

WINDSOR LOCKS PUBLIC SCHOOLS



BOARD OF EDUCATION MEETING

Special Meeting

April 30, 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

no later than 2:00 pm on April 30, 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 30, 2020

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

To receive meeting information, please register to attend this meeting by sending an email to: dbole@wlps.org

- 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. 6 Exhibit III
 - A. April 9, 2020
- IV. Personnel Report
 - A. Resignation p. 17 Exhibit IV A
 - B. WLHS Principal Search Update p. 18 Exhibit IV B
 - C. Non-Tenured/Non-Renewals p. 19 Exhibit IV C
- V. Superintendent's Report p. 20 Exhibit V
- VI. Assistant Superintendent's Report p. 22 Exhibit VI
- VII. Reports on Standing Committees:
 - A. Correspondence

- B. Curriculum
- C. Policy
 - 1. First Reading and Discussion:
 - a) 3541 - Transportation
 - b) 3801 - Contracted Bus Services
 - c) 6111 School Year/School Calendar
 - d) 1330 School Facility Use
 - 2. Policy to Be Rescinded
 - a) 2100 - Loss Control Program
- D. Finance
- VIII. Old Business
- IX. 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** p. 24 Exhibit IX B
- X. 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.*
- XI. Adjourn

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

Upcoming Events:

Event	Date/Time	Location
Town Budget Public Hearing	Tuesday, April 28, 2020 7:00 pm	Request access at: Finance@wlocks.com
Wellness Wednesday with North PE Teacher - DrumFit	Wednesday, April 29, 2020 1:00 pm	Request access by emailing: dbole@wpls.org
OPEB Meeting	Wednesday, April 29, 2020 4:00 pm	Zoom Access
Governor's Municipal Call with Town Officials	Wednesday, April 29, 2020 5:00 pm	N/A
North Street School Parent Tech Night	Wednesday, April 29, 2020 5:00 pm	Remote
North Central Health Department Weekly Call	Thursday, April 30, 2020 9:30 am	N/A
Board of Education Meeting	Thursday, April 30, 2020 4:00 pm	Request access by emailing: dbole@wpls.org
Optional Parent Call in with Superintendent Update and Q & A	Friday, May 1, 2020 10:00 am	Dial: 929-205-6099 Meeting ID: 999 672 877

EXHIBIT III

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN PARKHURST, SUPERINTENDENT

DATE: APRIL 30, 2020

RE: APPROVAL OF MINUTES

- April 9, 2020 - Special Meeting

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

**MINUTES OF THE SPECIAL MEETING,
April 9, 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: N. Passaro and K. Goud

Students: Unknown

Staff: D. Bole

Others: 72 total people were signed in GoogleHangout Meeting

Press: None

I. Call to Order

Chairwoman Patricia King called the Special Meeting to Order at 4:03 p.m. held via

Google Hangouts: meet.google.czx-ivho-grv Meeting ID: meet.google.com/rzx-ivho-grv;
PIN: 769 828 601#.

A. Roll Call for Quorum

All Board Members present.

B. Pledge of Allegiance

All stood up and pledged allegiance to the flag.

C. Student Representatives

Mr. Nick Passaro, Student Representative, addressed the Board. He gave his well wishes to everyone. He spoke about the parades of the teachers from the high school and middle school. It was great seeing the teachers again! He commented about remote learning is in its second week and it is going well.

D. Board of Education Communications

Chairwoman Mrs. Patricia King welcomed everyone joining the meeting remotely and noted these are unrepresented times in our lives and in the world. The disruption has caused our faculty and students work together and all education to continue. She thanked the administration, faculty, staff, parents and students for working so hard.

Board Member Ms. Paige Latournes commented she had the pleasure of viewing the parades this past week. It was nice to see so much participation. She also echoed the comments of Mrs. King thanking the administration, faculty and staff for all their hard work during this transition to remote learning.

Chairwoman Mrs. King mentioned the School Finance 101. This was an excellent program for Board Members and Board of Finance Members to show how Windsor Locks is weighted to other school districts.

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 in the chat box and she will unmute the microphone.

Ms. Lara Jarrosiah addressed the Board. She understands there are going to be staff cuts at PMA. Mrs. King noted that it wasn't approved at the last meeting, but that it was presented at the last meeting. Ms. Jarrosiah commented her son is a student PMA with learning disabilities and he has been doing very well at the school. If staff is cut, it will be very difficult as they need all their staff at the school.

III. Approval of Minutes

- Minutes of April 2, 2020 Special Meeting

There was an error noted the in the Minutes of April 2, 2020 Special Meeting, Section I, Sub-Section B, Line 18 and the amended is as follows:

“...and pleaded allegiance to the flag...:

to

“...and pledged allegiance to the flag...”

It was MOVED (Byrne) and SECONDED (Latournes) and PASSED (U) that the Board of Education approve the April 2, 2020 Special Meeting as amended.

IV. Personnel Report

A. Resignation

Ms. Sheri Lee, Director of Human Services, addressed the Board. She indicated that Mr. Steven Swensen, 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.

It was MOVED (Byrne) and SECONDED (Gragnotati) and PASSED (U) 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.

Mrs. King thanked Mr. Swensen for his service.

V. Reports on Standing Committees

A. Correspondence

Ms. Paige Latournes read from an email the Board received from Amy Mackey. She was very concerned about the budget cuts in particular the cuts to enrichment teachers and other teachers and how it will be detrimental to the students of Windsor Locks. A prior scenario of possibility eliminating the Assistant Superintendent position was listed on paper but was not discussed. That one position could save the district over \$200,000 and it can save other positions. She understands it is a hard decision to make, but it should be considered.

B. Curriculum

None.

C. Policy

None

D. Finance

None.

VI. New Business

A. COVID-19 Update, Discussion and Status

1. District Update

Mr. Parkhurst commented that the Governor has extended the school closure until May 20, 2020. Mr. Parkhurst will be sending out communications to parents and guardians about the extended closure until May 20, 2020. Remote learning will continue throughout the district. Other updates pursuant to North Central Health District all buildings are closed to all staff other than staff making quick checks to make sure the buildings are safe and secure. The first Wellness Wednesday took place. The physical education teacher at South Elementary streamed live from his basement a rigorous workout. He thanked Mr. Lepack for the session and it will resume after spring break. Every school participated in a parade around town. They were joyous events for staff and students. He thanked everyone involved in those parades. He has sent out a family survey regarding remote learning and has received 360 responses. The general trend is that the work is just right and the feedback from teachers is critical. A generous donation was received from Hartford Foundation for Public Giving which was to reallocate funds to set-up wifi hot spots in town. Laptops and books will be donated as well to the district and he expects those to be delivered in the next few weeks. The grab-n-go breakfast and lunch meals are continuing and will continue through spring break. The meals are to be picked up on Mondays and Thursdays of each week. He reminded everyone that next week is spring break and he wanted everyone to take advantage of the break!

2. School Updates

Mr. Jeffrey Ferreira, Principal of North Street School, addressed the Board. He also thanked everyone who organized and participated in the parade today. He commented on several students who were honored for their writing. He noted that the district was

approved for the School Readiness Grant for he can continue the pre-k program and open up 48 slots. He thanked teachers and parents for all their hard work during remote learning.

Ms. Sharon Cournoyer, Assistant Superintendent, addressed the Board. She added many meetings with Mr. Ferreira and staff during this transition to remote learning. She couldn't say enough about the families and students using additional resources in their remote learning activities. Professional development with staff has been taking place learning about those additional resources. She has been working with the IT department to assist teachers in reaching out to families via live streaming. Curriculum writing continues updating district learning plans during this unusual set of circumstances. Recently, the curriculum teams were reviewing the survey data and feedback that Mr. Parkhurst obtained and to create partnerships with families and teachers. She thanked everyone for their professionalism during this transition to remote learning.

Ms. Monica Briggs, Principal of South Elementary School, addressed the Board. She had the pleasure of participating in the parade for South Elementary School this afternoon. It was heartwarming seeing all of the families, standing in the rain cheering on the teachers. The students are continuing their distant learning. The teachers are doing an incredible job with the students and families. She hopes everyone enjoys spring break.

Ms. Sheri Lee, Director of Human Resources, addressed the Board. She thanked all of the food service personnel for stepping up this week and next week during meal pick-ups. It was tough during the rain, but it was done and the families in the town are very grateful for their efforts. Mr. Parkhurst noted that Ms. Lee is very humble and has been the lifeline on the ground during the meal service program. It does not go unnoticed.

Mr. David Prinstein, Principal of Windsor Locks Middle School, addressed the Board. He echoed everyone's sentiments about the incredible job teachers, staff, families and students are doing. Everyone has been flexible and accommodating during these difficult times. If you take in context, on March 13, 2020 schools were closed and on April 9, 2020, the district has shifted to a completely different learning model in remarkable time. This quickness in the shift could not have happened if it wasn't for the leadership of Mr. Shawn Parkhurst and Ms. Sharon Cournoyer. Mr. Parkhurst is the driver of the bus and Ms. Cournoyer doesn't nearly get the credit for all of the behind the scenes work with teachers and administrators so this shift could take place. He would like to thank Mr. Parkhurst and Ms. Cournoyer for their leadership during this trying time. Ms. Briggs seconded that statement.

Ms. Carrie Grado, Interim Principal of Windsor Locks High School, addressed the Board. She too feels the same way about the leadership and support she has received as the interim principal during this crisis from the entire leadership team. There is a genuine concern that students and families don't fall through the cracks. She said it couldn't happen without the leadership team. Mr. Ferreira reiterated those comments noting that Mr. Parkhurst has been a great communicator and Ms. Cournoyer has been the districts connection to the leadership team and support from central office.

Ms. Robin O'Brien, Special Education Coordinator at Pine Meadow Academy, addressed the Board. She wanted to thank all of the faculty and staff at Pine Meadow Academy for working together to make the distant learning possible. She thanked Ms. Cournoyer for meeting with the teachers and staff helping them with outreaching to students and families.

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

Mr. Parkhurst addressed the Board. 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 the Board of Finance has instructed the Board of Education no increases and to keep the budget at \$31,380,043. There is an appeal scheduled to the Board of Finance on Tuesday, April 14, 2020 at 6:30 p.m. He showed the next set of slides, discuss the funding of school districts to education every student. One of the slides showed where a student lived depended on how much money the State, Town and other contributions make up for the per-pupil expenditure. He showed a chart which compared Windsor Locks to two surrounding towns, East Windsor and Enfield for the FY 2016-17. The range was \$14,338 through \$21,308. He discussed State funding and how it is determined by the State how much each district receives. He showed a slide that showed six towns and the state average funding. Windsor Locks was well below the average of state funding as the average is \$5,084 and Windsor Locks received \$3,673. The highest funded was East Windsor at \$6,307. The factors that determine state funding is student need in six categories, which are: general education; low income student; concentrated low income student; low income and English learner; English learner and concentrated low income English learner. Another slide showed the town taxpayer pays per student, the state average being \$11,742 and Windsor Locks is the highest at \$14,452. The next slide

showed mill rates of the surrounding towns and showed Windsor Locks being the lowest mill rate of those surrounding towns. In discussing the mill rates, he noted the town's ability to fund its public schools is calculated by 70% property wealth factor determined by using a town's equalized net grand list per capita compared to the state median town equalized net grand list per capita and 30% income wealth factor determined using a town's median household income compared to the state median income. The formula uses the statewide guaranteed wealth level 1.35. The formula uses a minimum aid ratio of 10% for Alliance Districts and 1% for all other districts, which guarantees all districts some ECS aids.

He then started presenting reductions that he has indicated that he does not recommend. Those reductions included elimination of a PMA Lead Teacher, reduction in special education professional development, reduce ABA in service (special education), elimination of Rise paraprofessional, elimination of PMA paraprofessional, reduce district curriculum, shift portion of special education assistant salary (Medicaid), eliminate elementary assistant principal,, eliminate assistant superintendent, reduction in supply lines and excess cost. Those revised budget with those reductions would be \$32,262,860 or an increase over last year's budget of \$882,817 or an increase of 2.81%. He asked the Board Members for comments or any ideas of what they would like to do.

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. Mr. Gragnolati and Ms. Latournes voiced their concerns and believes the Board should go back to the Board of Finance with no increase over 2%. The discussion continued about the ECS grant and how that is calculated and given back to the town and not the district. Also discussed was the health insurance premiums and how the town have appropriated those funds. The discussion continued about the Board of Finance meeting and what percentage they will appeal. Eventually, it was asked by the Chairwoman if they could vote to appeal with a 4.9% increase. Ms. Byrne and Ms. King were in favor and Mr. Gragnolati and Ms. Latournes were not in favor. Mr. McGowan noted he was undecided but was concerned about not having an increase and the students going backwards as they have made so much progress.

VI. Public Audience

Ms. Byrne noted that public comments should be limited to three minutes per comment.

Jessie noted there were a people who would like to make a public comment.

Ms. Nicole Saavedra addressed the Board. Her question was to Mr. Gragnolati and Ms. Latournes why they think they should go in lower than 2%? It should be about the kids, she understands Ms. Latournes is a new Board Member, but Mr. Gragnolati has been a Board Member and involved with the schools for years. Mr. Gragnolati responded that he has been involved in budget process since the 70s. He has seen what happens to Board and Commissions when they come in asking for extreme high budget increases. Nicole responded that 2% does not support the kids enough. He noted that he understands and he supports the children, but the Board of Finance told the Board of Education come in at a zero increase. Ms. Latournes agreed indicating she hasn't been on the Board for too long, but she doesn't believe in zero maybe 1% or 1.8%. Ms. Saavedra asked if there were Board of Finance members on the call. She would like their reaction.

Ms. Debra Bellsinger (sp) addressed the Board. She is concerned about special education students and the large number of outplacements which is the last resort and there is not enough money for those outplacements. Also, if you ask people to do more than one job, it is difficult for that person to do both jobs and both jobs suffer. It doesn't make any sense to her. Mr. Robinson, Director of Special Services responded by saying that he will have to give more time to PMA as something will have to give.

Ms. Robin O'Brien addressed the Board. She inquired why the members of the Board of Finance will not comment. The Board of Education and Board of Finance should work together not separately.

Ms. Jessie Lavorgna indicated that Ms. Amanda White had a question. She wrote asking why not looking to delay a vote as discussed at a previous meeting. Mr. Parkhurst answered that the Governor allowed the Board of Finance/budget adoptions to be extended; however, the Windsor Locks Board of Finance has opted to move forward continuing the appeals process for Tuesday, April 14 and a town public hearing on April 28.

Mr. Gary Charette addressed the Board. He has been listening to the meetings in bits and pieces. He has heard to the Board of Finance talk about cost per student. Cutting special and talented teachers and special education teachers is not the answer. The students will not be challenged and move forward. He supports the superintendent and he believes the superintendent and administrators will make the appropriate decisions for our students. The Board should not cut the administrators as they are the best resources the schools.

Ms. Nicole Saavedra addressed the Board. She asked if there was only one appeal and then it goes to a town public hearing on April 28. How is that going to be done, remotely? It was noted that according to the Governor's executive order, the Board of Selectmen would be the governing body and would vote on a budget.

Ms. Lisa Quagliaroli addressed the Board. She does not agree with a 2.81% increase. The budget has been less for years and the district is losing valuable teachers, more kids will be outplaced and it will cost the district more money.

Ms. Byrne corrected the previous comment about the Governor's executive orders. It did not say the Board of Selectman would set the budget, but it gave the governing entity to set the budget and that would be the Board of Finance. It would allow an extension of time for deadlines. Ms. Lavorgna read from the Governor's Executive Order and it was determined the Board of Finance has the authority.

Ms. Charmaine Bradshaw-Hill addressed the board and wanted to remind everyone about last year's budget and how the district decreased the medical insurance but then gave the money back to the district. She gave numbers of what was paid by the town for the medical insurance which has happened year after year and affects the bottom line of the budget. It is a compound problem.

Ms. Lavorgna noted another comment by Debra Bellsinger. She was curious as to transportation for Hartford students, how does that affect the cost per student?

Mr. Parkhurst noted she was asking about Choice Students. Ms. Bradshaw-Hill explained the transportation of those Choice Students are the responsibility of the Hartford district and not Windsor Locks. She gave an example if we had a student who was outsourced to another facility, Windsor Locks would be responsible for their transportation.

A lengthy discussion was held regarding the medical insurance and what has transpired from years past with the medical insurance and what the past increases have been and what other Boards and Commissions have requested.

It was MOVED (Byrne) and SECONDED (McGowan) and PASSED (3-2) (In favor: P. King, M. Byrne, J. McGowan; Opposed: D. Gragnolati and P. Latournes) that the Board of Education appeal to the Board of Finance the original ask of 4.9% increase over last year's budget.

The conversation continued on how to present the appeal and Mrs. King encouraged all

parents and community members to attend the appeal meeting on April 14, 2020.

Ms. King also asked if anyone else had any other comments. She also asked the Chairman of the Board of Finance who is on the call if he wanted to comment and he declined indicating he is not speaking on behalf of the Board of Finance.

VII. Adjournment

It was MOVED (Byrne) and SECONDED (McGowan) and PASSED (U) that the Board of Education adjourns the Special Meeting of April 9, 2020 at 6:35 p.m.

Respectfully submitted,
Denise M. Piotrowicz
Recording Secretary

MEMORANDUM TO: MEMBERS OF BOARD OF EDUCATION

FROM: SHERI LEE, HUMAN RESOURCES DIRECTOR

DATE: APRIL 30, 2020

RE: RESIGNATION

Resignation:

Erick Knickerbocker (DOH 8/3/2010), a Social Studies Teacher at Windsor Locks Middle School will resign effective June 30, 2020. At the time of his resignation, Mr. Knickerbocker will have served the students of Windsor Locks for ten (10) years.

BOARD MOTION:

“MOVE that the Board of Education accepts Mr. Knickerbocker’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.”

EXHIBIT IV B

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHERI LEE, HUMAN RESOURCES DIRECTOR

DATE: APRIL 30, 2020

RE: WINDSOR LOCKS HIGH SCHOOL PRINCIPAL
SEARCH UPDATE

The search for the next Windsor Locks High School Principal has begun. The position has been posted and an invitation for applications will continue through May 4, 2020.

The anticipated timeline is as follows:

- Week of May 11 First Round Interviews
- Week of May 18 Second Round Interviews
- Week of May 25 Finalist(s) Interviews
- June 4 Board of Education Appointment

Board Members, Pat King and Jim McGowan have volunteered to serve on this committee. Members of the WLHS staff will be invited to be part of the process.

EXHIBIT IV C

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHERI LEE, HUMAN RESOURCES DIRECTOR

DATE: APRIL 30, 2020

RE: NON-TENURED NON-RENEWAL

Connecticut General Statutes 10-151 require that non-tenured teachers be notified if their contract will not be renewed for the following school year. Therefore, in accordance with the statutory requirements, and on behalf of Shawn Parkhurst, Superintendent of Schools, the Director of Human Resources recommends that the Board of Education not renew the teaching contract of the attached list of employees at the end of 2019-2020 school year.

BOARD MOTION:

“MOVE that in accordance with the provisions of the Connecticut General Statutes Section 10-151, the contracts of the attached non-tenured teachers be non-renewed for the 2020-2021 school year. The Board of Education authorizes the Director of Human Resources, Sheri Lee, to advise these employees of this action in writing no later than May 1,2020. ”

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN PARKHURST, SUPERINTENDENT

DATE: APRIL 30, 2020

RE: SUPERINTENDENT'S REPORT

2020-2021 Budget

The Board of Finance heard the Board of Education appeal on April 14, 2020 and subsequently on April 15, 2020 approved the Board of Education FY 20/21 budget at \$31,878,684 which is an increase of \$498,640 over the FY 19/20 budget. The Board of Finance also approved additional savings to the Board of Education medical insurance line in the amount of \$380,000.

Staff Spotlight

IT Director, Andrew Goodwin has secured additional laptops for our district in collaboration with CSDE; the first shipment is scheduled to arrive in late May or early June. Office of Partnerships Director, Jessie Lavorgna, has secured a generous donation of \$75,000 from Hartford Foundation for Public Giving to support our students and families during this unprecedented time. Stay tuned for the use of these funds in the coming weeks. Congratulations to Matt Sigall and Melissa Lopes for receiving the PwC Charitable Foundation Innovation Lab Challenge in the amount of \$7,500.

Hartford Foundation for Public Giving

On Wednesday, April 8, 2020, the Hartford Foundation for Public Giving (HFPG) informed us that they would be providing the WLPS Office of Partnerships with a \$75,000 one-time grant for the express purpose of assisting students and families during the COVID-19 Crisis. The HFPG awarded the same monetary grant to five other school districts in the Hartford Region, all of which have offices of family-school-community partnerships that they support financially and with training.

These monies will be utilized in a variety of ways, all of which seek to best serve our students and families. For more information on the grant and how the monies will be spent, please reach out to Jessie Lavorgna, Director of Partnerships.

We are deeply grateful to the Hartford Foundation for Public Giving not only for their continued support of the Windsor Locks Public Schools, but for their support of our students and families during these unprecedented times.

StriveScan Event

In light of recent college fair cancellations across our region and country, the New England Association for College Admission Counseling partnered with [StriveScan](#) and other associations around the country to provide a virtual alternative. Through unprecedented collaboration, the Strive Virtual College Exploration Week, provided a unique and diverse program for students as they begin to navigate their postsecondary options. The Strive Virtual College Exploration Week provided a robust and diverse schedule of events with 300+ colleges from around the country. Colleges from our region, and nationally, shared their knowledge and expertise. Special thanks for the WLHS counseling office for pushing this information out to our students and families; in particular our Class of 2021.

Wellness Wednesdays

Starting the week prior to our April break, we launched a district and community-wide Wellness Wednesday. Each Wednesday from 1:00 pm - 1:30 pm, a member of our staff engages students, staff, and families in a 30 minute wellness activity. To date we have had a robust workout from Mr. Lepak and a mindfulness session with Mrs. Orlandi. In the coming weeks stay tuned for DrumFit among other great wellness activities to feed our physical and emotional minds.

COVID-19 Update

As we enter an extended shut down, we are continuing to expand upon our Interim Remote Learning launch. A team has reviewed the grading guidelines set forth from the State Department of Education and due to our forward thinking and mastery-based approach, we are aligned with the guidelines. Due to the survey responses from families, staff have engaged in some tweaks to support all students and families, such as altering schedules slightly and providing more time for work completion. Continued collaboration occurs weekly with the North Central Health Department and continued frequent communication to staff and families remains a cornerstone of our work. At this time, schools will remain closed through May 20, 2020 with further guidance expected on or about May 10, 2020.

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHARON COURNOYER, ASSISTANT SUPERINTENDENT

DATE: APRIL 30, 2020

RE: ASSISTANT SUPERINTENDENT'S REPORT

Daily attendance at grade level and department meetings.

Checked into as many meetings as possible pK-12 to support teacher planning.

Car Parades

Attended car parades for High School, South and North. What a great turn out both from staff and our families.

Car Parade honoring Colin Norris

It was a privilege to participate in the celebration of Colin Norris Day.

Attended the School Finance Presentation

Thank you to Jessie for coordinating this informational session.

Meetings with the Gifted and Talented/Enrichment Teacher, Instructional Technology and Student Data Specialist

Meetings to discuss resources for this year and next regarding G&T and Enrichment.

Multiple iReady meetings

iReady is a resource funded by the Alliance Grant for next year. iReady is providing onboarding training and free opportunities this year as a tool that teachers can utilize for online learning. This required an informational meeting with leadership, Andrew Goodwin and Lynda Acquoatta and additional meetings to get our rosters set up for teacher PD on April 20, 2020.

Seminars

- NEASC: Sustaining Virtual Learning Seminar
- NEASC: College Admissions: Impact of Coronavirus

- NEASC: Assessment and grading during COVID-19
- Challenge Success: Guidance on Grading/Crediting Policies

Grading Meetings

Met with David Prinstein, Carrie Grado, Christine Griswold and Dan Liebert (Great Schools Partnership) to discuss best grading practices, guidelines from the Ct. State Department of Education, and our own Mastery Based Grading to develop a draft grading document for Middle and High School that both provides meaning feedback and to reinforce our commitment to supporting students and families academically and emotionally during this time.

Professional Learning and Teacher Evaluation Meeting

Met with our PDAC and TEVAL committee to discuss “just in time” professional learning opportunities as it relates to virtual learning. The committee decided on a very short survey for teachers that will guide their PD for May. The survey was created and was sent out this week.

Liaison Check in Meeting

Met with grade level and departmental liaisons who are responsible for uploading weekly lessons to discuss positives and areas we need to address for the week after vacation.

ELL Meeting

Met with ELL coordinator to discuss how she and her staff are supporting EL students and families in this virtual learning environment

Virtual Student Registration Meeting

Participated in a meeting with Jessie LaVorgna, Charmaine Bradshaw-Hill, Lynda Acquatta, and Brenda Murphy to discuss streamlining the registration process to include completely online process.

Attended BOF Meetings

NEASC Meetings

- As Chairman of Committee on Public Schools Committee B: Facilitated commission report review with my committee
- Participated in NEASC Plenary Session to approve all committee reports
- Check in with teachers and administrators from across New England regarding practices in our online learning

EXHIBIT IX B

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN PARKHURST, SUPERINTENDENT

DATE: APRIL 30, 2020

RE: BUDGET UPDATE: F/Y 2020-2021

At the Board of Finance meeting on April 15, 2020, the Board of Finance members approved the Board of Education budget for F/Y 2020-2021 as follows:

BOE FY 20/21 Budget presented and appealed:	\$32,917,113
BOF Approved FY 20/21 Budget	\$31,878,684
Medical Insurance Savings	(\$ 380,000)
Remaining Reductions Required by BOE	<u>\$ 658,429</u>
Total Reductions	\$ 1,038,429

Board Motion: “**MOVE** that the Board of Education make the recommended reductions in the amount of \$1,038,429 to the FY 2020-2021 budget and adopt a FY 20/21 budget at \$31,878,684 as presented by the Superintendent of Schools.”

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

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Director of Partnerships 860-292-5751