed the Board. He noted his department has been supporting the food service program, IT department and assisting during the deployment of devices. His team has been very busy behind the scenes.

Ms. Jessie Lavorgna noted that the meeting has reached the capacity of 100 participants. The district's account might have to be upgraded for a larger account. She noted that a comment has come in and asked permission to read it. She read from the chat box:

Ms. Robin O'Brien of 80 Spring Street, addressed the Board. She is concerned that the elimination of the PMA position would have a huge trickle down effect on the program as she would have to go back in the classroom, we would have to find a lead teacher and Kim would have to secretarial work potentially and she can't do everything. We would lose guidance, which I do. We finally feel that we are heading in the right direction and this will interfere into our progress. Josh already has tons of hats and we would be giving him more. Our team has worked so hard to get to where we are. Lastly, she said that she just went to a conference on alternative education and there are guidelines for alternative high schools and one is that you have to have a principal.

Mr. Kevin Stone of 406 South Elm Street, addressed the Board. He asked if they are going to answer anything or a typical, no answer.

Mr. Christopher Kervick of 100 Paul Street addressed the Board. As everyone knows, the latest Board of Finance decision to have the Board of Education budget to have a zero percentage growth is outrageous. The Town is saving on solid waste removal and he will recommend that savings be given to the Board of Education for their budget. The community supports education and it will keep

our mill rate level.

## **B. School Updates**

### **· North Street School**

Mr. Ferreira addressed the Board. He commented that the teachers have gone above and beyond to communicate with parents and students. He is asking parents for pictures of their children to share in Google Classrooms. Ms. Earley added teachers have been communicating with parents by phone and emails. They are available every day from 7:00 a.m. to 6:00 p.m. in an attempt to give parents the support they need. She also wanted to show her appreciation for all of those who helped during the deployment of devices for the children. It has been an amazing two weeks.

### **· South Elementary School**

Ms. Briggs addressed the Board. She echoed all of the comments that have come from the administrators. She is so proud of the teachers and staff during the deployment of devices and the first week of remote learning. She has been having daily meetings with teachers and staff. Offices hours online have been implemented so teachers and students can meet face to face virtually, including students meeting with other students virtually. Students miss their friends and teachers are missing their students. The face to face meetings are making people a little happier during this crisis.

### **· Windsor Locks Middle School**

Ms. Domler addressed the Board. Without duplicating what has already been stated, meetings have been held at the middle school with the administration and department heads. Everyone is pleased with the remote learning thus far. There have been discussions about how it is hard to predict what is happening at the homes of families as some parents may have lost jobs and other problems occurring due to the pandemic. Teachers are reaching out to families, checking in to make any support they may need can be given to them, such as informing them of wifi hotspots that are available throughout the town. The teachers are very excited about the teachers parade scheduled for Friday. They miss seeing their kids. Mr. Prinstein added that the parade starts at 10:00 a.m. and he hopes the students will be safe and responsible during the parade.

### **· Pine Meadow Academy**

Mr. Robinson addressed the Board. He indicated that teachers are collaborating around the clock. Parents are thrilled of the level of support and Google Classroom and the willingness of teachers and mentors to chat with the students.

- **RISE Transition Academy**

Mr. Robinson noted that mentors have been doing an amazing job connecting with the RISE students. They are doing their best with the tools they have to continue working with the RISE students. So far it has been going well.

- **Windsor Locks High School**

Ms. Grado addressed the Board. She commented the leadership teams, teachers and students have all been working and supporting each other. The focus in the upcoming week will be connecting with students and making sure no one is falling through the cracks. Teachers will connect with students by email, Google Classroom and/or phone to confirm they have all the necessary tools for distant learning. Guidance has been working with students who will be college bound next year and those juniors who are just beginning the process. Guidance is also in the process of having students sign-up for classes for next year. Quarter 3 will be extended from April 9 to April 20, due to the crisis and this gives students and teachers to finish the work that is required to end the quarter. Teachers and staff are missing the students and are looking forward to the parade on Monday.

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

Mr. Parkhurst addressed the Board. He noted this meeting is being recorded. He apologizes that some people were unable to log in to listen to the meeting as we have a capacity of 100 people. He will look into extending that capability in the future. He showed a PowerPoint slideshow on the screen. He reviewed the first couple slides discussing the vision of the graduate of Windsor Locks Public Schools and the responsibility of the Board of Education pursuant to Connecticut General Section 10-220 which includes providing appropriate learning environment provides adequate instruction, equitable allocation of resources and proper maintenance of facilities. The next slide showed a pie graph how the budget is made up, 69% to salary, 25% of salary obligations and 6% for program operation. The next few slides described the process of the budget development explaining what actions were taken by the Board of Education in many budget workshop meetings in January and February to reduce the original proposal of the Superintendent. The Board of Education then approved a final budget of

\$32,917,113 or 4.9% increase over last year's budget. The next slide showed the FY 19/20 budget, the budget FY 20/21 budget submitted to the Board of Finance, the temporary approved by the Board of Finance FY 20/21, recommended budget increase FY19/20 and recommended increase over FY 19/20. He discussed on Tuesday the Board of Finance has instructed the Board of Education no increases and to keep the budget at \$31,380,043. Since that meeting, he has met with the administration and leadership teams discussing possible reductions. Those reductions were shown on the next slides. Before discussing the potential reductions, he noted that he is not recommending the reductions as they do not represent the best interest for the students, families and staff of Windsor Locks Public Schools. The first slide discussed the following reductions:

Elimination of a science position at the high school with a reduction of \$99,900, which would bring the budget to 4.58%, it was noted it was a position that will be vacated due to a retirement. It was noted that it would impact class sizes and reduce elective classes offered to students. This elimination would increase study halls and increase class sizes. The elimination of PMA lead teacher, a reduction of \$99,209, which would reduce the budget to an increase of 4.26%; however, this is currently a vacant position. Elimination of a special education teacher at South Elementary School, a reduction of \$116,900, which would reduce the budget to an increase of 3.89%.

Mr. Robinson spoke about the elimination of the lead teacher at PMA which would cause him to be present at Pine Meadow as Ms. O'Brien alluded to earlier in the meeting. This will also eliminate the number of supports for the student and will affect students throughout the district.

The elimination of gifted and talented teachers at South Elementary School and middle school, a reduction of \$63,200 and to eliminate high school and North Street School. Ms. Earley and Ms. Briggs discussed the repercussions of eliminating the position as students in second grade and fifth grade have been attending gifted and talented math classes and reading classes, doing a high grade level work. If the gifted and talented position is eliminated, it would affect many gifted students.

The next three reductions discussed were reduction of special education professional development in the amount of \$5,000; reduction of ABAB In-service (special education) in the amount of \$1,000 and eliminating RISE paraprofessional in the amount of \$36,700. Ms. Briggs commented the elimination of the special education teacher at South Elementary School and eliminating ABA special education in-service will be detrimental for special education.

The next slide discussed further proposed reductions which included,

elimination of a PMA paraprofessional in the amount of \$28,300, reduction in district curriculum writing in the amount of \$10,000; elimination of the gifted and talented teacher at the high school and North Street School in the amount of \$81,000, elimination of a LPN in the district in the amount of \$39,900; elimination of a PMA teacher in the amount of \$69,000, reduce Asnuntuck welding program in the amount of \$3,00 and elimination of the innovation teacher at the middle school in the amount of \$69,000, which would reduce the budget to 2.59%.

The final three reductions discussed were elimination of the athletic/late bus at South Elementary School in the amount of \$3,800, elimination of coaches/advisors at the middle school in the amount of \$51,800 and elimination of administrative assistant in the special education department in the amount of \$56,000. The total reductions would bring the current proposed budget to \$32,137,200 or an increase of 2.24% or an increase of \$757,156.

A lengthy discussion was held discussing the repercussions of the reductions proposed. Mr. Parkhurst reiterated to the Board that he does not recommend any of these reductions as it will affect the programs and the students of Windsor Locks. He turned to the Board and asked what other reductions would they like him to do in order to obtain the zero percentage as the Board of Finance has requested. Mrs. King and Ms. Byrne both voiced their concerns of moving backwards if those reductions take place. The discussion continued about the Board of Finance meeting as some of the Board members were inquiring what the cost per pupil in Windsor Locks compared to similar sized districts surrounding Windsor Locks. Another topic discussed was the health insurance and the cost to the district and town. Mr. Parkhurst commented he will have that information for the day of the appeal to the Board of Finance,, which he b elieve is April 14, 2020.

## **VI. Public Audience**

Jessie noted there were a few public comments she would like to read.

Ms. Amy Klavana (sp) of 6 James Street had three questions. She first wanted to know about how grading the children on their distant work? Are we going to get feedback on how the kids are doing with their distant learning work? Are there going to be more active learning classes via Zoom at the middle school?

Mr. Shawn Parkhurst was asked by Mrs. King to respond. He noted that it has only been four days since remote learning has been started. This is a work in progress. There have been conversations about grading but we had to get it up and running. The feedback is through communication with the teacher at this point. A survey will be going out to families/parents asking for their feedback which will be going out tomorrow as to what the next steps will be. It is a work in

progress and there will be more information will be forthcoming. Ms. Cournoyer added comments as to what has been transpiring with the staff and teachers about grading and following what is going on around the country. Teachers and students want to increase face to face time with the elementary school children.

Ms. Naomi Urkhart (sp) who is a staff member and a parent in the district, her daughter looks forward to the challenge working with the gifted and talented enrichment teacher and it will be upsetting if that program is terminated. She feels that if they lose teachers at PMA, many people don't understand the toll it takes on us who work at PMA and taking away those supports will turn PMA from a learning facility to a holding facility.

Ms. Valarie Brita of 8 Norman Avenue, addressed the Board. She works in the people/special services offices. As a staff member and parent, she feels that if the elimination of the administrative assistant in that department it will be detrimental to the district as special services, PMA and RISE have come a long way over the last few years. Josh will not have time to execute the administrative duties and service the students.

Ms. Veronica LaDue (sp) of 15 Dexter Road, addressed the Board. She inquired about the cost per pupil in the district. She answered that for FY 17/18 it was \$19,366 per pupil. She noted she doesn't care, they are worth it!

## **VII. Future Business**

Mr. Parkhurst asked the Board about the appeal. The Board will meet again next Thursday to discuss the appeal processes and he would like to know if there is anything the Board would like to do before the meeting to prepare for the appeal. Any programs or other items would they like him to reduce before meeting.

Mrs. King noted she did not want to go below 2.4%. Ms. Byrne noted she would like to see an appeal up to the original 4.9% figure. She would like to make a case and explanation of the cost per pupil and how these cuts will affect programs. Mr. McGowan indicated it is a tough question as he has children and grandchildren in the system and wants only the best for the student. He believes a zero increase is outrageous. Ms. Latournes feels similar to Mr. McGowan as she believes a zero increase is not sustainable, but a 4.9% is high. Mr. Gragnolati also agrees that it cannot be a zero increase, but why is the cost per pupil so high. He also agrees the increase should be nowhere near 4 or 5%.

Jessie noted there are additional comments she would like to read.

Ms. Veronica LaDue (sp) would like to encourage everyone to write/email Board of Finance members to not cut the Board of Education budget.

Mr. Christopher Kervick, 100 Paul Drive, addressed the Board. He noted that the Finance Office may need to adjust the appeal dates as it may not be inappropriate to ask for additional time.

Mr. Parkhurst commented that he will talk to Mr. Kervick, Mrs. King and Mr. Boucher to discuss the appeal date.

Ms. Cheryl Picard of 17 Stevens Street, addressed the Board. She inquired as to how many students would be affected if the gifted/talented and enrichment program was to end. She answered that approximately 62 kids, 50 at the middle school and 12 at the high school; however, the high school program was growing. At South Elementary School, there are about 20 kids in math and language arts.

Mr. Jim Cannon had requested to make a comment, but when he was called upon, he must have left his computer, no answer.

## **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 5:52 p.m.

It was **MOVED** (Byrne) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education terminates Executive Session and reconvenes into public session at 6:24 p.m.

## **VIII. Adjournment**

It was **MOVED** (Byrne) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education adjourns the Special Meeting of April 2, 2020 at 6:27 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: APRIL 9, 2020

RE: RESIGNATION

Steven Swensen (DOH 10/29/2014), a Principal at Windsor Locks High School will resign effective June 30, 2020. At the time of his resignation, Mr. Swensen will have served the students of Windsor Locks for six (6) years.

**BOARD MOTION:** “**MOVE** that the Board of Education accept Mr. Swensen’s notice of resignation effective June 30, 2020, and offer him our sincere appreciation for all of his efforts on behalf of the students of Windsor Locks Public Schools.”

**Windsor Locks Public Schools**

[www.wlps.org](http://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

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**Brian Deming, President**  
Windsor Locks Teachers' Association 860-292-5012

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**Linda Schmaelzle**  
Director of Adult Education 860-292-5712

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**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