

WINDSOR LOCKS PUBLIC SCHOOLS



BOARD OF EDUCATION MEETING

Special Meeting

May 7, 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 May 7, 2020

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 - Agenda

May 7, 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. Superintendent - Staff Appreciation
- E. 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 28, 2020 Policy Subcommittee
- B. April 30, 2020 Special Meeting

IV. Personnel Report p. 18 Exhibit IV A

- A. Update on WLHS Principal Search

V. Reports on Standing Committees:

- A. Correspondence
- B. Curriculum
- C. Policy: **Vote Needed** p. 19 Exhibit V B
 - 1. Second Reading and Approval:
 - a) 3541 - Transportation
 - b) 3801 - Contracted Bus Services
 - c) 6111 School Year/School Calendar
 - 2. Policy to Be Rescinded
 - a) 2100 - Loss Control Program
- D. Finance - Next Meeting: Monday 5/11/20 at 3:00 p.m.
- VI. Old Business
- VII. New Business
 - A. COVID-19 Update: Discussion, and Status
 - 1. District Updates - School ReOpening Plan
 - 2. School Updates
 - B. Interim Remote Grading Guide: Draft p. 23 Exhibit VIII B
Vote Needed
 - C. Discussion of F/Y 20-21 p. 27 Exhibit VIII C
School Budget: **Vote Needed**
- VIII. 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.*
- IX. 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
Optional Parent Call in and Q & A with the Superintendent	Friday, May 8, 2020 10:00 am	Dial In: 1-929-205-6099 Meeting ID: 999 672 877
National Field Day Event	Friday, May 8, 2020	Information to families and students from PE teachers
Happy Mother's Day	Sunday, May 10, 2020	
Virtual Professional Development	Monday, May 11, 2020 1:00 pm - 3:00 pm	Virtually for Staff
BOE Finance SubCommittee Meeting	Monday, May 11, 2020 3:00 pm	Virtually via Zoom
Parent/Student Interim Remote Learning Survey #3	Tuesday, May 12, 2020	Virtually
CT School Safety and Crisis Response Team Meeting	Wednesday, May 13, 2020 9:00 am	Virtually
Wellness Wednesday - Scavenger Hunt	Wednesday, May 13, 2020 1:00 pm	Virtually via Zoom
WLHS Principal Search Interviews Round 1	Wednesday, May 13, 2020 2:00 pm	Virtually
Board of Education Curriculum Committee Meeting	Thursday, May 14, 2020 3:00 pm	Virtually via Google Meets
Board of Education Meeting	Thursday, May 14, 2020 4:00 pm	Virtually via Zoom
Optional Parent Call in and Q & A with the Superintendent	Friday, May 15, 2020 10:00 am	Dial In: 1-929-205-6099 Meeting ID: 999 672 877
Park and Recreation Interactive Juggling Event	Friday, May 15, 2020 11:00 am	Virtually via Zoom

EXHIBIT III

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN PARKHURST, SUPERINTENDENT

DATE: MAY 7, 2020

RE: APPROVAL OF MINUTES

- April 28, 2020 - Special Meeting: Policy Subcommittee Meeting
- April 30, 2020 - Special Meeting: Board of Education

Board of Education - Policy Subcommittee Meeting Minutes of April 28, 2020

The Policy Subcommittee Meeting was called to order at 3:30 p.m. virtually through Zoom.

Board Members in Attendance: Pat King, Jim McGowan, and Paige Latournes
WLPS Staff in Attendance: Shawn Parkhurst, Charmaine Bradshaw-Hill

The committee reviewed revisions to current policies based on the legal counsel review, and state statutes.

Policies present for a first read:

Policy 3514 – Transportation: The revisions included minor changes to bring the policy in alignment with current state statutes.

Policy 3801 - Contracted Bus Service: Minor changes involved updating language to align this policy to *Board Policy 3541: Transportation*. The language gives approval to the Board's Attorney to review contracts in place of the Town Council. New language also outlines the need for contractors providing services to ensure that school bus drivers meet statutory requirements for training related to signs and symptoms of anaphylaxis and the procedures that must be followed.

Policy 6111 - School Calendar: The language in this policy was streamlined to include information that meets and outlines all statutory requirements, and also allows for the Board of Education to set a firm graduation date no earlier than 180 days, which will not fluctuate based on snow/emergency closure days.

The Board agreed to proceed out of Agenda order to discuss the rescinding of policy **2100 - Loss Control Program**. It was the legal recommendation to remove this policy as it has the potential to create additional potential liability where it might not otherwise exist.

The above stated policies were approved to move forward for a first read of the full Board Education.

Policy 1330 - School Facility Use: The first paragraph was changed to specifically include language related to particular community groups, in accordance with Title 36. This prevents any potential discrimination against certain group. A lengthy discussion ensued regarding the regulation of this policy. It was agreed that this needs a more thorough review as pricing calculations will need to be updated. There was discussion around the costs, and fees associated with programs run by the Park and Recreation Department. There was a discussion as to whether to charge Park and Rec higher fees associated with updated pricing, and whether or not to push those charges to F/Y 2021 for budgeting fairness. The committee decided to table this discussion until more information could be gathered, and new pricing could be calculated.

The committee agreed to meet again on Tuesday, May 19, 2020 at 3:00 p.m. to review **Policy 1330 - School Facility Use.**

Meeting Adjourned at 4:26 pm.

Respectfully Submitted;
Donna Bole, Acting Recording Secretary

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

MINUTES OF THE SPECIAL MEETING,
April 30, 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, J. Robinson and J. Lavorgna,

Student Representatives: N. Passaro and K. Goud

Students: Unknown

Staff: D. Bole

Others: 70 total people were signed in on the

Press: None

I. Call to Order

Chairwoman Patricia King called the Special Meeting to Order at 4:00 p.m. held via Zoom Meeting

<https://zoom.us/j/95555783202?pwd=ZzE4YWNPbmsvTmposY29nUEp4cEJxUT09>

Meeting ID: 955 5578 3202 Password: 2wxm2X

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 noted not much going on since the last meeting. He has been continuing his remote learning. The teachers have been very responsive to any requests he makes in a timely fashion. His brother, who is a middle school student, has also been working remotely and having the same experience as he has been.

Ms. Krithi Goud, Student Representative, addressed the Board. She also commented about her experiences with distant learning and agrees with Nick that teachers are responsive and she has been keeping up with work load. She mentioned that on Friday, May 1, 2020, will be senior college day. This is the day students commit to their school for the fall semester.

D. Board of Education Communications

Board Member Mr. Jim McGowan wanted to thank the staff at North Street School, including paras and teachers for coming out and celebrating his grandson's birthday. A parade of 15-20 cars drove down his grandson's street, twice in celebration of his day. His grandson was so happy and surprised. He appreciates the effort!

Chairwoman Mrs. Patricia King commented she has been attending meetings with other Board of Education Chairs from across the state, approximately 30-40 people participated discussing the budget difficulties and remote learning. She wanted to thank everyone for their hard work and contributions during the difficult budget process. The Board of Finance and the Board of Education came up with a good compromise. She noted the budget will be discussed later in the meeting. She also discussed entrance back into the schools and graduation due to the COVID-19. She also thanked Mr. Parkhurst for all of his hard work during the budget process.

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.

No response was given.

III. Approval of Minutes

- Minutes of April 9, 2020 Special Meeting

It was MOVED (Gragnotati) and SECONDED (Latournes) and PASSED (U) that

the Board of Education approve the April 9, 2020 Special Meeting as presented.

IV. Personnel Report

A. Resignation

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

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

Mrs. King thanked Mr. Knickerbocker for his service as he was such a force surrounding Heritage Day.

B. WLHS Principal Search Update

Ms. Sheri Lee, Director of Human Services, addressed the Board. She indicated 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 will be first round on interviews the week of May 11; the second round of interviews will be the week of May 18; the finalist interviews will be the week of May 25; and, the Board of Education appointment on June 4, 2020. Vice-Chairwoman Ms. Byrne inquired if the interviews will be virtual if the schools are closed and Ms. Lee confirmed that to be correct.

C. Non-Tenured Non-Renewal

Ms. Sheri Lee, Director of Human Services, addressed the Board. She indicated pursuant to Connecticut General Statutes Section 10-151 it requires 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

V. Superintendent Report

Mr. Shawn Parkhurst, Superintendent of Schools addressed the Board. He wanted to thank the Board for their continued support during the budget process. He also wanted

to shout out to the students who were brave to voice their opinion. He will discuss the budget options in detail later in the meeting.

He thanked Mr. Andrew Goodwin, IT Director for securing additional laptops for the district in collaboration with CSDE. The first shipment is due to arrive late May or early June. He has been behind the scenes and making things happen. He thanked Mr. Matt Sigall and Ms. Melissa Lopes for receiving the PWC Charitable Foundation Innovation Lab Challenge in the amount of \$7,500. Finally, he thanked Ms. Jessie Lavorgna, Office of Partnerships Director, for securing a generous donation of \$75,000 from Hartford Foundation for Public Giving to support students and families during the COVID-19 crisis. The Hartford Foundation for Public Giving 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. He thanked her for all she does, as she goes above what is expected.

He mentioned this coming Sunday, Fox 61 will be honoring two senior scholar athletes from Windsor Locks, Colin O'Brien and Emily Tarko.

He noted 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. Three hundred plus colleges from around the country participated. He thanked Windsor Locks High School counseling office for pushing this information out to our students and families; in particular to the Class of 2021.

He commented on Wellness Wednesdays, a community-wide wellness program held each Wednesday from 1:00 p.m. to 1:30 p.m. A member of the staff engages students, staff and families in a 30 minute wellness activity. Next week is teacher/staff and nurse appreciation week. Finally, he noted it is college selection day for the seniors, which the start of a new chapter in their lives.

VI. Assistant Superintendent Report

Ms. Sharon Cournoyer, Assistant Superintendent of Schools, addressed the Board. She has been very busy with attending daily meetings as possible with pre-k through 12 to support teacher planning. She attended the car parades for the High School, South Elementary School and North Street School, a great turn out from both staff and families. She attended the enrichment class at South Elementary School with Ms. Foy on Friday. She was able to participate in the class as she had whipped cream in her fridge! She has met with Ms. Lavorgna discussing the grant funding the district received in responsive to the COVID-19 crisis. She attended grading meetings with Mr. Prinstein, Ms. Grado, Ms. Griswold and Mr. Leibert of Great School Partnerships to discuss best grading practice guidelines from the State of Connecticut Department of Education. She has attended many budget meetings along with seminars provided by

NEASC discussing sustaining virtual learning, college admissions, impact of Coronavirus, assessment and grading during COVID-19; and guidance on grading and crediting policies.

Ms. Byrne noted that the Board did not take action on the non-tenure teachers that was discussed in the beginning of the meeting.

It was MOVED (Byrne) and SECONDED (Gragnotati) and PASSED (U) that the Board of Education 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

VII. Reports on Standing Committees

A. Correspondence

Ms. Paige Latournes read from an email the Board received from Ms. Michelle Vidal and Ms. Loralynn Cooper. They are both nurses at the middle and high school. They are concerned about the budget cuts and how it will affect the two LPNs that are employed with the district who help the RNs during the school day. There are many tasks that are done behind the scenes that have increased over the years. The health needs of students over the last twenty years have increased and not having the LPNs to assist the RNs would be detrimental to the health offices throughout the district.

She indicated she received three more emails praising our superintendent, Mr. Parkhurst and district. She read from those emails as well. The first one was from Rebecca Gilhooley (sp) who wanted to thank Mr. Parkhurst for everything he does for the students and teachers of Windsor Locks. The next one was from Karen Giannelli who also had high praises for Mr. Parkhurst during this crisis and during the budget process. He is a professional, responsible leader of our schools. The last one was from Lynn Dandusky (sp) who is impressed with the professionalism of the teachers and the district. The teachers have gone above and beyond during this time.

B. Curriculum

Meeting is scheduled for May 14, 2020.

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

Chairwoman Mrs. King noted that they were a few changes in the policies that are being brought for a first reading. Board Members should review same and if they have any questions at the second reading, they will be addressed at that time.

D. Finance

Will be discussed later in the meeting in relation to the budget.

VIII. Old Business

None.

IX. New Business

A. COVID-19 Update, Discussion and Status

1. District Update

Mr. Parkhurst commented that meal service is continuing and expanding to include meals for the weekends. Pick-up days times for the weekend meals are on Thursdays. The district will provide meals for any person in the community that is under the age of 18. He thanked Ms. Charmaine Bradshaw-Hill for all of her hard work on expanding this program. Mr. Parkhurst will continue to host a Friday call answering questions from the community and parents they may have during this crisis. The district will be launching a virtual help desk on the website. A form can be completed and submitted which will trigger an email so the question can be answered in a timely fashion, in 24 hours or less. He mentioned the state and nation are now planning on recovery after this crisis, as Mrs. King mentioned, Board Chairs are discussing the biggest challenges in reopening schools. The district is still in limbo as per the Governor schools are closed until May 20, 2020. The district should have some guidance from the Governor's office next week. He has been in contact with the officers of the Class of 2020 regarding graduation and other senior activities, but he stressed even if the Governor's order expires on May 20, 2020, five or more people may not be able to gather which would not make graduation an easy task. Mrs. King added that some of the ideas that have been discussed were opening schools staggered beginning with the lower grades first and then opening up the high school but maybe only twice a week and not being able to transport students via buses and parents would have to transport in order to keep social distancing rules along with adding hand sanitizers and encouraging constant hand washing. Hopefully, there will be an announcement soon so the district can plan out their re-opening plan.

2. School Updates

Mr. Jeff Robinson, Director of Special Education, addressed the Board. He indicated that his department has been holding virtual PPTs scheduling those meetings with parents and connecting with parents. Discussions of summer plans of both scenarios, either in school or online. On May 11, 2020, 504 meetings will begin virtually. The nursing staff has been taking the temperatures of employees who have been working in the food service department. One of the nurses from the middle school has been sewing masks for staff members. She has made approximately 250 masks thus far.

Ms. Monica Briggs, Principal of South Elementary School, addressed the Board. She continues to attend daily meetings with teachers, parents and students. She met with Ms. Cournoyer last week in regards to professional development of the new software platform the district has been using. There has been a lot of positive feedback. A third grade class had a virtual guest, Mr. Dan Burbank, a retired astronaut, discussing his adventures. The teacher as a few days' notice to prepare for his visit. She wanted to thank all of the essential workers and told the Board to stay tuned for a video that will be shared very soon!

Ms. Carrie Grado, Interim Principal of Windsor Locks High School, addressed the Board. She had a few updates from the high school. She will accept any suggestions in how to celebrate the senior class and recognize those students' achievements as they are very deserving. She encouraged everyone to read her past guidance guide emails for more information. She has been attending webinars discussing mastery grading systems and cross curriculum along with distant learning. Teachers are continuing professional development attending webinars on adapting to online learning. AP exams have been scheduled for the weeks of May 11 through May 15 and May 18 through May 27, 2020. Students are preparing for the exams and they will be administered virtually. Dollars for Scholars meeting has been scheduled and she will be getting that information shortly.

Mr. Jeffrey Ferreira, Principal of North Street School, addressed the Board. He noted that face to face connections began on Friday among teachers, students and parents. It will help a group of children get together and see each other and their teachers. The feedback has been wonderful. It was mentioned the children get a kick out of seeing their teachers at home. HE thanked the parents, teachers and the IT department for making the face to face connections happen.

Mr. David Prinstein, Principal of Windsor Locks Middle School, addressed the Board. At the middle school, everything is going great. Students and teachers are connecting in a different way as middle school students are unique in their own way. He thanked the teachers, students and parents for their flexibility and understanding during this crisis as they are trying to balance their lives, working from home and supporting distant learning.

Mr. Steve Mills, Facilities Director, addressed the Board. He gave an update on the facilities and gave a shout out to his department and listed each and every one of them, for helping the administration and staff. He thanked them for all of their hard work.

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

Mr. Parkhurst addressed the Board. He reviewed the first slide discussed the vision of the graduate of Windsor Locks Public Schools. He wanted to recap the progress of the budget for FY 20/21. He indicated originally he requested a 7.9% increase, which was reduced to 4.9%. He showed a slide that listed the budget requests and figures as follows: Board of Education request of \$32,917,113; FY 19/20 budget of \$31,380,044; FY 20/21 budget approved by the Board of Finance of \$31,878,684; increase over FY19/20 budget of \$398,640; medical insurance expense reduction of \$380,000; and, a total reduction of Board of Education request which his \$1,038,429. He is proposing reductions in professional learning and development accounts, supply lines, shifting grant monies allocated to technology, technology line items and increase reimbursements. He gave in great detail where those reductions would come from, line by line, which totaled to \$1,038,429. He explained if the Board decided to reinstate a fourth grade teacher the class sizes would go from 20 to 17. In order to make that reinstatement of the fourth grade teacher, another reduction would have to take place and that would be the elimination of a RISE paraprofessional position. This would cause the ratio of student to adult increase.

A lengthy discussion was held discussing the line reductions in detail and reinstating the fourth grade teacher but not eliminating the RISE paraprofessional. It was decided to have Mr. Parkhurst review the budget one more time to try to include the fourth grade teacher and RISE paraprofessional.

It was MOVED (Byrne) and SECONDED (Latournes) and PASSED (U) that the Board of Education table the discussion of FY 20/21 School Budget until the meeting held next week on May 9, 2020.

X. Public Audience

Mr. Greg Weigert of 47 Fairview Street addressed the Board. He wanted to thank all of the custodians that are on site day in and day out and participating in professional development sharpening their skills to serve the district. Their willingness to please does not go unnoticed.

Ms. Naomi Urguhart of 14 Center Street addressed the Board. She is a teacher at Pine Meadow Academy and she wanted to thank Robin and Rachel for pulling together and making it work. Pine Meadow Academy has an amazing staff!

XI. Adjournment

It was MOVED (Gragnotati) and SECONDED (McGowan) and PASSED (U) that the Board of Education adjourns the Special Meeting of April 30, 2020 at 5:23 p.m.

Respectfully submitted,

Denise M. Piotrowicz
Recording Secretary

EXHIBIT IV A

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHERI LEE, DIRECTOR OF HUMAN RESOURCES

DATE: MAY 7, 2020

RE: PERSONNEL REPORT

There were 22 applicants for the High School Principal position.

Seven applicants will move into round one, and interviews will take place on May 13th.

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN PARKHURST, SUPERINTENDENT

DATE: MAY 7, 2020

RE: POLICY REVIEW

Last week, the Policy Subcommittee reported the review of several policies for a first read. Tonight, those policies are presented for a second read and possible approval.

3541 - Transportation: Revision

3801 - Contracted Bus Services: Revision

6111 - School Year/School Calendar: Revision

2100 - Loss Control Program: Rescind

Possible Board Motion: “**Move** that the Board of Education approve policies 3541 Transportation, 3801 Contracted Bus Service, 6111 School Year/School Calendar as presented, and rescind policy 2100 Loss Control Program as presented.”

3541

Non Instructional

Transportation

The Board of Education will provide reasonable transportation for all eligible students who are residents of Windsor Locks so that they may attend the public schools maintained by the Board. A student will not be provided transportation if the student is a graduate of a high school or vocational school or if the student has been legally excluded from school **or transportation.**

“Transportation” means the procedure, program or fully effective and implemented plan by which a student is conveyed to and/or from school from their residence or the bus stop at public expense, whether by use of publicly owned equipment or by contract. Such transportation shall be over public roads approved pursuant to Section 10-220c of the Connecticut General Statutes and shall be furnished in a manner consistent with the provisions of state law and the regulations of the Department of Motor Vehicles.

Students do not have a reasonable expectation of privacy within the school community while riding the school buses. Therefore, the Board of Education and/or the bus contractor may, from time to time, photograph students while they are riding on school buses by use of videotape or otherwise, to assist in monitoring student behavior. All such photographs and/or videotapes will be treated as confidential documents **to the extent permitted by law**, which will be distributed only to those employees or agents of the Board of Education and/or the bus contractor as needed, and to law enforcement agencies as appropriate **unless otherwise required by law.**

The Superintendent shall ensure that the operation of transportation:

1. Provides for maximum safety of students
2. Supplements and reinforces desirable student behavior patterns
3. Assists handicapped students appropriately

Legal References: Connecticut General Statutes:

10-76d(e) Re: Transportation for Special Education

10-97 Transportation to Vocational Schools

10-186 Duties of local and regional Boards of Education regarding school attendance hearings

10-220 Duties of Boards of Education

10-220(c) Transportation of children over private roads. Immunity from liability

Adopted: April 1993

Revised: June 2001, April 2020

Replaces: 3800,3803,5200

3801

Non Instructional

Contracted Bus Service

School bus transportation shall be provided by contracted carriers for all pupils who qualify for such service, **in accordance with Board Policy 3541 “Transportation”**, except in those instances wherein the services may be provided more economically by other means.

Subject to the Board of Education review and approval, the Superintendent is authorized to negotiate contracts for public school transportation. The ~~town counsel~~, **Board Attorney** shall review the contracts for legal sufficiency. See Board of Education Policy 3324 “Purchasing.”

Contractors

All contractors transporting students are required to have adequate insurance coverage as defined in Section 14-29 of the Connecticut Motor Vehicle Law, with certificate of insurance on file in the Business Office of the Board of Education.

The Board of Education requires from the transportation contractor that all registered school buses while transporting children shall be operated by holders of valid public service operators’ licenses issued in accordance with section 14-44.

All contractors are required to comply with sections 14-275 and 14-281` of the Connecticut Motor Vehicle Laws, inclusive, for the transporting of pupils and licensing of bus operators. **On or after July 1, 2019, contractors shall ensure that their school bus drivers meet statutory requirements for training related to the identification of the signs and symptoms of anaphylaxis, the administration of epinephrine by a cartridge injector, the notification of emergency personnel, and the reporting of an incident involving a student and a life-threatening allergic reaction.**

Use of Privately-owned Vehicles

Where private transportation to a vocational-technical school is used and this eliminates the need for Board contracted transportation, the Board will reimburse the student for such private transportation up to \$800 annually. Reimbursement for private transportation will not be made if the Board provides transportation to such schools.

Student Drivers

Students are never to be used by the school system as drivers to transport local pupils on field trips, excursions, or to and from athletic activities.

References:

Section 10-220-221 and PA 82-133 Vocational School Transportation

Section 14-29 Insurance

Section 14-44 and P 81-256 Driver Licenses

Section 14-275 and 14-281a Motor Vehicles

PA 81-182 Bus Inspections

Board of Education Policy 3541 “Transportation”

Adopted: December 1982

Revised: October 2003, April 2020

6111

Instruction

School Calendar

~~The school calendar shall show the beginning and ending dates of school, legal and local holidays, meeting days, number of teaching days, vacation periods and other pertinent dates.~~

The Superintendent shall ~~develop~~ **recommend a school calendar meeting all statutory requirements to the Board of Education for its review and approval.**

The school calendar shall show school days in each school month, the number of school days in each month, legal and local holidays, staff development days, early closing days, vacation periods and other pertinent dates, including graduation for students in grade twelve.

The Board, in establishing a graduation date, may establish for any school year a firm graduation date which is no earlier than the one-hundred eightieth day in the adopted school calendar.

Legal Reference: Connecticut General Statutes

1-4 Days designated as legal holidays

Adopted: January 1995

Revised: March 1998, April 2020

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN PARKHURST, SUPERINTENDENT

DATE: MAY 7, 2020

RE: INTERIM REMOTE GRADING GUIDE - DRAFT

The Interim Remote Grading Guide (below) uses guidance from the State Department of Education and our own mastery-based grading practices to ensure planning of instruction and reporting of grades are equitable and sensitive to the needs of students and families while learning at home. The document includes guidelines for teacher and student expectations as it relates to philosophy and instructional expectations.

Windsor Locks Middle and High School Interim Remote Learning Grading Guide



WLPS Interim Remote Learning Philosophy, Mission, Vision and Goals

The philosophy, mission, vision and goals of Interim Remote Learning during an extended school closure is to allow students to continue their connection to school through engaging tasks, activities and work to be completed at home. In addition, to helping students maintain connections with school and focus on their education during these difficult times, Interim Remote Learning can help prepare all students through experience with digital learning and an online working environment that is now commonplace in many academic and work settings. Our practices outlined below align with our district goals but highlight the following:

- ❑ Focus first and foremost on students' learning and ensuring our students' social/emotional well-being
- ❑ Equitable practices so that all may demonstrate growth, while being mindful of the challenges families and students may be facing
- ❑ Strong relationships, consistency and open communication among our school teams, students, families and community are essential

Performance Level		Description
School Based Level*	State Department of Education	
4	Pass with Distinction (credit earned)	<ul style="list-style-type: none"> ● Demonstration moves beyond the standard. ● Demonstration shows a deep, sophisticated understanding of the Standard. ● Standard is authentically applied in different contexts or disciplines.
3	Pass (credit earned)	<ul style="list-style-type: none"> ● Student demonstrates the standard consistently and independently. ● Student demonstrates the standard in a variety of ways.
2	Pass/Incomplete (credit earned pending outcome of intervention plan)	<ul style="list-style-type: none"> ● Student is making progress toward mastery of a priority standard but requires additional opportunity in their next course, through iBlock/Raider Block, before/after school support, and /or Saturday/vacation academies upon return to school. ● Student demonstration is moving toward independence.
1	Incomplete/No Credit (HS course repeated)	<ul style="list-style-type: none"> ● Student is not able to demonstrate learning, based on absence or other factors. ● There is no evidence available to make a determination on progress.

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Staff Expectations	Student Expectations
<p>Foster a climate of care and communication/connections with students and families by:</p> <ul style="list-style-type: none"> ● Maintaining open and caring communication with your students ● Asking students and families frequently, <i>“How are you? Do you need anything?”</i> 	<p>Maintain consistent contact with teaching and counseling staff:</p> <ul style="list-style-type: none"> ● Communicate any learning needs ● Specific supports needed ● Schedule conflicts regarding check in and attendance requirements
<p>Prioritize curricular standards</p> <ul style="list-style-type: none"> ● Reduce, by half, the workload to reflect the interim remote learning environment ● When and where possible, interdisciplinary opportunities and project-based learning should be incorporated to address priority standards ● Depth and mastery of standards through quality assignments (rather than quantity) ● Assignments and assessments should “promote student ownership of learning and that help students identify interests and develop self-knowledge” <i>Stacy Caldwell, Mastery Transcript Consortium</i> ● Communicate expected time commitment for the assignment/task with the shortened day schedule in mind 	<p>Students’ reflect on their progress towards mastery</p> <ul style="list-style-type: none"> ● Focus on indicators and standards where they haven’t demonstrated mastery ● Advocate for interdisciplinary and cross- curricular opportunities to show growth ● Utilize planning tools (Raider Block, iBlock, counseling supports) to set a healthy remote learning schedule ● Set up a work area that supports learning, eat healthy, take breaks for mindfulness and exercise
<p>Create opportunities for students to have face to face time with students, fostering a balance of live and recorded instructional interactions and mini-lessons.</p> <p>These opportunities may be</p> <ol style="list-style-type: none"> 1. synchronous (live) meetings/week combination of (including but not limited to): <ul style="list-style-type: none"> ● Social/Emotional Check ins/CREW ● Raider Block/advisory ● Content support/questions, office hours ● Small group instruction as needed (with a second adult present) 2. asynchronous (recorded) meetings <ul style="list-style-type: none"> ● New content instruction (mini-lessons) 	<p>Log into google classroom and meetings to:</p> <ul style="list-style-type: none"> ● Obtain feedback and/or clarification from the teacher ● View a mini-lesson ● Gain background knowledge on the standards and content ● Develop an understanding and skills toward a particular assignment

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<ul style="list-style-type: none"> Overview of the week’s expectations for assignments 	
<p>Provide ongoing meaningful feedback and opportunity for students to demonstrate mastery of standards through revision of work:</p> <ul style="list-style-type: none"> Utilize your existing scoring guidelines (criteria) as one way to provide feedback to students Meaningful teacher feedback and student revision of work based on teacher feedback. 	<p>Embrace a “Growth Mindset” to:</p> <ul style="list-style-type: none"> Revise work based on ongoing reflection, peer and/or teacher feedback Utilize the revision opportunities to demonstrate mastery
<p>Collaborate with colleagues to create assignments and assessments that:</p> <ul style="list-style-type: none"> Promote student ownership of learning Are relevant to students Consider interdisciplinary projects Project based learning opportunities Demonstrate awareness and personalization to family and students’ needs first during this pandemic 	<p>Connect with your Raider Block Advisor, School Counselor, and Teachers:</p> <ul style="list-style-type: none"> Discuss opportunities where teachers provide choice to advocate for projects that are meaningful and demonstrate mastery in multiple classes/ VOG. Be honest and ask for help when you need it. Reach out to a trusted peer for help or to collaborate on a project remotely.

9-12 Final Grades

9-12 Final Grades	
Course Final Grades	Student’s final grades for the year can only be improved by their performance in Q4. Students will not be penalized by their Q4 or Trimester 3 performance.
Final Exams	There will be no final exams for courses
Credit Recovery and Incomplete Status	<p>Opportunities to address unmet standards will be personalized to student needs and based upon health and safety guidelines. These may include:</p> <ul style="list-style-type: none"> Summer Intervention Student in-class intervention (based on personalized learning plan) I-Block/Raider Block Saturday and Vacation Academies

EXHIBIT VII C

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN PARKHURST, SUPERINTENDENT

DATE: MAY 7, 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

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Sharon Cournoyer
Assistant Superintendent of Schools 860-292-5750

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