

# WINDSOR LOCKS PUBLIC SCHOOLS



## BOARD OF EDUCATION MEETING

**Regular Meeting**

**October 22, 2020**

**WLHS - LMC**

**6:00 p.m.**

**Meeting will also be Livestreamed,  
and Via Zoom**

***For best viewing and audio watch  
the livestream***

**[Register for Zoom Here](#)**

**Windsor Locks Board of Education**

**Patricia King, Chairwoman**

**Margaret Byrne, Vice Chairwoman**

**Jim McGowan**

**Dennis Gagnolati**

**Paige Latournes**

**Shawn Parkhurst**

**Superintendent of Schools**

**Christian Strickland**

**Assistant 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.

**Regular Meeting - Agenda**

**October 22, 2020**

**Windsor Locks Board of Education**

**WLHS LMC - 6:00 p.m.**

**This Meeting will also be Livestreamed, and Via Zoom**

[Click Here to Register](#)

- 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. Staff Recognition
  - Joan Hijeck
  - Tracy Gibbons
- IV. Approval of Minutes: **Vote Needed** p. 5 Exhibit IV
  - 10/8/20 Regular Minutes
  - 10/13/20 Special Minutes
  - 10/17/20 Special Minutes
- V. Personnel Report p. 22 Exhibit V
  - A. Resignation and Retirement
- VI. Committee Reports
  - A. Policy - Next Meeting 11/18/20

- 1. Second Reading: **Vote Needed** p. 23 Exhibit VI A 1
  - Revision to 6161 - Equipment, Books, and Materials
- B. Curriculum - Next Meeting 11/12/20
- C. Finance -
  - 1. Report on 10/14/20 Meeting p. 30 Exhibit VI C 1
  - 2. Next Meeting 12/9/20
- VII. 2021-2022 Budget Development Calendar p. 31 Exhibit VII
- VIII. Update on Goals & Progress
  - A. Attendance p. 33 Exhibit VIII A
  - B. iReady Diagnostic Benchmark p. 35 Exhibit VIII B
- IX. District Steering Committee Report p. 39 Exhibit IX
- X. Public Audience (General)
  - A. *In Accordance with BOE Policy 9020 - The Windsor Locks Board of Education (Board) recognizes that communication is a continuous two-way process. The Board believes that it is important to keep the public informed about educational programs, and in turn, that the community should have the opportunity to provide input*
- XI. Adjourn Meeting

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

**EXHIBIT IV**

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN PARKHURST, SUPERINTENDENT OF SCHOOLS

DATE: OCTOBER 22, 2020

RE: APPROVAL OF MINUTES

- October 8, 2020 Regular Meeting
- October 13, 2020 Special Meeting
- October 17, 2020 Special Meeting

**Windsor Locks Board of Education**

**58 South Elm Street**

**Windsor Locks, CT 06096**

**MINUTES OF THE REGULAR MEETING,**

**October 8, 2020 at 6:00 p.m.**

**These minutes are not official until approved at a subsequent meeting.**

Members Present: P. King, M. Byrne, J. McGowan, D. Gragnolati and P. Latournes

Members Absent: None

Administrators: S. Parkhurst, C. Strickland, D. Solin, S. Lee, R. Aldred, D. Prinstein,  
M. Briggs and C. Domler

Student Representatives: R. Lucas and J. Quagliaroli

Students: Unknown

Staff: D. Bole, G. Weigert, B. Deming, J. Cutler, G. Lynch and many  
others

Others: 29 total participants

Press: None

**I. Call to Order**

Chairwoman Mrs. Patricia King called the Regular Meeting to Order at 6:02 p.m. via Zoom <https://zoom.us/j/98010212788?pwd=TERtdW9Mb2sxZGNpdDh1L1F4eFRIZz09> for the general public and members of the administration and students.

**A. Roll Call for Quorum**

All Board Members were present.

**B. Pledge of Allegiance**

All stood up and pledged allegiance to the flag.

**C. Student Representatives' Report**

Miss Ryan Lucas and Mr. James Quagliaroli both spoke about the concerns student and staff are having about the survey results and the possibility of the plan of action. There have been many conversations in the high school in the past week. Chairwoman Mrs. King noted Mr. Parkhurst will be review the survey results later in the meeting.

**D. Board of Education Communications**

Vice-Chairwoman Ms. Margaret Byrne mentioned she attended a Wellness Coalition meeting earlier in the day. This week has been named red ribbon week and events are planned throughout the school including at the high school, a virtual presentation on the dangers of vaping and the middle school planting promise tulips. On October 24, 2020,

Drug Take Back program will be held at the emergency complex on Elm Street between 10:00 a.m. through 12:00 p.m. On October 25, 2020, a family dinner night to share photographs of families sharing a meal together. She also has participated in the negotiations with the collective bargaining units.

Chairwoman Mrs. Patricia King commented the policy committee met on September 30, 2020 and the next meeting will be on October 18, 2020. She attended a Chair's Meeting as she does every Thursday. A long discussion was held about snow days and cancelling school. She believes this is discussion this Board should have at another meeting.

## **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.

None.

## **III. Approval of Minutes**

### **A. September 24, 2020 Regular Meeting**

It was MOVED (Byrne) and SECONDED (Latournes) that the Board of Education approves the September 24, 2020 Regular Meeting Minutes for discussion.

It was noted an error in the minutes in Section VI. Personnel Report, Sub-section A. Update on Hiring Status of Housekeepers as follows:

"... announced eight new hirers."

to

"... announced eight new hires."

It was MOVED (Byrne) and SECONDED (Latournes) and PASSED (U) that the Board of Education approves the September 24, 2020 Regular Meeting Minutes, as amended.

## **IV. Personnel Report**

### **A. Update on Hiring Status of Housekeepers**

Ms. Sheri Lee, Human Resource Director addressed the Board. Ms. Lee announced ten day-housekeepers in the district to work in each building. The district is hiring additional housekeepers for evening shifts. She should have updated numbers for the Board in the next few weeks.

## **V. Superintendent Report**

Mr. Parkhurst addressed the Board. He indicated he has been making visits to all buildings and classrooms daily with social media posts to communicate to families and

community.

He complimented staff, teachers, housekeepers, custodians, and all others for keeping the schools cleaned throughout the day. He commented on the virtual open house for high and middle schools. The participation was low, but he commended the time and effort teachers and students put in to make it happen. He realizes it is difficult for families to connect and make relationships virtually. He participated in the weekly Steering Committee meeting and he will give an update later in the meeting of what has been discussed. He attended the virtual professional development at North Street School discussing SeeSaw. He gave thanks to Ms. Tracy Gibbons, the social worker at the middle school, for spearheading this effort. The Windsor Locks Public School Food Pantry is a source for all our Windsor Locks Public School families and can be accessed through a request form found on our website under “Families and Community” food pantry or would like to make a donation, you can contact Jessie Lavorgna.. In partnership with the Hartford Foundation, we are now working with Creative Research Solutions (CRS), an evaluation organization that will assist us in creating a plan to reduce discipline disparities. He collaborated with Food Service Director and our student board representatives in the preparation for the October menu. He also met with the Town Registrar to plan for the upcoming election on November 3, 2020.

## **VI. Assistant Superintendent Report**

Mr. Christian Strickland, Assistant Superintendent of Schools, addressed the Board. He worked in facilitating a professional development activity to the district leadership on social and emotional learning. He observed professional development sessions at the high school, South Elementary School and North Street School. On September 28, 2020, he assisted the Superintendent in evaluating the feedback from North Street School professional development session on SeeSaw and to evaluate the district’s return on its investment. He attended a policy sub-committee meeting drafting revisions to the regulations of material adoptions. He attended a fall sports meeting which was facilitated by Ms. Rebecca Aldred and Mr. Jim O’Brien for parents and athletes. He was able to attend the boys’ and girls’ soccer senior nights on October 1 and October 2. He collaborated with the Superintendent to finalize and submit the Title I and Title II grant to the Connecticut State Department of Education. He met with Vita Beebe to finalize the district’s Title III grant submission.

## **VII. Committee Reports**

### **A. Policy – Next Meeting 11/18/20**

#### **1. Meeting Minutes of 09/30/20**

It was MOVED (Byrne) and SECONDED (McGowan) and PASSED (U) that the Board of Education approves the September 30, 2020 Policy Meeting Minutes, as presented

#### **2. Second Reading - Propose to Accept Changes move to Second Reading:**

- Rescind 5114.21(a) Conduct Code for Participation in Extracurricular Activities



It was MOVED (Byrne) and SECONDED (Latournes) and PASSED (U) that the Board of Education rescind Policy No. 5114.21 (a)

Conduct Code for Participation in Extracurricular Curricular Activities.

- Accept Revisions to 5145.4 Nondiscrimination Towards Students Affirmative Action

It was MOVED (Byrne) and SECONDED (McGowan) and PASSED (U) that the Board of Education accept the Revisions to Policy No. 5145.4 Nondiscrimination Towards Students Affirmative Action, as presented

- Revisions to 5145.52 Discriminatory Harassment Prohibited

It was MOVED (Byrne) and SECONDED (Latournes) and PASSED (U) that the Board of Education approves the revisions to Policy No. 5145.52 Discriminatory Harassment Prohibited, as presented.

- Revisions to 5145 And Civil and Legal Rights and Responsibilities

It was MOVED (Byrne) and SECONDED (McGowan) and PASSED (U) that the Board of Education approves the revisions to Policy No. 5145 And Civil and Legal Rights and Responsibilities, as presented

3. First Reading – Propose to Accept Changes and Move to Second Reading

- Revision to 6161 – Equipment, Books and Materials

Chairwoman Mrs. King noted the revised policies are in the Board Member's packet for review. This was the first reading. Vice-Chair Ms. Byrne had some typographical errors she discussed briefly. The policies will be brought back at the next meeting for discussion and possible vote.

B. Curriculum – Next Meeting 11/12/20

C. Finance – Next Meeting 10/14/20

### **VIII. WLHS – Setting Graduation Date**

Mr. Parkhurst noted beginning with the Class of 2020 and continuing with each graduating class thereafter, districts in Connecticut are permitted to set the graduation date no earlier than the last day of the school year for the adopted school calendar. In collaboration with Windsor Locks High School administration and the Senior Class Officers, it is the recommendation that the Graduation date for the Class of 2021 be set for Monday, June 14, 2021 at 5:00 pm.

A brief discussion was held.

It was MOVED (Byrne) and SECONDED (Latournes) and PASSED (U) that the Board of Education approves the Windsor Locks High School Graduation date as June 14,

2021 at 5:00 pm.

Board Member Mr. Dennis Gragnolati entered the meeting at 6:30 p.m.

### **IX. Roofing Project – Windsor Locks High School and South Elementary School**

Mr. Parkhurst noted due to the extended closure last spring, the approved Capital Roofing project was delayed. Over the past couple weeks, Mr. David Solin, Business Manager, Mr. Steve Mills, Facilities Director and Mr. Greg Weigert, Assistant Facilities Director initiated the process to begin this project. It is recommended that the Board of Education is named as the Building Committee for the partial roof replacements at South Elementary School and Windsor Locks High School as approved in the budget passed by the town; and that the Building Committee approve the submission of a Request for Proposal (RFP) for architectural services. Mr. David Solin noted the timeline is aggressive to have the work completed in the summer. He will have more information at the next Board meeting.

A brief discussion was held.

It was MOVED (Byrne) and SECONDED (Gragnolati) and PASSED (U) that the Board of Education be named as the Building Committee for the partial roof replacements at South Elementary School and Windsor Locks High School as approved in the budget passed by the town; and that the Building Committee approve the submission of an RFP for architectural services. .

### **X. Windsor Locks Middle School Elevator Power Unit Replacement**

Mr. Parkhurst announced that during the Capital Budget process this past spring, replacement for the power unit for the Windsor Locks Middle School gym elevator was approved.

After reviewing multiple competitive bids, it is the recommendation of Mr. David Solin, Business Manager, that the Board of Education approve the quote from Otis Elevator in the amount of \$24,481.79. Of the bids received, Otis Elevator provided the most comprehensive plan for the replacement of the power unit.

A brief discussion was held.

It was MOVED (Byrne) and SECONDED (Gragnolati) and PASSED (U) that the Board of Education approves the quote submitted by Otis Elevator for the replacement of the power unit for the Middle School gym elevator.

### **XI. Connecticut Association of Public School Superintendent's Alliance District**

Mr. Parkhurst shared with the Board the Alliance District document that was collaboratively written by the Superintendents in the Alliance Districts. The purpose behind this document brief is to instill in our legislative bodies the importance of continuation of funding for Alliance Districts which make up nearly 40% of the school-aged population throughout Connecticut.

A brief discussion was held.

## **XII. Connecticut State Department of Education Bureau of Health and Nutrition Services Signature Authorization**

Mr. Parkhurst commented that the ED-099 Agreement requires that the Board of Education approve a new signer when one of the authorized signers changes. Due to the change in Business Managers, he is recommended that the Board move forward and approve Mr. David Solin as an authorized signer for the Connecticut State Department of Education, Bureau of Health and Nutrition Services for the ED-099 Agreement.

It was MOVED (Byrne) and SECONDED (McGowan) and PASSED (U) that the Board of Education approves Mr. David Solin as an authorized signer for the Connecticut State Department of Education Bureau of Health and Nutrition Services for the ED099 Agreement.

## **XIII. Board of Finance Requests for Additional Funds and Reallocation of Funds**

Mr. Parkhurst commented that due to the additional and unexpected expenses the Board of Education will incur through the arbitration process with Windsor Locks Teachers Association, he recommended that the Board of Education approve that an additional \$25,000 to cover these costs be moved as a formal request to the Board of Finance at their scheduled meeting on October 13, 2020.

Additionally, while analyzing the district's changing needs for technology devices and because of the generosity of grants and donations from First Book and Dell Computers as part of our designation as an Alliance District, the original approved capital request for \$50,000 for student device needs has changed. He recommended that the Board of Education approve the request to shift the approved \$50,000 from student devices to teacher devices for continuity of learning for all students as a formal request to the Board of Finance at their scheduled meeting on October 13, 2020.

It was MOVED (Byrne) and SECONDED (McGowan) and PASSED (U) that the Board of Education formally request additional funding from the Board of Finance to cover the additional and unexpected costs associated with the State Arbitration process with the Windsor Locks Teachers Association.

It was MOVED (Byrne) and SECONDED (Gragnolati) and PASSED (U) that the Board of Education formally requests the reallocation of \$50,000 of approved Capital Expenditure funds from student devices to teacher devices as a result of donations and grant funding as an Alliance District.

## **XIV. Coronavirus Relief Funds Grant**

Mr. Parkhurst commented the State Department of Education has allocated additional grant funds to districts as part of the Coronavirus Relief Funds (CRF) Grant. These funds are in categories that were set by the state and are not able to be transferred. These are restricted funds based on the allocations. Windsor Locks Public Schools has

been awarded a total of \$469,729. The categories are as follows:

- Non-personnel - Building \$200,000 HVAC installation throughout the district
- Non-personnel - Cleaning/PPE \$164,587 Additional cleaning products, PPE masks, replacement PPE for use on busses to transport students to and from school
- Personnel - Academics \$59,584 Provides additional nursing staff to assist Nursing Supervisor with goal to return all students to school
- Personnel - Supports \$41,364 Additional hours for counseling and support based on student needs, substitute coverage for staff as needed
- Personnel - Cleaning \$4,193 Apply portion to the extra housekeeping salaries required for adequate cleaning and disinfecting

A lengthy discussion was held.

It was MOVED (Byrne) and SECONDED (Latournes) and PASSED (U) that the Board of Education approves the use of the CRF Grant funds as outlined by the Superintendent of Schools.

#### **XV. Alliance District Grant**

Mr. Parkhurst announced the Connecticut State Department of Administrative Services, Office of School Construction Grants and Review, has awarded each Alliance District a Facilities Grant based on student enrollment. Windsor Locks Public Schools, with under 5,000 students, will receive a total of \$477,600 which is restricted to improvement projects specific to facilities.

It is recommended that due to the ongoing request through the Capital budget process, that these funds be allocated to increasing our HVAC systems throughout the district. He recommended that the Board of Education approve the use of \$477,600 for HVAC systems throughout the district while following the approved Board of Education purchasing policy which includes a competitive sealed bid process. A brief discussion was held.

It was MOVED (Byrne) and SECONDED (Gragnotati) and PASSED (U) that the Board of Education approves the use of the funds from the Alliance District Facilities Grant to increase HVAC systems throughout the district, and that the approved Board of Education purchasing policy be followed.

#### **XVI. District Steering Committee Report**

Mr. Parkhurst shared with the Board. a parent and student survey was conducted regarding three options in moving forward to the next phase of the Re-opening Plan. Option 1 was to hire additional teachers at middle and high school and alter student schedules to maintain the distancing in classrooms. Option 2 was to hire facilitators/monitors who would oversee students in overflow rooms while the classroom teacher live streamed into the overflow space. Option 3 was to remain in the hybrid environment that we are currently in. After a two week window, the survey results were compiled and reviewed with the District Steering Committee. He shared the results of

the survey. He used a PowerPoint presentation to show pie graphs and charts. He explained the moving away from a hybrid plan and to shift into either full time in-person or full time remote. Another survey will go out to parents and the results should be in by the next Board of Education meeting. The changes are slated to begin on November 9, 2020 and the students/families must commit until January 22, 2021 subject to the health department recommendations. Included in his plan is that any student who wishes to participate in an extracurricular, they must be in-person learning.

A lengthy discussion was held.

It was MOVED (Byrne) and SECONDED (Gragnolati) and PASSED (U) that the Board of Education accepts the recommendation of the District Steering Re-Opening Committee to eliminate hybrid studies and to offer two options: full remote or full in-person beginning on November 9, 2020 with a commitment until January 22, 2021 subject to health requirements with the condition of parents responses notification letter being sent out.

## **XVII. Public Audience**

Ms. Elizabeth Corred of 81 Carriage Way, Windsor, Connecticut addressed the Board. She is concerned as a teacher of 2 ½ decades having students and teachers wear masks in the classrooms all day long. It is difficult to communicate and understand each other. She understands everyone wants to ensure safety following the CDC guidelines and social distancing up to 6 feet and proper ventilation, but it is very difficult especially in the elementary school classrooms. Due to the temperatures falling, teachers will be unable to open doors and windows for ventilation. She hopes that the district will remember the teachers are essential staff which will continue to teach in a safe learning environment.

Mr. Brian Deming, President of the WLTA and teacher at Windsor Locks Middle School addressed the Board. He feels sadness and frustration this year in the classroom. The WLTA in the past was supported by the Board of Education and central office, but it is no longer supported, and the teachers do not feel safe and are very anxious in this uncertain time of COVID. Teachers are feeling anxious and feel their voices are not being heard. A conversation needs to be held to work out the disputes and all parties need to act in good faith and peace of mind. There are numerous areas that need to be highlighted such as complying with CDC guidelines as having 3 to 4 feet of distance between students, which will be difficult in elementary schools. Making cleaning supplies available for staff and teachers so they may clean during the day. In person and distance learners are needing more support and the teachers are needing the support of the Board of Education.

Ms. Lisa Ciaffaglone, Nursing Supervisor for the district addressed the Board. She read from an article in the Journal Inquirer about cleaning materials used to kill the COVID virus. Those green cleaners that were referred to in the article are the same cleaning materials used the district. The cleaning materials are OSHA approved with the safety data sheet. She warned that some cleaning materials have chemical reactions and affects asthmatics. There are clear guidelines from the CDC that the district is following.

Windsor Locks COVID numbers are relatively low currently and those numbers will be watched closely to see if there are any increases.

Ms. Nicole Lucas of 64 Belaire Circle addressed the Board. She thanked the nursing supervisor for her hard work and explanation. Her concern with the high school going full in-person are the hallways, cafés, and when it gets cold the doors will not be open for ventilation. She is also concerned with how the students will be able to social distance and how will the students and staff be safe and not allowing students who are remote learners not participate in extracurricular seems unfair.

Mr. Dan Copes, teacher at Windsor Locks High School addressed the Board. He was concerned about the audio with the meeting as some speakers were cutting in and out and he would like a transcript of the meeting if possible. His number one concern is the mental health of the students as they have not had a normal school experience in over six months. He inquired as to what steps are being taken to address any psychiatric or mental health of students who are attending classes remotely are being given the opportunity to have mental health. The teachers should have open communication with students about mental health.

Mr. Greg Weigert of 477 Fairview Street addressed the Board. He told the Board that he appreciates the feedback from everyone. He said that wanted to clarify what type of cleaning materials are being used in the classrooms since the first day of school. Pursuant to the state guidelines, the district is using BNC15 cleaner and wipes.

Ms. Taika Bilbo of 120 South Center Street addressed the Board. She is a parent of three children at the middle school and is a teacher in another district. Her children are going to school using the hybrid model. As a teacher, she doesn't understand how teachers are teaching in the classroom and remotely at the same time. She believes it is difficult for teachers to have the students in the classroom set up and ready to learn and have remote students up and running at the same time. It must take a long time to get everyone prepared for the lesson, which eats into the learning time. She believes the Board needs to listen to the teachers concerns and their thoughts on the hybrid learning.

Ms. Alanna Orlandi a teacher within the district. She wanted to thank the person who spoke before her and her concerns she has about the teachers and safety. She said the teachers are really struggling and need support from the Board of Education.

Mr. Jimmy Quagliaroli, Student Representative, 134 Elm Street, addressed the Board. He wanted to speak on behalf of the students of Windsor Locks High School. He thanked the teachers for their work and support. He admires their courage during the pandemic and the challenges they are all facing. They are the real heroes.

Ms. Shannon of 51 Acorn Drive addressed the Board. She has two children in the schools, one in the high school and one in the middle school. She is concerned about classroom management and movement throughout the hallways of the schools. She is also raised concerned about the emotional and social health of students. She hopes

everyone will support the teachers and students during this difficult time.

### **XVIII. Executive Session:**

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

- Discussion of Collective Bargaining Unit Negotiations

That attendance in the Executive Session shall be limited to:

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

The Board entered into executive session at 7:45 p.m.

It was MOVED (Byrne) and SECONDED (Latournes) and PASSED (U) that the Board of Education terminates Executive Session and reconvenes into public session at 8:20 p.m.

### **XIX. Adjournment**

It was MOVED (Byrne) and SECONDED (Latournes) and PASSED (U) that the Board of Education adjourns the Regular Meeting of October 8, 2020 at 8:20 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  
October 13, 2020 4:00 p.m.**

These minutes are not official until approved at a subsequent meeting.

Members Present: P. King, M. Byrne, J. McGowan, D. Gragnolati, and P. Latournes  
Members Absent: None  
Administrators: S. Parkhurst, C. Strickland, S. Lee, D. Prinstein, C. Domler, J. Robinson, J. Ferreira, M. Briggs,  
Student Representatives: Jimmy Quagliaroli, Ryan Lucas  
Staff: D. Bole, L. Ciaffaglione, G. Weigert, M. Knowe, S. Naylor, D. Drangenis, J. O'Brien, T. Dixon, H. Williams and many  
others  
Others: 67 Attendees via Zoom

- I. **Call to Order** - Chairwoman Mrs. Patricia King called the Special Meeting to Order at 4:01 p.m.
- II. **Roll Call for Quorum** - All Board Members were present.
- III. **Pledge of Allegiance** - All stood up and pledged allegiance to the flag.
- IV. **Public Audience (Only on Agenda Items) in Accordance with BOE Policy 9020**  
  
None
- V. **Return to Full-In/Full-Remote - Removal of Stipulation Regarding Extra-Curricular Activities:**

Mr. Parkhurst discussed that after the last board meeting, he had numerous conversations with students and parents, and did some further research with district's throughout Connecticut, but primarily in our general surrounding areas and found that information has been updated, so he would like to recommend that the Board make a motion to remove the stipulation that only full in-person learners be allowed to participate in extracurricular activities, including sports.

Board Motion: Ms. Byrne motioned to amend its decision for extracurricular activities for students who would be remote learning and allow them to participate in extracurricular activities. Dr. Gragnolati seconded the motion, and opened the item for discussion.



Mr. McGowan questioned why, if you have your student out of school doing remote learning for health reasons or concerns with being in school, why would you want your student to be involved in school doing extracurricular activities.

Mr. Parkhurst responded, and stated that it could be a multitude of reasons for the family to make the decision to keep their children home, health reasons, a compromised family member, or even just their comfort level to keep their students home. So rather than us making the decision of whether a child can participate in extracurricular activities, he recommends that the Board leave that decision to the family, and what they are most comfortable with. In addition, for many of our students, either in-person or remote learners, those extracurricular activities are a critical part of their social-emotional, mental well-being and health and for many of them it is a critical link to school.

Ms. Byrne inquired as to whether the families of the remote learners would be responsible for providing their own transportation to these extracurricular events. While the families would be responsible for transportation to and from the events, families could choose to have their students return home on the late bus if desired, but would need to reach out to the school to make those arrangements.

A member of the community requested to speak regarding the decision families make for their students to remain remote learners but still participate in extracurricular activities. Mrs. King, polled the board and it was agreed to let the community member speak.

Ms. Veronica Ledoux, 15 Dexter Road, Windsor Locks, addressed the board and indicated that her daughter is a remote learner but plays soccer. She feels that as a freshman it is a way for her daughter to make connections, even though they are more comfortable with her remaining home for remote learning.

Mrs. King thanked her for her comments and asked for a board vote.

Ms. Byrne moved that her earlier motion to amend the Board's decision for extracurricular activities for students who would be remote learning and allow them to participate in extracurricular activities be moved for a vote, Dr. Gragnolati seconded the motion, and the motion passed unanimously.

## **VI. Public Audience**

Mrs. Bole indicated that the Superintendent received a couple of questions from a parent, Ms. Erica Cruz, who requested that they be read in public comment, and Mrs. King agreed and Mrs. Bole read the questions:

1. On 8/26/20 when the board voted to return to school in a hybrid model it was specifically stated, by you I believe, that the reason for hybrid was not based on COVID numbers but based on spacing and issues with

social distancing. It was further stated that the BOE would be working, in conjunction with BOF, on hiring additional staff in order to be able to spread the kids out should they return to full in person. What has changed that these statements are not being followed through with?

2. While I understand that Windsor Locks numbers are low, which is great, there are students in our school system that live outside of Windsor Locks and there are other students that attend school outside of Windsor Locks, in addition to WLHS. When you are making decisions about returning to school, how are you factoring Hartford counties covid numbers, not just WL?

There was no other public comment.

Mrs. King indicated that we're in communication with Public Health on almost a daily basis, and various weekly meetings take place between the Superintendent and other Superintendents, and that we are following the guideline and that we have good safety measures in place. Ms. Byrne added that as stated at the last meeting, the reason that we don't have to hire additional teachers or staff at this point is because the expectation of students returning, and how the classrooms have filled out so far, the additional students can be absorbed in the existing classrooms, or if needed the classes can be moved to a different location to accommodate a bigger class size safely. Mrs. King indicated that if we need more staff we will address it as needed, the board will await the results of the survey and make necessary changes based on those results. Mr. Parkhurst also added that even though we are moving forward these numbers can dictate a change at any time. The District monitors health metrics daily, which are now posted on our website, and were also sent out to staff and families today. The health and safety is, and always has been paramount to our reopening plan. Any change to the health metrics will be brought to the Board of Education for their approval.

## **VII. Adjourn**

Ms. Byrne made a motion to adjourn the meeting, seconded by Mr. McGowan, which passed unanimously at 4:16 p.m.

Respectfully Submitted,  
D Bole  
Acting Recording Secretary

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

**MINUTES OF THE SPECIAL MEETING,  
October 17, 2020 at 11:00 a.m.**

These minutes are not official until approved at a subsequent meeting.

Members Present:	P. King M. Byrne, J. McGowan, D. Gragnolati and P. Latournes (all members present via Zoom)
Members Absent:	None
Administrators:	S. Parkhurst, C. Strickland, S. Lee, R. Aldred, D Prinstein, M. Briggs, J. Ferreria, H. Early
Student Representatives:	None
Students:	James Quagliaroli
Staff:	B. Deming, K. Krupa, C. Nolan, G. Lynch, K. DiGiuseppe others
Others:	36 total participants

**I. Call to Order**

Chairwoman Mrs. Patricia King called the Regular Meeting to Order at 11:00am. held via Zoom:

[https://zoom.us/meeting/register/tJlrcOqsrzqiGtxVcKn5\\_EsfVv\\_So5bKrFRY](https://zoom.us/join/zoom/register/tJlrcOqsrzqiGtxVcKn5_EsfVv_So5bKrFRY)

**II. Roll Call for Quorum**

All Board Members were present.

**III. Pledge of Allegiance**

All stood up and pledged allegiance to the flag.

**IV. Public Audience (Only on Agenda Items) in Accordance with BOE Policy**

Wendy Morris, 31 Highland Ave, Windsor Locks, addressed the Board of Education and asked if this particular meeting would be in regards to written documentation regarding necessary PPE, social distancing, and necessary cleaning materials for teachers and the schools. She inquired that if this was the case why the public did not have a copy of the document to preview.

Sheri Lee responded that the Memorandum of Understanding could not be released to the public until the Board of Education opened the item for discussion.

Wendy Morris further asked on how the public could comment on the Memorandum of Understanding if they didn't know what it was for.

Superintendent Parkhurst suggested that if the Board of Education chose to, they could vote to open the Memorandum of Understanding for discussion and he would review the document for those in attendance, prior to the Board possibly voting on it.

**V. Discussion - Windsor Locks Teachers Association Memorandum of Understanding (MOU): Vote Possible**

Chairwoman Patricia King moved to this agenda item and asked if there was a motion for discussion.

It was **MOVED** (Byrne) and **SECONDED** (Latournes) and **PASSED** (U) that the Board of Education open the Memorandum of Understanding between the Windsor Locks Teachers Association and the Windsor Locks Board of Education for discussion.

Superintendent Parkhurst presented the tentative Memorandum of Understanding between the Windsor Locks Teachers Association and the Windsor Locks Board of Education for discussion. He reviewed each of the 18 points and explained them in detail.

Chairwoman Patricia King asked if there were any comments or questions from the Board Members. There were none. She then asked if there were any comments from the public regarding the Memorandum of Understanding. There were none.

Chairwoman Patricia King asked for a motion to approve the Memorandum of Understanding.

It was **MOVED** (Byrne) and **SECONDED** (Latournes) and **PASSED** (U) that the Board of Education approve the Memorandum of Understanding between the Windsor Locks Teachers' Association and the Windsor Locks Board of Education.

Following the Board of Education's vote, Chairwoman Patricia King read the following joint press release written by the Windsor Locks Board of Education and the Windsor Locks Teachers' Association:

*"The Windsor Locks Board of Education and the Windsor Locks Teachers Association have achieved agreement on the Memorandum of Understanding that has been in negotiations since August.*

*Both parties agree that the environment in the schools is safe. The Board had adopted and implemented the COVID-19 regulations in compliance with Governor Lamont's Executive Orders and the Connecticut State Department of*

*Education guidelines. The Board and Association agree that misunderstandings had occurred regarding the availability of cleaning supplies; which have been available prior to the reopening of the 2020-2021 school year.*

*This was the first time, through many contract negotiations and teacher encounters, that collaboration and respect were compromised. In the past, both parties appreciated, listened to, and comprehended differences. Moving forward, both teams desire to re-establish the cooperative partnership with the common goal of keeping students first.”*

Vice Chair Margaret Byrne addressed the board and the audience. She thanked the Board of Education and the Windsor Locks Teacher Union’s leadership for working together to come to an agreement, and that the health and safety of the staff and students were never jeopardized.

Superintendent Parkhurst echoed his thanks to the Board of Education and the Windsor Locks Teachers’ Association in coming to an agreement. He also thanked the public for their understanding in this process.

WLTA President, Brian Deming thanked everyone for working toward ensuring the safety of all and looks forward to further collaboration.

## **VI. Adjournment**

It was **MOVED** (Margaret Byrne) and **SECONDED** (Dennis Gagnolati) and **PASSED** (U) that the Board of Education adjourn the Special Meeting of October 17, 2020 at 11:42 am.

Respectfully Submitted:  
Christian Strickland  
Assistant Superintendent of Schools

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION  
FROM: SHERI LEE, HUMAN RESOURCE DIRECTOR  
DATE: OCTOBER 22, 2020  
RE: PERSONNEL REPORT

Resignation:

Shannon Lavariere, a 5<sup>th</sup> Grade Teacher at South Elementary School has resigned effective October 22, 2020. At the time of her resignation, Ms. Lavariere will have served the students of Windsor Locks for eight and one half years (8.5) years.

**BOARD MOTION: “MOVE that the Board of Education accepts Ms. Lavariere’s resignation, effective October 22, 2020 and offer her our appreciation for all of her efforts on behalf of the students of the Windsor Locks Public Schools.”**

Retirement

Steven Mills (DOH 8/29/1994), the Director of Facilities for the District will retire effective January 19, 2021. At the time of his retirement, Mr. Mills will have served the students of Windsor Locks for twenty-seven (27) years.

**BOARD MOTION: “MOVE that the Board of Education accepts Mr. Mills’ notice of retirement effective January 19, 2021, and offer him our sincere appreciation for all of his efforts on behalf of the students of Windsor Locks Public Schools.”**

## **Second Reading**

### **Policy**

### **Instructional**

#### **6161 - Equipment, Books, and Materials**

The Board of Education believes that all the schools should be well equipped and maintained and that current textbooks and materials should be made available to students to support their learning.

The Board of Education recognizes that appropriate texts, library reference materials, maps and globes, laboratory equipment, audiovisual equipment, art supplies, athletic equipment, current periodicals, tests and questionnaires, and similar materials are the tools of the teaching profession. To this end, the administration and the teaching staff will, as a result of their ongoing, systematic review of the curriculum, recommend to the Board of Education improvements in curriculum and the needed materials and new textbook adoptions to support these improvements.

It is the Board of Education's intention that comparable materials are available to all students throughout the school system.

The disposition of old and obsolete textbooks shall be accomplished under the direction of the Superintendent of Schools in accordance with state and district regulations.

#### **Legal Reference:**

Connecticut General Statutes: 10-228 Free textbooks, supplies, materials and equipment.

## Regulation

### Instructional

#### 6161 - Equipment, Books, and Materials

It is the policy of the Board of Education to provide educational materials and equipment that support and enrich the curriculum and further the achievement of the district's instructional goals.

Basis textbooks and materials will be reviewed continuously in order to keep up with the great expansion of knowledge and the rapid changes going on in our world.

All textbooks and curriculum resources should present balanced views concerning the international, national and local issues and problems of the past, present and future.

#### **Textbooks and curriculum resources should:**

1. Provide materials to promote instruction of Common Core State Standards and promote Mastery Based Learning in all basic subject areas.
2. Provide literary appreciation, aesthetic and ethical values.
3. Provide materials that will stimulate critical reading, higher level thinking and scientific inquiry.
4. Provide materials that will develop and foster an appreciation of cultural diversity and development in the United States and throughout the world.
5. Provide for all students an effective **basic** education that does not discriminate on the basis of race, age, color, religion, national origin, sex, or physical disabilities.
6. Allow sufficient flexibility for meeting the **special** needs of individual students and groups of students.

The administration will develop and review administrative rules, outlining a procedure to select textbooks and curriculum resources which meet the above criteria.

#### **This process will include:**

1. Analysis, evaluation and recommendation by professional staff
2. The opportunity for interested citizens in the district to review recommended textbooks and curriculum resources.

~~The Board of Education will make the final textbook and curriculum resources selection decision.~~

~~The Board of Education shall approve the textbooks and curriculum resources to be used in the schools, and approve the selection of books, curriculum resources, and other educational media to support the curriculum.~~



The Board of Education shall make the final approval of textbooks, curriculum resources, and other educational media to be used in the schools in order to support the curriculum.

Legal References:

Connecticut General Statutes:

10-221 Boards of Education to prescribe rules

10-222 Boards to have use of funds derived from repayment for school material

10-338 Free textbooks, supplies, materials and equipment

President's Council, District 25 v. Community School Board No1 25, 457 F.2d 289 (1972), cert. Denied 409 U.S.C. 998 (Nov. 1972)

Minarcini v. Strongsville City School District, 541 F.2d 577 (6<sup>th</sup> Cir. 1976)

Island Trees Union Free School District Board of Education v. Pico, 457 US 853 (1982)

Academic Freedom Policy (adopted by Connecticut State Board of Education 9/9/81)

## **R - 6161 Equipment, Books, and Materials**

### **Evaluation and Selection of Equipment, Books and Materials – Administrative Regulations**

#### **Procedures for the Selection of Instructional Materials**

The materials covered by these selection procedures are for primary source textbooks and instructional materials (physical or digital) that are used to support and enhance the educational program in a given grade level, course, or area of study in the Windsor Locks Public Schools. Any materials identified for this process must utilize 51% or more of the instruction addressing the grade level, course, or class curriculum.

#### **Staff Responsibilities**

The responsibility for the recommendation and selection of materials rests with the instructional staff and administration and trained personnel who know the curriculum, instructional methods, and the range of student needs. This process shall be overseen by the Assistant Superintendent. The selection of materials is an ongoing process, reflecting changes in the development of curriculum and the continuous publications of new materials. Additionally, these regulations and procedures should not be limited to physical resources, but also include instructional digital- or technology-based instructional material.

#### **Criteria for Evaluation of Instructional Materials**

The instructional material shall:

1. Be aligned to the goals, objectives, curriculum, and mastery-based instructional beliefs of the Windsor Locks Public Schools.
2. Support and develop student engagement, thinking, and reasoning.
3. Accurately and effectively present the instructional standards and concepts of the subject matter.
4. Be clearly and positively reviewed by staff and/or included in professional review lists.
5. Provide opportunities for students to become familiar with varying perspectives and viewpoints when appropriate.
6. Provide equitable access to all students enrolled in a particular grade level, course, or class.
7. When appropriate, demonstrates or models access to information while valuing and demonstrating digital citizenship through the appropriate use of digitally-based resources.

#### **Criteria used in the selection process will include, but are not limited to, the following:**

- Supports and address the range of student abilities, needs, and interests
- Is accurate in its presentation of content and material
- Includes diverse points of view and issues in a particular course or area of study
- Provides representation of achievements and accomplishments of diverse groups


- Analyzed for the overall quality of product relative to cost and longevity within instructional usage
- Can be accessed equitable to all students
- Meets all criteria addressing and protecting student data privacy in accordance with Connecticut Public Act 16-189

### **Adoption Process**

Textbooks and other primary instructional materials that are used in the direct instruction of the curriculum over the entire course of study (51% or more) are to be selected and adopted using the following Regulations and Procedures:

1. Building administration will work with the Assistant Superintendent to identify a committee to select the textbook or other primary source instructional material. All textbooks or primary source instructional materials identified for this process should be evaluated by at least two staff members (who instruct that course or are certified to teach the specific course/grade level) and a building based administrator. Additional members may participate based upon the textbook or instructional material being recommended
2. Secure and review several available textbooks or similar instructional material samples from publishers. In this step, the selection committee reviews the proposed instructional material by considering alignment to content standards, alignment to course curriculum, readability, and ancillary resources available to support instruction and student learning.
3. After a review and discussion by the selection committee, the chairperson of the selection committee should complete the WINDSOR LOCKS PUBLIC SCHOOLS RECOMMENDATION FOR TEXTBOOK/INSTRUCTIONAL RESOURCE ADOPTION (see Appendix A), and submit it to the Assistant Superintendent for review. The Assistant Superintendent will then submit the proposal to the Windsor Locks Board of Education Curriculum Committee for review. Following review, the Windsor Locks Board of Education Curriculum Committee will then submit the proposal to the Windsor Locks Board of Education for final adoption approval. Any proposed adoption action by the Windsor Locks Board of Education shall be formally communicated to the public through the public posting of the Board of Education Agenda along with necessary information to the public on how to view a proposed textbook or resource. The Board of Education shall allow ten school days for the public to view and provide input on a recommended textbook or resource prior to a formal adoption.

Appendix A

 <p>WINDSOR LOCKS PUBLIC SCHOOLS RECOMMENDATION FOR TEXTBOOK/INSTRUCTIONAL RESOURCE ADOPTION</p>
Title of Recommended Textbook or Instructional Resource:
Author(s):
Publisher:
Instructional Resource to be Used in Grade(s) or Course:
Check all that apply: <input type="checkbox"/> New Instructional Resource <input type="checkbox"/> Replacement for the Following Instructional Resource: <input type="checkbox"/> Supplement to the Following Instructional Resource:
Title and Copyright Date of Instructional Resource be Replaced or Supplemented:
Rationale for the Addition, Replacement, or Supplementation:
Additional Textbooks/ Instructional Resource Considered During the Review Process:
Selection Committee Members:
Summary of Rationale for Selecting this Text:
All certified teachers who instruct this course, class, or subject endorse this Instructional Resource: <input type="checkbox"/> Yes <input type="checkbox"/> No
Purchasing Information (ie. pricing, quantity needed, etc.):
Signature: Chair of Selection Committee:
Signature: Assistant Superintendent of Schools:

REVIEW BY WINDSOR LOCKS BOARD of EDUCATION CURRICULUM COMMITTEE

Date of Review:

Curriculum Committee Members Present:

Summary of Instructional Resource Discussion:

Determination of Adoption

New Instructional Resource Recommended for Adoption by Board of Education

New Instructional Resource Not Recommended for Adoption by Board of Education -  
Further Review Required

New Instructional Resource Not Recommended Adoption by Board of Education

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION  
FROM: SHAWN L. PARKHURST, SUPERINTENDENT  
DATE: OCTOBER 22, 2020  
RE: FINANCE SUBCOMMITTEE REPORT

Business Manager David Solin discussed the quarterly report, required by the State of Connecticut at the Finance Subcommittee meeting on October 14, 2020. Some changes to the format were highlighted which will allow for a clearer understanding of the data. A more detailed, line by line report of expenses through September 30<sup>th</sup>, 2020 was also discussed. It was noted that we are on budget at this point but it is still early in the year and many unknowns due to COVID 19 remain.

Superintendent Shawn Parkhurst reviewed the preliminary timeline for the FY 21—22 budget process, which is also the next Agenda item.

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION  
 FROM: SHAWN L. PARKHURST, SUPERINTENDENT  
 DATE: OCTOBER 22, 2020  
 RE: 2021-2022 BUDGET DEVELOPMENT CALENDAR

**<sup>1</sup>Windsor Locks Public Schools - Budget Calendar  
 Schedule of FY 2021-2022 Budget Creation**

Due Date	Activity
<b>November</b>	
11/2/20	Distribution of Building/Department Budget Spreadsheets & Guidelines for 21-22
<b>November</b>	
11/13/20	Technology & Facilities Budget due to Business Manager & Superintendent of Schools
11/23/20 9:00 am 11/23/20 10:30 am	Technology & Facilities Budget Review with Superintendent, Assistant Superintendent, Business Manager, Human Resource Director and Director of PPS
11/30/20 12/7/20	Superintendent & Assistant Superintendent Faculty Meeting Budget Discussions
<b>December</b>	
12/10/20	Capital Improvement Budget Discussion at Board of Education Meeting
12/11/20	All site budgets due to Business Manager & Superintendent of Schools
12/14/20	Budget Review with Superintendent, Assistant Superintendent, Business Manager, & Human Resource Director
12/21 12/22	Administrator Budget Review Meetings (individually) with Superintendent, Assistant Superintendent, Business Manager & Human Resource Director
<b>January</b>	
TBD	BOE presentations to CIAC (Capital Improvements)
1/14/21 6:00 pm	Board of Education Meeting Discussion on Budget Meetings & List of Needs
1/19/21	Cabinet Finalizes Draft Budget

<sup>1</sup> File: Budget Development Calendar 21-22

1/23/21 9:00 am	Saturday Board of Education Budget Workshop #1
<b>February</b>	
TBD	Town Capital Improvement Committee (CIAC) Budget Meeting
2/4/21 6:00 pm	Public Presentation and Forum on FY 21/22 Draft Budget
2/6/21 9:00 am	Saturday Board of Education Budget Workshop #2 (if needed)
2/11/21 6:00 pm	Superintendent's Presentation of Budget to BOE (adoption of budget)
TBD	Capital Improvement Committee Budget Presentation
<b>March</b>	
3/1/21	Operating Budget due to Town Finance Office
TBD	Board of Education Budget Presentation to Board of Finance
TBD	Finalize Capital Budget
TBD	Appeals; Operating and Capital to Board of Finance
<b>April</b>	
TBD	Town Public Hearing
<b>May</b>	
TBD	Town Budget Hearing and Vote



MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION  
 FROM: SHAWN L. PARKHURST, SUPERINTENDENT  
 DATE: OCTOBER 22, 2020  
 RE: UPDATE ON GOALS AND PROGRESS - ATTENDANCE

Windsor Locks Public Schools continues to closely monitor student attendance with the goal to reduce our chronic absenteeism district wide to under 10%.

Below are two district level reports:

- Figure 1 shows the week by week monitoring of our remote learners. *The state definition of “disconnect” is a remote learning student that is not participating in class and/or completing work.*
- Figure 2 shows the chronic absenteeism by district and school for September for all learners *(definition of chronic absenteeism is missing 10% or more days of school; for September 2020 that would be 2 or more days)*

Figure 1

Week	Fully Remote	Fully Remote Disconnect
September 7 - 11	505	35
September 14 - 18	500	43
September 21-25	503	35
September 28 - October 2	505	19
October 5 - 9	500	15
<i>Counseling Staff, Attendance Committees and Administrators continue to monitor and connect with families of those classified as disengaged</i>		

Figure 2

**September Chronic Absenteeism**

<b>School</b>	<b>September 2019</b>	<b>September 2020</b>
District	19.1%	20%
WLHS	20.9%	22.1%
WLMS	19.7%	18%
South Elementary	14.8%	16.8%
North Street	14.3%	17.2%

## EXHIBIT VIII B

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

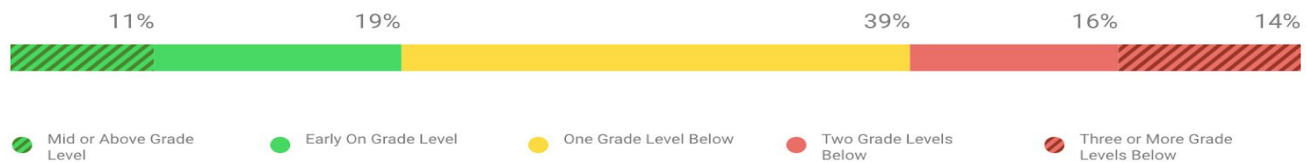
FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: OCTOBER 22, 2020

RE: UPDATE ON GOALS & PROGRESS - INITIAL *iREADY* DIAGNOSTIC DATA FOR GRADES 1 - 8

North Street School, South Elementary, and Windsor Locks Middle School have recently completed their first administration of the *iReady* Diagnostic Assessment. This computer based assessment was given in grades 1 - 8 in the areas of reading and mathematics.

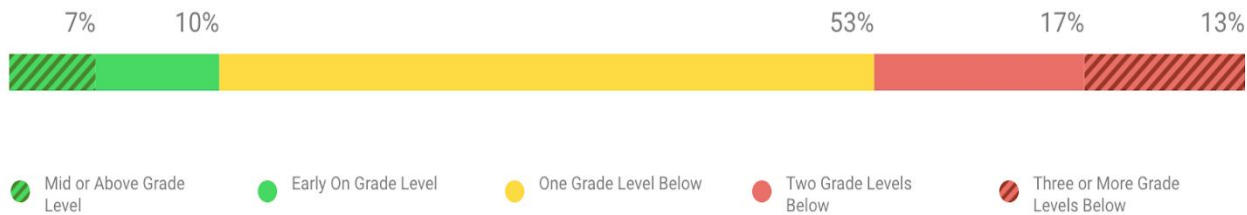
### District Level Report for Windsor Locks Students Grades 1 - 8



### READING

- 30% of all Grade 1-8 students mastered standards from previous grade
- 69% of all students are predicted to reach goal/above goal on SBAC
- Initial district analysis indicates a need for support in comprehension of literature
- Initial district analysis indicates a need for support in comprehension of informational text

**District Level Report for Windsor Locks Students Grades 1 - 8**



**MATHEMATICS**

- 17% of all Grade 1-8 students mastered standards from previous grade
- 70% of all students are predicted to reach goal/above goal on SBAC
- Initial district analysis indicates a need for support in measurement and analysis
- Initial district analysis indicates a need for support in geometry

**Grade Level Reading Data & Identified Targets**

**READING**

Grade	% at/above grade level	February Goal	May Goal
1	14%	55%	96%
2	29%	54%	78%
3	48%	59%	70%
4	34%	55%	77%
5	26%	43%	59%
6	15%	29%	42%
7	26%	33%	40%
8	49%	59%	69%

**Grade Level Mathematics Data & Identified Targets**

**MATHEMATICS**

<b>Grade</b>	<b>% at/above grade level</b>	<b>February Goal</b>	<b>May Goal</b>
1	8%	48%	87%
2	10%	41%	72%
3	8%	37%	66%
4	20%	47%	73%
5	14%	37%	60%
6	24%	43%	61%
7	27%	48%	68%
8	37%	57%	76%

### Action Steps

- On or before November 9, the **Assistant Superintendent** will communicate with families, along with a parent score report, of how to interpret the beginning of the year *iReady* Diagnostic Scores
- By November 9 and each week thereafter **all students** Grade 1-8 will utilize *iReady* Learning Path recommendations and resources **at least twice a week for total of 30 minutes per subject**
- By November 9 and each week thereafter **all students** Grade 1-8 that are below grade level will utilize *iReady* Learning Path recommendations and resources **at least twice a week for a total of 45 minutes per subject**
- Prior to November 9, **each building SRBI team** will develop detailed action plans with specific instructional strategies for **all Tier 2 and Tier 3 students**
- **Building administrators and Assistant Superintendent** will monitor student weekly usage reports, every Friday, to ensure fidelity in utilizing *iReady* resources and Learning Path
- **Assistant Superintendent** will facilitate with building administrators and Instructional Specialists a prioritization of standards as priorities for instruction based on *iReady* data
- **All teachers**, as directed by **Assistant Superintendent & Building Administration** will embed Smarter Balanced Interim Assessments **at least one time per week**, into lessons, opening work and/or exit work
- **Monthly reporting by Superintendent & Assistant Superintendent** on progress at Board of Education meetings to include the following:
  - Number of student making progress in Tier 2 & Tier 3 intervention
  - Number of students by grade level meeting/exceeding the *iReady Learning Path* usage
- **Superintendent/Assistant Superintendent** will report on mid-year *iReady* diagnostic scores to the Board of Education at February 2021 meeting
- **Superintendent/Assistant Superintendent** will report on end of year *iReady* diagnostic scores to the Board of Education at May 2021 meeting
- **Assistant Superintendent** will facilitate over the 20-21 school year a curriculum review to ensure that areas identified in need have adequate curriculum, instructional strategies and resources to support all learners

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION  
 FROM: SHAWN L. PARKHURST, SUPERINTENDENT  
 DATE: OCTOBER 22, 2020  
 RE: DISTRICT STEERING COMMITTEE REPORT

This evening I'll provide an update on the work of the District Steering Committee including an update on the WLMS & WLHS family return survey results to date.



School	In Person	Remote	Change to Remote
North Street School	291	107	(9)
South Elementary	219	112	0
Middle School	322	106	(6)
High School	254	150	6
Pine Meadow	30	14	(2)
RISE	14	6	1

# Return Survey Results

## Return Rates



School	Grade Level	Total School Enrollment	Total October Survey Responses	% Total Responses of Enrolled Students
WLMS	6	104	36	35%
WLMS	7	100	34	34%
WLMS	8	119	58	49%
WLHS	9	134	40	30%
WLHS	10	94	35	37%
WLHS	11	95	28	29%
WLHS	12	81	24	30%
<b>District</b>		<b>727</b>	<b>255</b>	<b>35%</b>

School	Grade Level	October Survey Responses: Remote Learning	October Survey Responses: In School Learning	Change in Requested Learning Mode
WLMS	6	9	27	2
WLMS	7	3	31	1
WLMS	8	19	39	4
WLHS	9	7	33	0
WLHS	10	8	27	6
WLHS	11	5	23	4
WLHS	12	10	14	1
<b>District</b>		<b>61</b>	<b>194</b>	<b>18</b>

# Return Survey Results



# Instructional Updates



- PSAT (Grade 9) and SAT (Grade 12) administered at WLHS
- *iReady* diagnostic Grades 1-8
- Increased use of technology resources for teachers and students
  - SeeSaw
  - Google Classroom
  - Breakout Rooms
  - Jamboard
  - Gizmos
  - Go Guardian
  - Kami
  - Padlet
  - Nearpod

# Health Metrics & Data



Weekly data shows based on the leading indicator of less than 10 new Covid cases per 100,000 population per day that **IN PERSON LEARNING** is favorable at this time

Leading and secondary indicators of COVID-19 infection levels				
Risk Level	Leading Indicator	Secondary indicators		
	New COVID-19 cases per 100,000 population per day	Percent test positivity	New COVID-19 hospitalizations per 100,000 population per day	Percent COVID-19-like illness hospital ED visits
<b>Low</b> Favors more in-person learning	<10	Trending down to flat No statistically significant changes		
<b>Moderate</b> Favors hybrid learning	10-25	Trending flat to upward Any statistically significant changes		
<b>High</b> Favors remote learning	>25	Trending upward Consistent statistically significant changes upward		

**October 14, 2020**

**Windsor Locks  
6 new cases in the last seven days (156 total)**



**Windsor Locks Public Schools**

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

**Educational Leadership**

**Shawn Parkhurst**  
Superintendent of Schools 860-292-5000

**Christian Strickland**  
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

**Rebecca Aldred, Principal, Carrie Grado, Assistant 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

**David Solin**  
Business Manager 860-292-5741

**Jessica Lavorgna**  
Director of Partnerships 860-292-5751