

# WINDSOR LOCKS PUBLIC SCHOOLS



## BOARD OF EDUCATION MEETING

**Special Meeting**

**May 21, 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 2:00 pm on May 21, 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 21, 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](mailto: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
- E. Student Recognition
  - 1. Windsor Lock High School
    - a) Valedictorian **Owen Canon**
    - b) Salutatorian **Carl Giannelli**
  - 2. Connecticut Association of Schools - Scholar Leader Awards
    - a) **Emma Norris**, Windsor Locks Middle School
    - b) **Mike Passaro**, Windsor Locks Middle School

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. 10 Exhibit III

- A. 5/7/20 - Special Executive Session
- B. 5/7/20 - Special Meeting

- C. 5/14/20 - Special Meeting
- IV. Personnel Report
  - A. Update on WLHS Principal
  - B. Assistant Superintendent Search
- V. Reports on Standing Committees:
  - A. Correspondence
  - B. Curriculum p. 28 Exhibit V B
    - 1. Approve Minutes of 5/14/20 Meeting: **Vote Needed**
  - C. Policy
  - D. Finance
- VI. Old Business
  - A. Update MS STEM, Innovation & Science Integration
- VII. New Business
  - A. COVID-19 Update: Discussion, and Status
    - 1. District Updates - School ReOpening Plan
      - a) Steering Committee Update
    - 2. School Updates
      - a) Windsor Locks High School
        - (1) Winter Sports Season Closure
        - (2) Graduation Class of 2020
  - B. Interim Remote Grading Guide: Draft p. 30 Exhibit VII B  
**Vote Needed**
  - C. Healthy Food Certification: **Vote Needed** p. 34 Exhibit VII C
- 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. Executive Session: To adjourn the meeting to Executive Session as permitted by Connecticut General Statutes Section 1-225(a) for the following purposes as allowed by Section 1-200(6), that is:
  - A. Discussion of Superintendent of Schools' Evaluation
  - B. Discussion of Superintendent of Schools' Contract
    - That in attendance in the Executive Session shall be limited to:
      - a) Members of the Board of Education
- X. Adjourn to Public Session

XI. Action, if any, on Executive Session Items: **Vote Possible**

XII. 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
Wednesday Wellness	Wednesday, May 20, 2020 1:00 pm	Virtually via Zoom
Create Along Art Session	Wednesday, May 20, 2020 3:30 pm	<b>Hangouts Meet joining info</b> <a href="https://meet.google.com/ris-ifog-uty">https://meet.google.com/ris-ifog-uty</a> Or dial: +1 614-948-6372 PIN: 292 052965#
WLHS Principal Interviews Round 2	Wednesday, May 20, 2020	Virtually via Zoom
Board of Education Meeting	Thursday, May 21, 2020 4:00 pm	Virtually via Zoom
Angst - Panel Discussion	Thursday, May 21, 2020 6:00 pm	<a href="https://www.showclix.com/event/angst-online-ysb">https://www.showclix.com/event/angst-online-ysb</a>
Parent Call in and Q & A with the Superintendent	Friday, May 22, 2020 10:00 am	Dial In: 1-929-205-6099 Meeting ID: 999 672 877
North Street School Memorial Day Car Parade	Friday, May 22, 2020 1:00 pm	

## Owen Cannon - Valedictorian



Smart, intelligent, and gifted, are all words that were used to describe Owen during his middle school to high school transition. A beautiful mind, a strong singer, well-respected by teachers and faculty members, were also top descriptors. Throughout Owen's next four years of high school, academic success brought him top awards and leadership roles like The CAS Governor's Scholarship, The Yale Book Award, The Rensselaer Medal, The Governor Scholarship, Co-Captain of the Math Team, Class Treasurer, All-State Choir, and most recently, The National Merit Scholarship.

As a freshman, Owen scored in the 99<sup>th</sup> percentile for his 9<sup>th</sup> grade PSATs. Under evidence-based reading and writing, Owen scored a 660 out of a 720 and 660 out of a 720 for math, for a combined score of 1320. Owen surpassed the reading and writing benchmark by 250 points and math benchmark by 210 points, respectively. This means that Owen has met and/or exceeded multiple subcategories in reading/writing and math. Reaching grade-level benchmark meant that Owen is ready for first-year, credit-bearing college courses as a 9<sup>th</sup> grader. Fast-forward three years and the words, Merit Scholar, are now attached to Owen's name; this is a prestigious academic award that recognizes students for their outstanding educational accomplishments.

Owen's strong academic presence runs parallel with his strong stage presence. To decompress from his studies, Owen visits his second home outside the classroom: the stage. During his high school career, Owen has had leading roles in *Phantom of the Opera* as "Monsieur Firmin," *Into the Woods* as "The Baker," *Mary Poppins* as "Bert," and was unable to fill his leading role in *42<sup>nd</sup> Street*, due to the cancellation of school.

Owen has already had exposure to many Advanced Placement classes as well as advanced math classes at the University of Hartford. Owen's dedication and eagerness to learn will move him toward a successful future as he begins his studies as a Computer Science major at Amherst College.

## Carl Giannelli - Salutatorian



As a four-year Honors student, taking Advanced Placement courses and receiving the Harvard Book Award are accolades that skim the surface of Carl Giannelli's academic career at Windsor Locks High School. Aside from Carl's exceptionality, and intelligence, Carl has received widespread recognition beyond the classroom through volunteer service and extracurricular activities.

Since 1<sup>st</sup> grade, Carl has pursued his music education through

band rehearsals and band gigs as his extracurricular activities. Carl's band, Kim Normal (f/k/a No Idea), independently recorded and released their first EP in 2017 and released an EP this past summer of 2019. Along with his bandmates, these young men have maintained their school responsibilities while coming together from three different towns to write, record, and produce original music that has received attention on YouTube and other social music platforms, locally, state-wide, and on popular New York City radio stations. One of their songs has been featured in a company promo video in the United Kingdom, while a Brazilian magazine featured the band and their accomplishments in a three-page article.

Carl has remained exceptionally open-minded and resilient through the introduction of new ways of teaching and new grading practices. He has never wavered from his resolve to gain understanding to the best of his ability. Carl has learned not to become entangled in doubt and negativity but to explore and seek out the positive in a situation. Once that positive is clear, it becomes his motivation to keep him moving forward. Carl's next academic chapter will begin in the fall at the University of New Haven as a Music Industry major; this path is where Carl's true passion will soon become a greater reality.



### **Emma Norris - WLMS CAS Scholar Leader Award Winner**



Emma's teachers describe her as a hard worker who is diligent and responsible. She is thoughtful, articulate and a good communicator. Although she places high importance on her academic work, she is also the type of person who puts others first, and often is helpful and caring with her peers. Emma has served in the WLMS History Club for the past three years. As a seventh grader Emma helped organize and implement the most successful Heritage Day the middle school has had to date. As an eighth grader Emma was named to the Heritage Day leadership team where she was one of the students in charge of planning Heritage Day. She accomplished this important task while also leading her peers in the Student Council. She showcases her musical strength through her participation in Honors Choir, and has demonstrated her athletic ability on the soccer field during both 6th and 7th grade. We are proud to recognize Emma as a leader in our school community.

### **Mike Passaro - WLMS CAS Scholar Leader Award Winner**



Mike's teachers describe him as an individual who quietly leads by example. He consistently demonstrates respect for others, an ability to engage with all of his peers, and a willingness to step up to any challenge. He is motivated to succeed and has consistently displayed a solid work ethic. Michael has always been well liked, kind, and intelligent. Michael is a leader of the percussion section working with others in the WLMS band as needed behind the scenes. In addition, he has demonstrated his considerable athletic ability and leadership when serving as Captain of the WLMS soccer team, by playing for the CFC Soccer Club, and by swimming competitively with the Water Jets swim team for 5 years. As a seventh grader Michael helped organize and implement the most successful Heritage Day the middle school has had to date, and he continued to participate and to lead this club as an 8th grader. We are proud to recognize Mike as a leader in our school community.

**EXHIBIT III**

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN PARKHURST, SUPERINTENDENT

DATE: MAY 21, 2020

RE: APPROVAL OF MINUTES

- May 7, 2020 - Special Meeting Executive Session
- May 7, 2020 - Special Meeting
- May 14, 2020 - Special Meeting

**Board Motion: “MOVE that the Board of Education approve the minutes as presented.”**

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

**MINUTES OF THE SPECIAL MEETING,  
May 7, 2020 at 3:00 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, C. Bradshaw-Hill and S. Lee

Student Representatives: None

Students: None

Staff: None

Others: None

Press: None

I. Call to Order

Chairwoman Patricia King called the Special Meeting to Order at 3:00 p.m. held via Zoom Meeting

<https://zoom.us/j/98010212788?pwd=TERtdW9Mb2sxZGNpdDh1L1F4eFRIZz09>

Meeting ID: 980 1021 2788 Password: 957400

A. Roll Call for Quorum

All Board Members present.

B. Pledge of Allegiance

All stood up and pledged allegiance to the flag.

II. Executive Session:

It was MOVED (Byrne) and SECONDED (GragnoIati) and PASSED (U) that the Board of Education To adjourn the meeting to executive session as permitted by Connecticut General Statutes Section 1-225(a) for the following purposes as allowed by Section 1-200(6), that is:

- Discussion of Collective Bargaining Units Negotiations

That attendance in the Executive Session shall be limited to:

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

It was MOVED (GragnoIati) and SECONDED (Byrne) and PASSED (U) that the Board of Education terminates Executive Session and reconvenes into public session at 3:45 p.m.

III. Adjournment

It was MOVED (GragnoIati) and SECONDED (Byrne) and PASSED (U) that the Board of Education adjourns the Special Meeting of May 7, 2020 at 3:47 p.m.

Respectfully submitted,

Denise M. Piotrowicz

Recording Secretary

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

**MINUTES OF THE SPECIAL MEETING,  
May 7, 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 learning and challenged to achieve at the highest level.

Goal 2: Windsor Locks Public Schools will use research-based leadership and best workplace practices to ensure high levels of achievement.

Goal 3: Windsor Locks Public Schools will support ever student through a diverse network of caring adults.

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

Members Present:	P. King, M. Byrne, J. McGowan, D. Gragnolati and P. Latournes
Members Absent:	None
Administrators:	S. Parkhurst, S. Cournoyer, C. Bradshaw-Hill, S. Lee, 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 4:03 p.m. held via Zoom Meeting <https://zoom.us/j/98010212788?pwd=TERtdW9Mb2sxZGNpdDh1L1F4eFRIZz09>  
Meeting ID: 980 1021 2788 Password: 957400

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

Ms. Krithi Goud, Student Representative, addressed the Board. She commented about her continued experiences with distant learning and appreciates all of the hard work the teachers and staff have done to make it possible. She loved watching the videos of the teachers. She noted students are working hard to achieve the standards of their course work for Quarter 4.

Mr. Nick Passaro, Student Representative, addressed the Board. He gave his well wishes to everyone. He too has been continuing his remote learning and preparing for his AP exams. Mr. Wandzy has been scheduling prep meeting for the AP exam. Most seniors have chosen their college for the fall.

### D. Superintendent – Staff Appreciation

Mr. Parkhurst publically thanked all the staff and teachers who sent in videos. He received over 100 videos. The entire month of May will highlight the appreciation of all of the teachers and staff. He encouraged everyone to send videos and they will be posted on the district's website so they can be viewed. Chairwoman Mrs. King thanked Mr. Parkhurst and all of the staff and teachers for their hard work.

### E. Board of Education Communications

Board Member Mr. McGowan wanted to thank Board Member Ms. Latournes for his mask she made for him.

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

Ms. Donna Bole 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 28, 2020 Policy Subcommittee

It was MOVED (Byrne) and SECONDED (Latournes) and PASSED (U) that the Board of Education approve the April 28, 2020 Policy Subcommittee as presented.

- Minutes of April 30, 2020 Special Meeting

There was an error noted the in the Minutes of April 30, 2020 Special Meeting, Section IX, Sub-Section A, Sub-Paragraph 2, Line 1 and the amended is as follows:

“Mr. Jeff Robinson, Director of Special ...”  
to

“Mr. Josh Robinson, Director of Special...”

There was an error noted the in the Minutes of April 30, 2020 Special Meeting, Section IX, Sub-Section B, Paragraph 3 and the amended is as follows:

“...until the meeting held next week on May 9, 2020.”  
to

“...until the meeting held next week on May 7, 2020.”

It was MOVED (Byrne) and SECONDED (Latournes) and PASSED (U) that the Board of Education approve the April 30, 2020 Special Meeting as amended.

#### IV. Personnel Report

##### A. Update on WLHS Principal Search

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 district has received 22 applications and the interviews will begin on seven candidates beginning on May 13, 2020 in one day. Those who will be involved in the interview process will be Mr. Parkhurst, Ms. Cournoyer, Ms. Lee, Chairwoman Mrs. King, Board Member Mr. McGowan and Board Member Ms. Latournes. Three candidates will be moved to the second round on May 20, 2020.

#### V. Reports on Standing Committees

##### A. Correspondence

Ms. Paige Latournes read from a few pieces of correspondence she received from Mr. Parkhurst. Ms. Tracy Gibbons, a social worker from the middle school wrote a thank you note for the lovely lunch she received from the Deli on Friday. It was greatly appreciated. Ms. Tracy Rasmussen, a math teacher at the high school wrote a thank you for the lunch. It is a nice way to support the local businesses. Ms. Jodi Zaine, secretary in the guidance department at the high school, sent a comment of how much she enjoyed the video that was sent in the Education is Everywhere email she received. It was so beautiful. She misses seeing the students and staff. She praised Mr. Parkhurst for being such a thoughtful leader.

##### 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 second reading. Board Members should have had reviewed same and asked if they have any questions. Nothing was heard.

It was MOVED (Byrne) and SECONDED (McGowan) and PASSED (U) that the Board of Education approves policies 3541 Transportation, 3801 Contracted Bus Service, 6111 School Year/School Calendar as presented, and rescind policy 2100 Loss Control Program as presented.

## D. Finance

Meeting is scheduled for May 11, 2020.

## VI. Old Business

None.

## IX. New Business

### A. COVID-19 Update, Discussion and Status

#### 1. District Update

Chairwoman Mrs. King discussed the roundtable that has been formed to discuss the opening of schools. Mr. Parkhurst shared that the Governor has closed the schools for the rest of the academic year and now the district has to focus on re-opening in the fall and how that will look. A template has been drawn up which is only a draft and will be sent out to staff, teachers and families to show the mission of the district on a re-opening plan which is done in three scenarios focusing on four goals. The State Government is guiding the districts, but it will be a local decision. The second goal is to enhance distant learning for potentially having to do it after the 19/20 school year and guiding the process, a district level team will be developed to report at regular meetings. The Superintendent, Chairwoman Mrs. King and Vice-Chairwoman Ms. Byrne will oversee the committee. The



committee will consist of a cross section of Board Members, Administrators, parents, teachers and a member from the North Center Health District. In the district level, there will be three working groups which are: wellness and safety, which will be led by Ms. Sheri Lee and the nurse supervisor; teaching and learning which will be led by Ms. Sharon Cournoyer making contingency plans for instruction, distant learning and assessment; and, facilities which will be led by Mr. Steven Mills, working on cleaning modifications, transportation and food services. Mr. Parkhurst noted there are many layers to get this process started. He noted there are three scenarios the groups have to work around, which are: opening in September, open in September and then face closure; and, schools opening is delayed. The teams will meet once a week and share their progress to the Board of Education. Their goal is to report by June 30 or in the beginning of July.

A brief discussion was held.

## 2. School Updates

Ms. Carrie Grado, Interim Principal of Windsor Locks High School, addressed the Board. She spoke about the schools now being officially closed for the rest of the year, the high school has to move forward to make plans for graduation and will have to use the state's guidelines as guidance. She encouraged anyone has 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 spoke about senior activities and how they will be able to help those seniors have those memories with their classmates but virtually. She hopes to hear from students as they are a critical part of the plan along with their parents. It is very challenging and it is an honor working with the students and their leadership is amazing.

### B. Interim Remote Grading Guiding: Draft

Ms. Sharon Cournoyer, Assistant Superintendent of Schools, addressed the Board. She had a slide show discussing the Interim Remote Grading Guide which the State Department of Education and the district's masterly-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. The document discussed the mission, vision and goals of the interim learning. The first slide showed a chart for grading which described each performance level 4-1. She described in great detail each level beginning with 4, as being the highest level and noted as pass with distinction; 3 as pass earned credit; 2 pass/incomplete, credit earned pending outcome of intervention plan; and 1 incomplete/no credit the high school course to

be repeated. The next two slide that was shown described the expectations of staff and students and final grades for Grades 9-12. She described in detail the expectations of the staff and students and how grading the fourth quarter, final exams and credit recovery/incomplete status will be handled during this school year.

A brief discussion was held.

It was MOVED (Byrne) and SECONDED (McGowan) and PASSED (U) that the Board of Education adopts the Windsor Locks Middle and High School Interim Remote Learning Grading Guide as presented.

#### C. 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. The next two slides discussed his proposed budget 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.

A lengthy discussion was held discussing the line reductions and reinstatements, including the reinstatement of a fourth grade teacher and the elimination of STEM at the middle school.

It was MOVED (Gragnotati) and SECONDED (Latournes) and PASSED (3-2) (In Favor: D. Gragnolati, P. Latournes and J. McGowan; Opposed: P. King and M. Byrne) that the Board of Education approves the budget for FY 2020-2021 in the amount of \$31,878,684 with the Superintendent's proposed budget reductions as presented.

#### X. Public Audience

A woman, whose name was muffled due to the audio of 5 Acorn Drive addressed the Board. She indicated she was listening to the meeting and she disagrees with the elimination for the STEM teacher. She heard the administration say they will be able to incorporate the STEM program in the science classes, but students need to use technology more than ever now because of COVID. Most parents disagree with the elimination of the STEM program as she is against the decision as well.

#### XI. Adjournment

It was MOVED (Byrne) and SECONDED (McGowan) and PASSED (U) that the Board of Education adjourns the Special Meeting of May 7, 2020 at 5:48 p.m.

Respectfully submitted,  
Denise M. Piotrowicz  
Recording Secretary

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

**MINUTES OF THE SPECIAL MEETING,  
May 14, 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 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: 30 total people were signed in on the

Press: None

**I. Call to Order**

Chairwoman Patricia King called the Special Meeting to Order at 4:02 p.m. held via Zoom Meeting

<https://zoom.us/j/98010212788?pwd=TERtdW9Mb2sxZGNpdDh1L1F4eFRIZz09>

**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 that his AP exams went well this week. He took AP Lit and AP Calculus. He should have the results in mid-July. He has a few more AP exams to take next week.

Ms. Krithi Goud, Student Representative, addressed the Board. She commented that distant learning is still continuing and her teachers have been amazing through this whole process. Students are finishing up the year!

Mr. Parkhurst asked how the AP exams were different being on-line versus in-person. Mr. Passaro noted that a code was sent out two days before the exam with demos discussing browsers, about a half hour before the exam, you must complete a form. The exam is then administered and it took him about 45 to 50 minutes to complete. He felt that it ran very smoothly. Ms. Goud indicated it went smoothly for her as well.

Chairwoman Mrs. King asked if they had heard from their chosen schools for the fall semester. Mr. Passaro remarked he will be attending University of Hartford and all recent communications are that the campus will be open in the fall, but there are possibilities that it will be online classes. Ms. Goud commented she will be attending Quinnipiac University and she hasn't heard anything from the university as of yet; however, nothing is set in stone.

**D. Board of Education Communications**

Chairwoman Mrs. King noted that she attended a CAFE webinar. Today there is to be an update from the State of Connecticut Commissioner of Education. A committee has been working on reopening schools have met several times to discuss the guidelines for summer camps and that information will be forthcoming in about 24 to 48 hours. She attended the first round on interviews for the Windsor Locks High School Principal position. There were many well qualified candidates and another round of interviews will take place next week. She spoke of a meeting of many Chairman's of Board of Educations throughout the state. She said that those who have not had an approved budgets for next fiscal year are having a hard time as the expenses will be high due to COVID-19. She

noted this district has an approved budget for the next fiscal year, however, the district may have to ask the Board of finance for more funding due to the costly expenses due to COVID-19 and reopening of the district schools.

## **E. Student Recognition**

### **1. CAFE Student Leadership Awards**

#### **a. WLMS – Isabella Canon and Rudy Angel**

Miss Isabella Canon and Mr. Rudy Angel, students at Windsor Locks Middle School will be recognized by the Connecticut Association of Board of Education to receive this year's CAFE Award. They were selected for being exemplary leaders, innovative thinkers and positive citizens. Mr. Parkhurst and Mr. Prinstein gave a bio on each student and congratulated them on their achievement.

#### **b. WLHS – Taylor Bauer and Jamaladeen Obaid**

Miss Taylor Bauer and Mr. Jamaladeen Obaid, students at Windsor Locks High School will be recognized by the Connecticut Association of Board of Education to receive this year's CAFE Award. They were selected for being exemplary leaders, innovative thinkers and positive citizens. Mr. Parkhurst and Ms. Grado gave a bio on each student and congratulated them on their achievement.

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

Ms. Donna Bole 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**

None.

## **IV. Personnel Report**

### **A. Resignation**

Mr. Shawn Parkhurst, Superintendent of Schools, addressed the Board. He indicated that Ms. Sharon Cournoyer, Assistant Superintendent of Schools, will resign effective June 30, 2020. At the time of her resignation, Ms. Cournoyer will have served the students of Windsor Locks for twenty-five (25) years as a teacher and administrator. She will be starting a new position as

Superintendent of Schools for Regional District No. 19.

It was **MOVED** (Byrne) and **SECONDED** (Gragnolati) and **PASSED** (U) that the Board of Education accept Ms. Cournoyer's notice of resignation effective June 30, 2020, and offer her our sincere appreciation for all of her efforts on behalf of the students and families of Windsor Locks.

Mrs. King thanked Ms. Cournoyer for her service and noted the district will miss her!

### **B. Update on WLHS Principal Search**

Ms. Sheri Lee, Director of Human Services, addressed the Board. She updated the Board on the search for the next Windsor Locks High School Principal. The first round on interviews took place on May 13. There were several good candidates and three of those candidates will move onto the second round of **interviews** that will take place on May 20, 2020. She hopes to have a candidate to bring forward to the Board for approval very soon. Those who are involved in the interview process will be Mr. Parkhurst, Ms. Cournoyer, Ms. Lee, Chairwoman Mrs. King, Board Member Mr. McGowan and Board Member Ms. Latournes.

## **V. Superintendent's Report**

Mr. Parkhurst gave a shout-out to a teacher at North Street School, Ms. Tricia Lee who recently completed her UConn UCAPP administrative degree. Congratulations to her for completing her degree during this pandemic crisis. He also wanted to give a shout-out to Mr. Greg Weigert has been working tirelessly to support all staff but in particular those that need access to materials and resources in the buildings. This past week, he assisted Windsor Locks High School fundraiser distribution of coffee cake sales. Mr. Parkhurst also spoke about all of the staff that participated in two sessions for professional learning virtually. A huge shout-out to all the facilitators to support their colleagues in the continued implementation of interim remote learning.

Mr. Parkhurst spoke about Wellness Wednesdays which started in April. 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. This week's activity, in collaboration with Park and Recreation, it will feature Mr. John Tardy, an Interactive Juggler.

Last week the district celebrated Teacher and Staff Appreciation week. Due to the overwhelming response from those that participated in our request for video call out, the district is declaring the entire month of May staff appreciation month. The videos can be viewed on the district's website.

He noted Interim Remote Learning Survey No. 3 will be launched this week. It is the goal of the district to seek ongoing feedback from students and families every two weeks. The surveys will be reviewed at the leadership level and at the teacher level resulting in adjustments; such as the change to more face to face engagement opportunities between staff and students.

Mr. Parkhurst reminded everyone that Kindergarten registration has begun. For planning purposes it is best to register sooner rather than later. In order to begin the new student registration process, families can visit our website and click "School Registration."

Plans are underway with Mr. Jeff Ferreira for the annual Memorial Day Parade next Friday. This is a tradition for North Street School, but this year it will be different than other years, but it will be fun!

Lastly, Mr. Parkhurst wanted to give a shout-out to the administrators and teachers of Pine Meadow Academy for showing the graduating seniors they are proud of their achievements. They made signs for each senior and went to their homes and delivered the sign to be placed on the student's front lawn.

Mr. Parkhurst introduced Ms. Tsyhana Wiley from the Wellness Collation to share with everyone all of the programs and happenings. Ms. Wiley explained all of the programs including a Facebook Challenge, Angst viewing, Self-Care Bing and Virtual High Fives. She hopes everyone will be able to participate in a few of these opportunities. She encouraged everyone to follow the Wellness Collation on Facebook. Mr. Parkhurst indicated that all of the links Ms. Wiley has noted will be in his parent communication update of May 15, 2020.

## **VI. Assistant Superintendent Report**

Ms. Sharon Cournoyer, Assistant Superintendent addressed the Board. She first wanted to thank the Board for their approval of her resignation this evening. She is grateful for the amazing experiences she has had in Windsor Locks for the past twenty-five years, she will miss everyone!

She noted it has been a very busy few weeks meeting with teachers at grade and departmental levels discussing teacher planning. She noted that she is continuing with planning for the Interim Remote Grading Guide and teachers/student expectations. Professional learning and teacher evaluation meetings have been continuing discussing the results of the Professional Learning Survey. A survey has been created that went out to teachers volunteers for a Virtual Ed Camp for professional development on May 11, 2020. She met with all of the facilitators to discussion expeditions, created a sign-up sheet for staff to selecting their learning choices and created an exit slip survey for the committee to determine what the next steps should be. She has been involved in the first round of principal interviews, great experience.



## **VII. Reports on Standing Committees**

### **A. Correspondence**

Ms. Paige Latournes read from a piece of correspondence from a parent, Ms. Lisa Ziggler (sp). She wrote that she hopes the Board will reinstate the STEM program at the middle school along with the teacher, Ms. Chatis. She has had two children participate in the class. Ms. Chatis is not only a teacher, but a coach for track and soccer. She is a mentor and she supported her children. She has a third child entering middle school and she is concerned that Ms. Chatis or the STEM program will not be there to support her. She hopes the Board will reconsider their decision. .

### **B. Curriculum**

Ms. Latournes noted there was a curriculum meeting with Ms. Cournoyer and Mr. McGown. The discussion revolved around the STEM for content in the science class and interim learning. Also discussed was the possibilities of what will happen in the fall. She also noted she attended the virtual professional development on Monday and it was interesting watching the teachers interact with each other. .

### **C. Policy**

Ms. King noted that a meeting was held two weeks ago discuss the policies that were passed recently.

### **D. Finance**

Ms. Byrne commented that a meeting was held recently discuss the current budget and some savings from Smyth Bus Company of about \$17,000; however, there were some damage to trees at the high school which will have to be cleaned up.

## **VII. Old Business**

### **A. Update MS STEM, Innovation & Science Integration**

Mr. Parkhurst noted that immediately following the last Board of Education meeting, Ms. Cournoyer began working on how the STEM, Innovation and Science integration would happen. She scheduled a meeting with Mr. Prinstein, Principal and Ms. Domler, Assistant Principal of the middle school to look at scheduling and making shifts to maximize the equipment and space of the STEM to integrate in science and how to use the space and equipment for the maximum number of students. Discussions discussing how more teachers from different classes use the equipment and area in their planning and learning. Another meeting will be taking place discussing on who to move forward with the integration of the content from the STEM program. Ms. Byrne reminded everyone to keep track of their time creating the new program and writing the curriculum.

A brief discussion was held.

## **VIII. New Business**

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

#### **1. District Update – School Re-Opening Plan**

Chairwoman Mrs. King discussed the roundtable that has been formed to discuss the opening of schools. She noted it is anticipated that the Commissioner will be announcing the guidelines for summer camp. Mr. Parkhurst the district has been focusing re-opening in the fall and how that will look. A district level team will be developed to report at regular meetings. He noted there are three scenarios the groups have to work around, which are: opening in September, open in September and then face closure; and, schools opening is delayed. There will be three working groups which are: wellness and safety, teaching and learning, distant learning and assessment; and, facilities. Mr. Parkhurst noted all families from North Street School, South Elementary School and middle school, will receive PEBT cards along with students who receive free lunch at the high school for free breakfast and lunch. There is a link on the website for families who would like more information. Mr. Parkhurst the end of the school year is near and the district has to think about library materials. A letter will go out asking for parents and/or students to return the library materials. Those dates will be May 27 and June 3 between 12:00 p.m. and 4:30 p.m. at the high schools. Cleaning out of all classrooms will begin in two weeks beginning in June. Alliance District schools have received the scholastic books for Pre-k through Grade 8 students. Meal services will slightly change due to the upcoming holiday and that information will go out to parents and caretakers on Friday. The student representatives gave the Board an update on the AP exams and Mr. Parkhurst wanted to thank Ms. Kelly Sullivan for all of her hard work in the guidance department keeping families and students updated. Mr. Parkhurst will be hosting a parent's call on Friday at 10:00 a.m. answering questions or listening to comments of parents and caretakers. He also noted that the district has been notified that it will receive funding from the Cares Act in the amount of \$228,358 to be used to help fund the learning gap during the pandemic and switching to remote learning.

#### **2. School Updates**

Mr. Jeffrey Ferreira, Principal of North Street School, addressed the Board. He wanted to share that the first academic check-ins were held recently. Students were able to meet and see their teachers. Parents and students were able to meet with the teachers and share their feedback. They plan on scheduling different types of meeting scenarios in the future. Mr. Ferreira also spoke about the annual Memorial Day Parade. This will be a standard car parade to be held on May 22. There are approximately 50 cars

scheduled to participate. The staff is very eager to go around and see the students. Parents are encouraged to go to the website and see the lengthy parade route and are reminded to be social distancing during the parade. It is scheduled to start at 1:00 p.m. The rain date is Tuesday, May 26, 2020.

Mr. David Prinstein, Principal of Windsor Locks Middle School, addressed the Board. He discussed the end of the year events at the middle school, in particular the year end assembly which will take place this year remotely. Teachers and staff at the middle school are brainstorming ideas for an unique way of celebrating the 8<sup>th</sup> grade students, details will follow.

Mr. Parkhurst noted that he will be attending a Superintendents meeting discussing graduation for the Class of 2020.

**IX. Public Audience**

None.

**X. Adjournment**

It was **MOVED** (Gragnoleti) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education adjourns the Special Meeting of May 14, 2020 at 5:07

Respectfully submitted,

Denise M. Piotrowicz

Recording Secretary

**Board of Education Curriculum Committee**

**5/14/2020 3:00**

**MINUTES - As recorded by S. Cournoyer**

- **Old Business**
  - a. [Discussion of book policy, 6161](#)
    - Reviewed the current BOE Policy for Book adoption. Shared the CABE policy. We agreed to review both and make recommendations for procedure at the next meeting which would then be submitted to the Board of Education policy committee for review.
    - Discussed the need to update the Curriculum review and revision process in a mastery system. I will bring the current policy and CABE policy for review.
  - b. Follow up on Bridges presentation to the BOE after budget season
    - i. Tabled any presentation from North and South teachers and students until the fall given the current circumstances.
- **New Business/Informational Items**
  - a. Curriculum Compacting for Science, Innovation and Gifted and Talented Update and Progress
    - Discussed the steps that have been taken;
      1. Middle School Principal David Prinstein made changes to the MS schedule to accommodate innovation classes with more student contact and access to the lab.
      2. Sharon, David and Carrie, interim WLHS Principal, met to discuss plans moving forward and will continue the discussion.
      3. David will schedule a meeting with Science staff, Christine and Sharon to discuss curriculum review and connection to Technology standards. Incorporation of STEM equipment and student product into curriculum
      4. Planning for PD for the science department by CTE dept at the HS in the summer
      5. Curriculum revision for summer and an accurate accounting of the funds expended to complete this work will be provided.
    - Paige suggested that there be a focus on students working to solve real world problems and innovate products to solve the problem.

- b. Update on Remote Interim Learning and planning for curricular changes in response to school closures
  - Discussed summer work to support the Re-entry plan. Staff need to revise curriculum to prioritize standards, scale back on amount of content, and create/utilize data/assessments to determine where students are in their learning in the fall.
- c. Update on the IAB process and state assessments in response to school closures
  - Discussed the state's permission to administer IAB's remotely
  - Discussed conversation with South and Middle about utilizing the IAB's.
  - Principals and teachers need to discuss need and the potential impact/pressure for students and families
  - They will make a decision regarding whether or not to administer
- d. Update on Virtual Professional Learning: May 11,2020
  - Shared the format and schedule for the PD
- **Agreed on Future Business for the next meeting**
  - a. Curriculum Compacting for Science, Innovation and Gifted and Talented Update and Progress
  - b. Teaching and Learning Reopening Work Plan update and progress
  - c. Create recommendations for book adoption policy
  - d. Review the Curriculum Revision policy for the next meeting
- **Adjourned at 3:50pm**

*Next Meeting: June 11, 2020*

**BOARD MOTION: “MOVE That the Board of Education approve the minutes of the Curriculum Subcommittee meeting from May 14, 2020 as presented.”**

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHARON COURNOYER, ASSISTANT SUPERINTENDENT

DATE: MAY 21, 2020

RE: ELEMENTARY 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.

**Board Motion: “MOVE that the Board of Education approves the Elementary Interim Remote Grading Guide as presented.”**

# Windsor Locks Elementary 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	Meaning	
RL	Remote Learning with individual comments on student progress	<ul style="list-style-type: none"> <li>● Narrative description of students’ strengths and areas of improvement based on their work over the course of the year.</li> <li>● Narrative comments should include:                             <ul style="list-style-type: none"> <li>○ Academic growth from fall to spring</li> <li>○ Character Trait growth from fall to spring</li> <li>○ Next steps for academic success                                     <ul style="list-style-type: none"> <li>■ Specific steps for at home summer work</li> <li>■ Specific steps for next grade based on last official assessments</li> </ul> </li> </ul> </li> </ul>

## Windsor Locks Elementary School Interim Remote Learning Grading Guide

Staff Expectations	Role of Student and Family
<p>Foster a climate of care and communication/connections with students and families by:</p> <ul style="list-style-type: none"> <li>● Maintaining open and caring communication with your students and families</li> <li>● Asking students and families frequently, <i>“How are you? Do you need anything?”</i></li> </ul>	<p>Maintain consistent contact with teaching and counseling staff:</p> <ul style="list-style-type: none"> <li>● Ask for help when needed               <ul style="list-style-type: none"> <li>○ Communicate any learning needs</li> <li>○ Communicate specific supports needed</li> </ul> </li> </ul>
<p>Prioritize curricular standards</p> <ul style="list-style-type: none"> <li>● Reduce, by half, the workload to reflect the interim remote learning environment</li> <li>● When and where possible, interdisciplinary opportunities and project-based learning should be incorporated to address priority standards</li> <li>● Quality over quantity</li> <li>● Assignments and assessments should “promote student ownership of learning”</li> <li>● Communicate expected time commitment for the assignment/task with the shortened day schedule in mind</li> </ul>	<p>Reflect on progress towards mastery</p> <ul style="list-style-type: none"> <li>● Use teacher and/or peer feedback for improvement</li> <li>● Utilize planning tools (office hours and counseling supports) to set a healthy remote learning schedule</li> <li>● Set up a work area that supports learning, eat healthy, take breaks for mindfulness and exercise</li> </ul>
<p>Create opportunities for face to face time with students and their peers, fostering a balance of live and recorded instructional interactions and mini-lessons.</p> <p><b>These opportunities may be</b></p> <ol style="list-style-type: none"> <li>1. synchronous (live) meetings/week combination of (including but not limited to):           <ul style="list-style-type: none"> <li>● Social/Emotional Check ins/CREW</li> <li>● Raider Block/advisory</li> <li>● Content support/questions, office hours</li> </ul> </li> </ol>	<p>Log into google classroom/class on-line learning plan and meetings in order to:</p> <ul style="list-style-type: none"> <li>● Obtain feedback and/or clarification from the teacher</li> <li>● View a mini-lesson</li> <li>● Gain background knowledge on the standards and content</li> <li>● Develop an understanding and skills toward a particular assignment</li> </ul>



## Windsor Locks Elementary School Interim Remote Learning Grading Guide

<ul style="list-style-type: none"><li>• Small group instruction as needed (with a second adult present)</li></ul> <p>2. asynchronous (recorded) meetings</p> <ul style="list-style-type: none"><li>• New content instruction (mini-lessons)</li><li>• Overview of the week's expectations for assignments</li></ul>	
<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"><li>• Utilize your existing scoring guidelines (criteria) as one way to provide feedback to students</li><li>• <b>Meaningful teacher feedback and student revision of work based on teacher feedback.</b></li></ul>	<p>Embrace a "Growth Mindset" to:</p> <ul style="list-style-type: none"><li>• Revise work based on ongoing reflection, peer and/or teacher feedback</li><li>• Utilize the revision opportunities to demonstrate mastery</li></ul>
<p>Collaborate with colleagues to create assignments and assessments that:</p> <ul style="list-style-type: none"><li>• Promote student ownership of learning</li><li>• Are relevant to students</li><li>• Consider interdisciplinary projects</li><li>• Consider project based learning opportunities</li><li>• Demonstrate awareness and personalization to family and students' needs first during this pandemic</li></ul>	<p>Connect with your Teacher, Interventionist, and/or School Counselor:</p> <ul style="list-style-type: none"><li>• Discuss opportunities where teachers provide choice</li><li>• Be honest and ask for help when you need it.</li><li>• Reach out to a trusted peer for help or to collaborate on a project remotely.</li></ul>

MEMORANDUM TO: MEMBERS OF BOARD OF EDUCATION

FROM: CHARMAINE BRADSHAW-HILL, BUSINESS MANAGER

DATE: MAY 21, 2020

RE: STATE OF CONNECTICUT HEALTHY FOOD  
CERTIFICATION

Under HFC, public school districts that participate in the National School Lunch Program (NSLP) may choose to follow the Connecticut Nutrition Standards (CNS) and receive additional state funding. Section 10-215f of the CT General Statutes requires that each local board of education or governing authority for all CT public school districts participating in the NSLP ***must take action annually*** to certify whether all food items sold to students will or will not meet the CT Nutrition Standards for the period of July 1, 2020 through June 30, 2021.

**BOARD MOTION:** “**MOVE** that Pursuant to C.G.S. Section 10-215f, the Board of Education for Windsor Locks Public Schools certifies that all food items offered for sale to students in the schools under its jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will comply with the Connecticut Nutrition Standards during the period of July 1, 2020, through June 30, 2021. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to, school stores, vending machines, school cafeterias, culinary programs, and any fundraising activities on school premises sponsored by the school or non-school organizations and groups.”

**BOARD MOTION:** “**MOVE** that The Board of Education for Windsor Locks Public Schools will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards and beverages not listed in Section 10-221q of the Connecticut General Statutes provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the food and beverage items are not sold from a vending machine or school store. An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The “regular school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held, and must be the same place as the food sales.”

**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