

WINDSOR LOCKS PUBLIC SCHOOLS



BOARD OF EDUCATION MEETING

Special Meeting

May 28, 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 28, 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 28, 2020

Windsor Locks Board of Education

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- Goal 1: Windsor Locks Public Schools will ensure that all students are engaged in their learning and challenged to achieve, grow, and demonstrate mastery.
- Goal 2: Windsor Locks Public Schools will use research-based leadership and best workplace practices to ensure achievement, growth and mastery for all.
- Goal 3: Windsor Locks Public Schools will support every student through a diverse network of caring adults.
- Goal 4: Windsor Locks Public Schools will provide a positive, equitable, safe and healthy climate for adults and students, to learn how to sustain and promote healthy living.

I. Call to Order

- A. Roll Call
- B. Pledge of Allegiance
- C. Student Representatives Report
- D. Board of Education Communications

II. Public Audience (only on Agenda Items)

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

III. Personnel Report: **Vote Needed**

- A. Appointment of Windsor Locks High School Principal
- B. Resignation
- C. Assistant Superintendent Search Update

IV. Reports on Standing Committees:

- A. Correspondence
- B. Curriculum
- C. Policy

- 1. Approve 5/19/20 PSC Minutes: **Vote Needed** p. 6 Exhibit IV C 1

2. Policy 1330: School Facilities Use
First Reading

p. 7 Exhibit IV C 2

- D. Finance
- V. Old Business
- VI. New Business
 - A. COVID-19 Update: Discussion, and Status
 - 1. District Updates - School ReOpening Plan
 - Steering Committee Update
 - 2. School Updates
- VII. Public Audience (General)
 - A. *In Accordance with BOE Policy 9020 - The Windsor Locks Board of Education (Board) recognizes that communication is a continuous two-way process. The Board believes that it is important to keep the public informed about educational programs, and in turn, that the community should have the opportunity to provide input.*
- VIII. 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:

 - Members of the Board of Education
- IX. Adjourn to Public Session
- X. Action, if any, on Executive Session Items: **Vote Possible**
- XI. Adjourn

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

Upcoming Events:

Event	Date/Time	Location
Parent Remote Learning Survey Redistribution	Tuesday, May 26, 2020	
Town Emergency Preparedness Meeting	Tuesday, May 26, 2020 9:00 am	Virtually
Wellness Wednesday - Snicker Burn with Mr. Brian Deming	Wednesday, May 27, 2020 1:00 pm	Email Donna Bole for access dbole@wlps.org
Re-Opening Steering Committee Meeting	Wednesday, May 27, 2020 3:00 pm	Virtually
Leadership Meeting	Thursday, May 28, 2020 10:30 am	Virtually
Board of Education Meeting	Thursday, May 28, 2020 4:00 pm	Remote Zoom Request Access: dbole@wlps.org
Parent Call in and Q & A with the Superintendent	Friday, May 29, 2020 10:00 am	Dial In: 1-929-205-6099 Meeting ID: 999 672 877

**Board of Education - Policy Subcommittee Meeting
Minutes of May 19, 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 Policy 1330 - School Facility Use.

Charmaine Bradshaw-Hill provided updates to the policy and regulation, and all subcommittee members agreed to move the updated policy and regulation to the full board for a first reading at the 5/21/20 meeting.

Meeting Adjourned at 5:25 pm.

Respectfully Submitted;
Donna Bole, Acting Recording Secretary

School Facility Use

Since school buildings and grounds are public property, the Board of Education (Board) may make them available for purposes other than education when they are not in use for school purposes. The Board encourages the use of school facilities by the community. The Board shall make its facilities available to response groups, organizations, associations and individuals of the community for appropriate educational civic, cultural, welfare, social, recreational activities or other non-commercial uses consistent with the public interest as long as these activities do not interfere with school programs or school activities.

The Boys Scouts of America, Big Sisters of America, Boys and Girls Clubs of America, Future Farmers of America, Girl Scouts of America, Little League Baseball, Inc. and any other group intended to serve youth under the age of 21 listed in Title 36 of the US Code may use school property according to Board policy and regulations.

In addition, the Board will cooperate with recognized agencies such as the Red Cross and Civil Defense, and will make suitable facilities available without charge during a community emergency or to prepare for civil defense.

The Superintendent of Schools (Superintendent) shall develop regulations setting forth guidelines for the use of school facilities by the community in accordance with this policy and state and federal law. The Superintendent or his/her designee shall have the authority to approve and schedule the use of school facilities by a requesting group, organization, association or individual. Those desiring continuing use of facilities must reapply annually. The Superintendent or his/her designee may deny the use of school facilities for activities that are judged inappropriate to take place in a school setting or for other valid reasons.

The Board will approve and periodically review a fee schedule for use of school facilities.

Legal References:

Connecticut General Statutes

10-222a

10-239

29-381

Federal Law:

Equal Access Act

Adopted: May 1974

Revised: May 1992, March 1999, December 2003, April 2020

Use of School Facilities - Regulation

The use of school facilities by requesting groups, organizations, associations or individuals will be authorized by the Superintendent or designee in conformity with these regulations governing their use.

The Board will approve and periodically review a fee schedule for use of facilities.

Conditions Applicable to All Groups

1. Use of facilities is not to interfere with school programs or school sponsored activities. The use of school facilities for school purposes, meetings of students, entertainment by students or teachers' clubs, alumni associations, parent teacher association and other organizations affiliated with the schools have precedent over all others.
2. Use of facilities must be within the hours of regular custodial services, otherwise, custodial fees apply.
3. Use of facilities by non-paying groups, organizations, associations or individuals will not create additional costs, supervisory or custodial requirements. These groups, organizations, associations or individuals may be required to provide for or pay for these costs.
4. All use must be under competent adult supervision approved by the Superintendent or the Principal of the building involved. Groups, organizations, associations or individuals will provide sufficient supervision to restrict use to permitted areas. ~~If required, all groups will set up and reset the facilities for school use upon conclusion of the activity.~~
5. Groups, organizations, associations of individuals using the facilities will be responsible for any damage to the school facilities.
6. Groups, organizations, associations or individuals will provide a certificate of sufficient liability insurance.
7. Rental and associated fees will be charged in accordance with a Board approved fee schedule which is subject to periodic revisions as approved by the Board.
8. Groups, organizations, associations or individuals granted permission to use school facilities are responsible for the observance of local and state fire and safety regulations at all times.
9. Groups, organizations, associations or individuals requesting use of school facilities shall complete an online District application form(s) and submit such form(s) to the Superintendent or his/her designee for his/her review and approval. No groups, organizations, associations or individuals shall use facilities without the prior express approval of the Superintendent or his/her designee.
10. In situations where there is no cost factor to the district, or where a mutual exchange of facilities is possible between the school district and the requesting group, organization, association or individuals, fees may be modified or eliminated by the Superintendent or his/her designee. In situations where extended usage for a long period of time is required, rate may be set at a contract price.
11. The use of school facilities is a privilege and the Board, through the Superintendent or his/her designee, reserves the right to revoke permission for use previously granted.

Commented [BC1]: Contract needs to be set with Park and Rec.

12. Use of facilities shall be in accordance with all Board policies and regulations, applicable school rules and state and federal laws.

13. Use shall be restricted to the dates and hours approved and to the building area and facilities specified, unless requested changes are approved by the Superintendent or his/her designee.

Prohibited Activities

1. Any activity which is unlawful in nature.
2. Activities advocating the overthrow of the United States, the state of Connecticut or local governmental agencies.
3. Any activity that may be injurious to the community, staff, students, buildings, grounds or equipment.
4. Any activity involving smoking/vaping, consumption of alcohol or drugs and/or the sale of alcohol, tobacco products or drugs.
5. Any activity that is inconsistent with the **health** and welfare of the public and/or the policies delineated by the Board of Education.
6. Fundraising campaigns, except as permitted by the Board of Education Policy or by special action of the Board of Education.
7. Commercial advertising.
8. Activities that discriminate on any basis prohibited by law.

Organizational Priority for Use of Facilities

Scheduled school activities shall take precedence over activities sponsored by non-school organizations.

If more than one non-school organization applies for the use of the facility for the same date, priority shall be given to Group A, then Group B and finally Group C organizations. Within each group, priority shall be given to the first online application received by the Superintendent's office.

Group A No Fee: Activities conducted for the direct benefit of the schools; Board of Education sponsored activities; **teacher organization** meetings; or activities and official meetings of agencies of the Town of Windsor Locks such as:

- Activities by community groups raising scholarship money for Windsor Locks students.
- Parent-teacher organizations.
- Windsor Locks schools' alumni groups.

Group A organizations are encouraged not to plan activities for Saturdays or Sundays. Any organizations in Group A contemplating a weekend activity **must have clearance from the Facilities Manager or a**

designee at least two (2) weeks prior to the date of the contemplated activity. Organizations in this group using the facilities for fundraising purposes will be required to pay service costs and custodial fees.

Group A organizations that request use of the facilities for Saturdays, Sundays, or holidays, or any time requiring extra custodial help, cafeteria help, police or technicians, shall be charged the extra costs incurred.

Group B Fee: Other Windsor Locks **non-profit** community organizations such as:

- Community organizations sponsoring programs for children.
- Political groups.
- Religious groups.
- Scouts, 4-H clubs, Little League, etc.
- Service organizations that work for the improvement of the general welfare of the town.
- Volunteer Fire Department community events.

Group B fees shall be charged for the use of the school facilities to by approved charitable, philanthropic, or cultural groups, service clubs, fine art association, theater groups, and other organizations not operating for profit and devoted to community interest and child welfare.

Group C Fee:

- Any profit making organizations or any organization whose members are not in the majority residents of or employed in Windsor Locks (i.e. Water Jets).
- Before and after school child care programs.
- Outside profit-making recreational programs sponsored or not sponsored by the Park and Recreation Department (i.e. tennis camps, baseball camps, etc.).

Group C fees shall be charged for use of school facilities by organized groups and individuals within the community for profit when such profit is used by the group for advancement of the group or individuals for personal gain.

Procedures for the Use of Facilities

1. Time of Use

- a. School facilities are normally available for non-school organizations no sooner than 15 minutes after the end of the students' day in the building requested on Monday through Friday when school is in session.
- b. School facilities are normally available for non-school organizations from 8:00 am to 11:59 pm on Saturdays and from 8:00 am to 9:00 pm on Sundays.

2. Supervision

- a. Organizations using facilities must designate an adult to be responsible for the supervision of the activity during the entire time the facility is being used. If the majority of the participants are school-age children, approved adult supervision must be provided at the ratio of one adult per 15 children with a minimum of two adult supervisors for all such activities. **Twenty-one years of age constitutes an adult.**
- b. Any activity where more than 150 people are involved will require a police officer. The cost for the officer will be the responsibility of the agency using the facility. **Any activity is designed primarily for teenagers will require one or more police officers will be required, depending on anticipated attendance.** The responsible agent will make arrangements with the police department and provide written verification of such arrangements at least five business days prior to the activity.

3. Custodial Assistance

- a. A custodial fee **shall may** be charged whenever buildings are used **outside of the regular workday of the custodians assigned to the school in use or if the activity shall require additional cleaning of the facility. However, at all times if a gymnasium is used for an athletic activity, or if a cafeteria, all purpose room, or kitchen is used to prepare and/or serve a meal, a custodial fee shall be charged.**
- b. **Organizations using a facility on an ongoing basis during a school year may provide their own custodial services for cleaning purposes, provided that they follow all administrative regulations and receive administrative permission. At no time is an organization allowed to bring in cleaning supplies. The WLPS maintenance department will provide all cleaning supplies in compliance with state law requiring the use of green cleaning products in schools. Failure to provide adequate cleaning will result in clean up charges and/or mandatory future use of WLPS custodial services.**
- c. The custodial fee shall be paid for each hour of the activity plus **a minimum of** one-half hour prior to **the beginning of** and one-half hour after the conclusion of the activity, with a minimum of four hours charged.
- d. When a custodial fee is charged, the duties of the custodian shall include: (1) opening and closing the building; (2) assuring appropriate heat, ventilation and lights; (3) providing chairs and tables where authorized; and (4) cleaning the area(s) used after the activity.

4. Kitchen Access

- a. In all cases where kitchen facilities are to be used, a Windsor Locks school **cafeteria Food Service** employee must be hired to supervise the use of the kitchen. Arrangements for kitchen personnel must be made directly with the Food Services Director (860-292-5710).
- b. All **preparation of food or refreshments and** cleanup of the kitchen and equipment shall be the responsibility of the Custodian **and Food Service staff** at an additional fee.
- c. Kitchen equipment that shall be provided for the use of the **applicant** organization shall include a range, **and an** oven **refrigerator**. Use of additional kitchen equipment may be requested but such use will be dependent on the availability of food personnel trained in the use of said equipment.

~~d. When a food service employee fee is charged, the duties shall include: (1) instructing the applicant organization's members in the use of kitchen equipment, and (2) supervising the use of kitchen equipment.~~

5. Limitations of Use

- a. Violation of state or town fire codes or of any public ordinance will mean forfeiture of the privilege of using schools.
- b. Smoking/Vaping in school buildings is prohibited at all times.
- c. Games of chance are not permitted in school buildings, with the exception of activities for which a permit has been issued by the Connecticut Department of Special Revenues.
- d. Under no circumstance will any organization or group alter or change the electrical circuits or panel boxes in the schools.
- e. **Therapy rooms, nurses offices and principals'** offices may not be used by any non-school organization or group.
- f. Use of school owned equipment such as musical instruments, audio-visual equipment, or office machines is not permitted. Only WLPS or its designees are allowed to operate any lighting, audio-visual equipment or other technical equipment. Separate fees apply for audio-visual and lighting technicians. Kitchen equipment must be requested at the time of the application.
- g. Supplies or equipment belonging to the **applicant** organization may not be stored on school property without the written permission of the building principal.
- h. Attaching decorations or scenery to stage curtains is not permitted.
- i. If food/refreshments are **granted permissions-approved**, food **and/or** refreshments are to be served and/or consumed only in the **cafeteria** unless special permission is granted.
- j. The Board of Education assumes no responsibility for properties left on the premises by an organization or group using school facilities and assumes no responsibility for supervising activities under this policy/regulation.

6. Insurance and Liability

- a. The applicant assumes all responsibility and liability for any injury to any person and for injury to or loss of town or private property in connection with the use of the facility. The applicant must hold the town harmless for any such losses or damage.
- b. Applicants must provide a certificate of liability insurance with a minimum coverage of \$1,000,000 each **occurrence**/\$2,000,000 general aggregate that lists the Town of Windsor Locks and its board of education as an additional insured. The certificate must be submitted to the Business Office at least ten business days in advance of the activity. The Board reserves the right to require a higher amount of coverage in exceptional circumstances.

Application Request for Use of Facilities

1. **Applications Requests using the online scheduling system** must be submitted to the school office at least 20 business days prior to the intended use and must be accompanied by a certificate of insurance. ~~The district application form shall be provided.~~
2. ~~Requests for use of facilities will be accepted after July 1 in any year, and initial scheduling of facilities will occur in August.~~

3. Use of building is subject to the availability of custodial and/or cafeteria personnel.
4. When school or school activities are cancelled due to inclement weather or other emergencies, use of school facilities is also cancelled for that day.

Payment of Fees

1. A non-refundable security deposit of 50% of the estimated facility use fee, payable by cash or money order, is due five days prior to the event. The security deposit will be deducted from the final bill if there has not been any damage to the facilities.
2. Money orders should be payable to "Windsor Locks Public Schools" and forwarded to the Business Office. The bill for custodial fees, food service employees, audio-visual or lighting technician fees, etc. shall be sent to the applicant following the activity.

Parking Areas/Fields

1. Parking areas and playing fields may be used in the same manner as other school facilities in accordance with this policy/regulation.
2. Overnight parking in any school parking areas is prohibited unless explicitly approved by the Board for a specific night.
3. Parking on school property by private citizens may be permitted on a case by case basis subject to the Use of School Facilities policy and such other conditions as the Board may require.

Fee Schedule

The following is a fee schedule for use of school facilities. The fee schedule is subject to periodic review and revision by the Board of Education.

See Fee Schedule Document

Remove All of the Application Pages from this Policy. This is an online application process.

REGISTRATION access to Facility Scheduling System (FS Direct)

Windsor Locks Public Schools is now taking facility requests online through our CommunityUse calendar and request system. You can enroll online and enter requests for after-hours facility usage by following these simple steps.

Go to the Windsor Locks Public Schools website:

1. www.WLPS.org
2. Scroll down to *DISTRICT LINKS* on the left side navigation, Click on *Community Facility Use*.
3. At next screen, click *View the Facility Community User Calendar*.
 - a. On the Calendar click *Documents* Tab to view the Facility Use Policy and the Instructions to Register as a Community User
4. In the upper right corner, click on *Log in to Request Facility Use*
5. On next page, click on *Create One* (to create a new account)

FOLLOW THE INSTRUCTIONS TO CREATE AN ACCOUNT.

Food Service Staff; Custodial and Lighting Technician fees are in addition to the Facility Use and Utilities Fee

* Multiple Uses is a maximum of 3 uses

**The rate will be determined at time of application

Pool Area Including: Showers and Locker Rooms Windsor Locks Park and Recreation Department Including Windsor Locks Water Jets and Other Swim Programs			
Cost Per Season			
Utilities	Custodian***	Pool Supplies	Locker Room
\$35.00 per day	\$57.85 to \$76.22 p/h	\$32.51 per day	\$5 per day

***Rates are subject to the bargaining unit agreement.

Campus Usage Fees (Inclusive of Utilities; Housekeeping; and Supplies) Park and Recreation Department Before and After Care / Summer Camp				
Campus	Annual Before & After Care Overhead Costs		P&R Programs Overhead Costs	
	Daily Supplies	Daily Utilities	Hourly Supplies	Hourly Utilities
North Street Elementary	\$ 54.66	\$ 36.03	\$ 18.22	\$ 12.01
South Elementary	\$ 54.66	\$ 32.13	\$ 18.22	\$ 10.71
Middle School			\$ 18.22	\$ 17.74
High School			\$ 18.22	\$ 39.74

Windsor Locks Public Schools

www.wlps.org

Educational Leadership

Shawn Parkhurst
Superintendent of Schools 860-292-5000

Sharon Cournoyer
Assistant Superintendent of Schools 860-292-5750

Jeffrey Ferreira, Principal, Heather Earley, Assistant Principal
North Street School 860-292-5027

Monica Briggs, Principal
South Elementary School 860-292-5021

David Prinstein, Principal, Christine Domler, Assistant Principal
Windsor Locks Middle School 860-292-5012

Steven Swensen, Principal, Carrie Grado, Interim Principal
Windsor Locks High School 860-292-5032

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

Linda Schmaelzle
Director of Adult Education 860-292-5712

Central Office

Sheri Lee
Director of Human Resources 860-292-5744

Joshua Robinson
Special Services Program Coordinator 860-292-5707

Charmaine Bradshaw-Hill
Business Manager 860-292-5741

Jessica Lavorgna
Director of Partnerships 860-292-5751