

WINDSOR LOCKS PUBLIC SCHOOLS



BOARD OF EDUCATION MEETING

Regular Meeting

January 28, 2021

6:00 p.m.

Via Zoom

[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
January 28, 2021
Windsor Locks Board of Education
Zoom - 6:00 p.m.

[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
 - A. NASP Recognition - Excellence in School Psychological Services
 - B. WLPS Technology Department
- IV. Approval of Minutes: **Vote Needed** p. 5 Exhibit IV
 - 1/9/21 Special Meeting
 - 1/12/21 Special Meeting
 - 1/14/21 Regular Meeting
- V. Committee Reports
 - A. Policy - Next Meeting 2/10/2021
 - B. Curriculum - Next Meeting 2/11/21
 - 1. 1/14/21 Meeting Minutes: **Vote Needed** p. 17 Exhibit V B 1
 - C. Finance - Next Meeting 2/10/21

- VI. NEASC Decennial Visit Update and Progress p. 19 Exhibit VI
- VII. Administrative Assistant Union Contract: **Vote Possible** p. 22 Exhibit VII
- VIII. Transportation Contract with Smyth Bus: **Vote Possible** p. 23 Exhibit VIII
- IX. Food Service Waiver with Sodexo: **Vote Possible** p. 24 Exhibit IX
- X. Windsor Locks Middle School Phase In of Return to In-Person Learning: **Vote Required** p. 25 Exhibit X
- XI. 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*

XII. 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: JANUARY 28, 2021

RE: APPROVAL OF MINUTES

- January 9, 2021 Special Meeting
- January 12, 2021 Special Meeting
- January 14, 2021 Regular Meeting

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

**MINUTES OF THE SPECIAL MEETING,
January 9, 2021 at 8:30 a.m.**

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

Members Present:	P. King, M. Byrne, J. McGowan, D. Gagnolati (arrived late) and P. Latournes
Members Absent:	None
Administrators:	S. Parkhurst, C. Strickland, S. Lee, D. Solin, D. Prinstein, R. Aldred, J. Ferreira, M. Briggs, C. Domler, C. Grado, H. Earley, G. Weigert, J. Robinson and J. Lavorgna
Student Representatives:	J. Quaglaroli
Students:	None
Staff:	D. Bole, M. Segal, L. Sullivan, T. Hunt, B. Deming, A. Goodwin, and P. Wetzell
Others:	(total of 26 participants)
Press:	None

I. Call to Order

Chairwoman Patricia King called the Special Meeting to Order at 8:35 a.m. held via Zoom Meeting.

A. Roll Call for Quorum

All Board Members present other than Mr. Gagnolati, however, he arrived not soon after.

B. Pledge of Allegiance

All stood up and pledged allegiance to the flag.

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

Ms. Jessie Lavorgna asked anyone who would like to make a public comment, please write the comment in the chat box or raise their hand and she will unmute the microphone.

No response was given.

III. Discussion of 2021-2022 School Budget

Chairwoman Mrs. King noted the meeting is to discuss the proposed budget to be submitted to the Board of Finance. She asked Mr. Parkhurst, Superintendent of Schools, to begin his presentation. He mentioned the presentation that is being used will be available on the district's website after the meeting for the public to view. A budget worksheet was given to all Board Members to follow along as Mr. Parkhurst used a PowerPoint presentation which described the vision of the graduate of Windsor Locks Public Schools which includes creative and practical problem solver, clear and effective communicator, responsible citizen, self-directed learner and collaborative worker and an informed thinker. The next two slides described what the responsibilities of the Board of Education according to Connecticut General Statutes Section 10-220 Duties of Boards of Education and what responsibilities are of the Superintendent of Schools, which included providing adequate instruction, equitable allocation of resources, proper maintenance of facilities and safe setting. The Superintendent is to collaborate with district leaders to propose a fiscally responsible budget, fulfil statutory obligations and to advance the Board of Education goals. He discussed the district goals and budget commitments that the Board is obligated due to the contractual obligations, employee benefits, insurance, fixed costs and State and Federal mandates. The next slides showed the enrollment numbers for all schools from 2016 to 2021 projection. The projection for 2021 is a total of 1,694 students, which is a slight decrease. He discussed the elementary enrollment, Pre-K through Grade 5 for 2021-2022 and explaining the decrease in a Grade 1 teacher, but an additional Grade 3 and decrease in a Grade 5 teacher, which will be vacated at the end of the year and the district will not fill the full-time position. He discussed the changing needs of students from 2016 through 2020 projection. He discussed the budget process and recent instructions from the Board of Selectmen that all three budgets in the town need to maintain services, personnel and programs. Budgets are to include COVID-19 relief funds, one-time grant monies to offset the operating budgets. In recent talks with the insurance consultant, it is anticipated an increase of 7% in the medical insurance line. He reminded the Board that several lines may show an increase, but they were reduced in 19-20 during the close and out ability to shift grant funds. The next slide showed the Board of Education approved budget for FY 2020-2021 in the amount of \$31,380,684 and his recommendation his proposed budget for FY 2021-2022 in the amount of \$31,380,684, a proposed zero percent increase over last year's budget. The next slide showed a pie diagram showing the global budget, wherein the bulk of the budget is salaries and non-salary obligations and a small portion to program operations. The next slides discussed how he was able to bring a zero percent budget which included new hires in the current year savings is passed to the next year, the Business Manager did a line-by-line analysis using actual expenditures; and budgets submitted by building administration were near or at zero. He discussed the possibilities of request to the town to utilize Excess Cost Savings (ECS money) if needed.

A brief discussion was held regarding ECS money.

The next slide discussed the COVID grants which could eventually come a funding cliff. Federal Relief funds have enabled the district to main programs and services during FY 2020-2021. New Federal Relief funds will enable the district to maintain programs, services and personnel in FY 2021-2022 and maintain a zero percent budget. Those funds will run out in the FY 2022-2023 creating a potential funding gap. The next few slides discussed the district's grant funding, the amount of the funding and the use of the funds. The grants that were discussed are as follows: COVID Relief Grant Funds, Alliance Grant, Title I Grant,

Title II Grant, Title III Grant and Hartford Foundation for Public Giving. The last two slides of the presentation discussed line items for the Board Members as a description of the change in the line item from last year's approved budget. He briefly discussed each one, giving an explanation to the Board as they followed on their sheet.

A lengthy discussion was held.

It was **MOVED** (Byrne) and **SECONDED** (Gragnolati) and **PASSED** (U) that the Board of Education adapts the FY 2021-2022 budget in the amount of \$31,380,684.16, a zero percent increase over last year's budget, as presented.

VII. Adjournment

It was **MOVED** (Byrne) and **SECONDED** (Latourmes) and **PASSED** (U) that the Board of Education adjourns the Special Meeting of January 9, 2021 at 9:31 a.m.

Respectfully submitted,

Denise M. Piotrowicz
Recording Secretary

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

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

**MINUTES OF THE SPECIAL MEETING
January 12, 2021 5:00 p.m.**

Members Present: Pat King, Margaret Byrne, Dennis Gragnolati, Paige Latournes,
James McGowan
Members Absent: None
Administrators: Shawn Parkhurst, Rebecca Aldred
Staff: None
Students: Student C
Others: Mother of Student C

I. Call to Order

Chairwoman Mrs. Patricia King called the Special Meeting to Order at 5:00 p.m.,
virtually via Zoom.

II. Executive Session

It was **MOVED** (Margaret Byrne) and **SECONDED** (Paige Latournes) and **PASSED (U)**,
that the Board of Education enters into Executive Session to conduct a student expulsion
hearing and to preserve the confidentiality of student records, and that the following be
invited to attend the executive session to offer testimony: Superintendent of Schools, High
School Administration, student and parents.

Chairwoman Mrs. King asked all persons in attendance to identify themselves for the
record:

Board of Education Members: Pat King, Margaret Byrne, Dennis Gragnolati, Paige
Latournes, James McGowan

Others:

Mother of Student C

Student C

Mr. Shawn Parkhurst, Superintendent of Windsor Locks Public Schools

Ms. Rebecca Aldred, WLHS Principal

Witnesses were sworn in by Chairwoman Mrs. King.

Testimony regarding the offense and penalty phase was given by Mr. Shawn Parkhurst
and Ms. Rebecca Aldred followed by questions from the Board of Education Members.

Recess at 5:22 pm

Reconvene at 5:42 pm

It was **MOVED** by (Margaret Byrne) and **SECONDED** (Dennis Gagnolati) and **PASSED (U)** that the Board of Education terminates Executive Session and reconvenes into public session at 5:45 p.m.

Margaret Byrne made a motion to postpone this hearing to allow an opportunity for administration to enter into a student contract with Student C and do so on or before 1/19/21. Paige Latournes seconded the motion. Motion **PASSED (U)**.

IV. Adjournment

It was **MOVED** (Dennis Gagnolati) and **SECONDED** (James McGowan) and **PASSED (U)** that the Board of Education adjourns the January 12, 2021 Special Meeting at 6:00 p.m.

Respectfully Submitted,
Shawn L. Parkhurst
Superintendent of Schools

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

**MINUTES OF THE REGULAR MEETING,
January 14, 2021 at 6:00 p.m.**

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

Members Present:	P. King, M. Byrne, J. McGowan and P. Latournes
Members Absent:	D. Gagnolati
Administrators:	S. Parkhurst, C. Strickland, D. Solin, S. Lee, J. Ferreira, D. Prinstein, R. Aldred, M. Briggs, C. Grado, J. Robinson, H. Earley, C. Domler and J. Lavorgna,
Student Representatives:	R. Luas and J. Quagliaroli
Students:	Unknown
Staff:	D. Bole, G. Weigert, M. Segall , R. Dubriel, S. Naylor and others
Others:	42 total participants
Press:	None

I. Call to Order

Chairwoman Mrs. Patricia King called the Regular Meeting to Order at 6:02 p.m. held and via Zoom Meeting.

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

Mr. James Quagliaroli, Student Representative, congratulated the two students who were being recognized later in the meeting! Miss Ryan Lucas, Student Representative, announced winter sports should be starting next week and she teased the Board about the music department having an event in the works.

Mr. Shawn Parkhurst, Superintendent of Schools, asked the Student Representatives to comment on the alumni panel meeting that recently took place. Miss Lucas noted it was great seeing the familiar faces and listening to their college experience stories, especially during the COVID.

D. Board of Education Communications

Vice-Chairwoman Ms. Margaret Byrne commented that she worked with two graduates who had just returned from college at the town referendum, both doing very well in their

college careers. She spoke to them about online classes vs. in-person classes. She also attended a CIAC meeting this week.

Board Member Ms. Paige Latournes commented on watching the latest "Education is Everywhere" video and the interview of the Commissioner of Education for the State of Connecticut. She thought Mr. Parkhurst did a wonderful job interviewing the Commissioner. Chairwoman Mrs. Patricia King echoed Ms. Latournes' comments about the video. She also attended policy and finance subcommittee meetings along with the CIAC meeting and she was pleased to see most of the large items on the list fell into the first category due to safety concerns. The next step in the process is onto the Board of Finance.

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

Ms. Jessie Lavorgna asked anyone who would like to make a public comment, please write the comment in the chat box or raise their hand and she will unmute the microphone.

None.

III. Student & Staff Recognition

- **Jessica Brown**

Mr. Parkhurst addressed the Board. He wanted to recognize the outstanding work of a new teacher at South Elementary School. She is a math interventionist. The district she previously taught, they used a program called Reflex. It was a math program to assist students in math skills. She applied for a grant to obtain 40 seats for students in Grades 3, 4 and 5. The program also works with the current math program Bridges to further give students support. He thanked Ms. Brown for all her hard work and dedication to the students of Windsor Locks. Chairwoman Mrs. King also thanked her.

- **Abigail Farr**

Mr. Parkhurst spoke about the Miss Abigail Farr, the girls' soccer team captain and an All--State Soccer player. Miss Farr also plays basketball and softball. She shows a tremendous work ethic in her academics as well. She is good hearted person, always with a contagious smile on her face. She has been recognized as a NCCC All-State Soccer player. Congratulations Abigail!

- **Aleynah Taylor**

Mr. Parkhurst spoke about Miss Aleynah Taylor has been recognized as an All-State Cross Country. All four years of her high school career, she has been chosen as all conference athlete in cross country. Academically, she currently taking 3 AP courses and taking Japanese classes as she likes the culture since she has visited Japan. Congratulations Aleynah.

IV. Approval of Minutes

- **December 3, 2020 Special Meeting**
- **December 10, 2020 Regular Meeting**
- **December 22, 2020 Special Meeting**
- **December 28, 2020 Special Meeting**

It was **MOVED** (Byrne) and **SECONDED** (Latournes) and **PASSED** (U) that the Board of Education approves the December 3, 2020 Special Meeting, December 10, 2020 Regular Meeting, December 22, 2020 Special Meeting and December 28, 2020 Special Meeting, as presented.

V. Superintendent Report

Mr. Parkhurst addressed the Board. He wished everyone a Happy New Year! He has been continuing visits to the building classrooms sharing social media posts to communicate with families and the community. He has been engaged in development of the 2021-2022 budget and last Saturday at the budget workshop meeting, the Board approved the budget that was presented. He has attended Steering Committee meetings and participated in Superintendent and Department of Public Health meetings. He has attended meetings regarding the SBAC assessments and planning for the administration of those tests in the spring. He has attended meetings with the Board of Selectmen and Board of Finance discussing budgets. He has facilitated the district SRBI meetings to support the ongoing needs to raise student outcomes.

VI. Assistant Superintendent Report

Mr. Christian Strickland, Assistant Superintendent of Schools, addressed the Board. He collaborated with building administrators to organize and communicate the second administration of the iReady diagnostic to students in K-8. He also attended a meeting with the Superintendent and building administrators for preliminary planning of the for the spring administration of SBAC. He facilitated the December Professional Development and Evaluation Meeting. He attended a district level SRBI Committee meeting. Met with the district EL Coordinator to review scheduling and administration of the LAS Links assessment and plans for Multicultural Children's Book Day on January 29, 2021. He has been collaborating with Windsor Locks High School Administration and Staff on NEASC visit preparations.

Vice-Chair Ms. Byrne inquired if the NEASC visit was going to be a full visit given COVID or if it would be virtual? Ms. Rebecca Aldred, Principal of the Windsor Locks High School, answered the visit will be all virtual they will not be coming into the building.

VII. Committee Reports

A. Policy – Next Meeting 01/13/2021

1. Second Reading

- 6114.6 Emergency Closings - New

A brief discussion was held regarding of the difference between 20-21 school year versus a typical year. It was also mentioned that language should be added after the Superintendent consults with the health officials as necessary.

It was **MOVED** (Byrne) and **SECONDED** (Latournes) and **PASSED** (U) that the Board of Education approves Policy No. 6114.6 Emergency Closings as amended.

- 5118 - Resident/Non Resident Attendance - New Affidavit

Mr. Parkhurst noted it is just a form that is being added.

It was **MOVED** (Byrne) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education approves 5118 – Resident/Non Resident Attendance – New Affidavit as presented.

- 6146.12 Academic Recognition – Revise

Mr. Strickland, Assistant Superintendent, explained how the policy was written. He had researched what other surrounding districts have for policies for academic recognition and when a student becomes eligible for that recognition. The incoming student would have to be in the district for 6 terms to be recognized.

A brief discussion was held.

It was **MOVED** (Byrne) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education approves the revised Policy No. 6146.12 Academic Recognition with revision to add 6 continuous marking periods.

- 6007 Rank in Class - Rescind

It was **MOVED** (Byrne) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education rescinds Policy No. 6007 Rank in Class.

B. Curriculum – Next Meeting 01/13/2021

Ms. Latournes reported on the meeting that was held earlier in the day. She said a presentation of the Raider Block and how those time blocks are used to help students. Ms. Aldred, Principal of Windsor Locks High School, added to the conversation explaining Raider Block. She was asked if she had the data of how the students have improved with the use of the Raider Block, but Ms. Aldred did not have that data available for the meeting but could get it for the Board at a later time.

C. Finance – Next Meeting 02/01/2021

1. December 9, 2020 FCE Minutes

It was **MOVED** (Byrne) and **SECONDED** (Latournes) and **PASSED** (U) that the Board of Education approves the December 9, 2020 FCE Meeting Minutes, as presented

VIII. 21-22 Calendar

Mr. Parkhurst presented the 2021-2022 proposed school calendar. He noted the first date of school is September 2, 2020 two days before Labor Day weekend. PLC will resume on

Mondays as they were changed to Wednesdays due to the pandemic. April vacation was discussed as if it should be before or after the Good Friday holiday, he is proposing to have vacation after the Good Friday holiday which is April 15 and spring break would run from April 15 through April 22. The last day of school would be proposed to be June 14, 2022.

A brief discussion was held.

It was **MOVED** (Byrne) and **SECONDED** (Latournes) and **PASSED** (U) that the Board of Education approves the school calendar for 2021-2022 as presented.

IX. WLMS and WLHS Full Return to School

Mr. Parkhurst commented about the recent Steering Committee meeting in which the discussion was to revise the full in-person return to the middle school and high school and revisit the discussion on January 22, 2021. A survey has been sent out to families and it is being asked they return that survey no later than January 19, 2021. Administration at the high school and middle school will follow-up with those who have not responded to the survey. As of the meeting, approximately 112 responses and only 8 are switching to in-person learning.

A lengthy discussion was held about all the variables and if student will return. They will wait on the results from the survey and revisit the subject at the next Board meeting.

X. Update on Goals & Progress

Mr. Parkhurst remarked that the Windsor Locks Public Schools continues to closely monitor student attendance with the goal to reduce chronic absenteeism district wide to under 10%. He showed two tables explaining the numbers, the first table showed week to week monitoring of the remote learners. He reminded everyone that the state definition of disconnect is a remote learning student that is not participating in class and/or completing work. The second table displayed the chronic absenteeism by district and school for October. The date ranges were from September 2020 through December 2020. At the district level, absenteeism is at 18%, which is a decrease from September by 2%. He discussed each school's numbers in detail.

The next tables shown discussed the usage and lessons passed in iReady Reading and Math in Grades 1 through 8. The last four tables discussed intervention services and displayed the number of students receiving support in Tier II and Tier III in December and January data.

A brief discussion was held.

XI. Public Audience

Ms. Jessie Lavorgna asked anyone who would like to make a public comment, please write the comment in the chat box or raise their hand and she will unmute the microphone.

None.

XII. Adjournment

It was **MOVED** (Byrne) and **SECONDED** (Latournes) and **PASSED** (U) that the Board of Education adjourns the Regular Meeting of January 14, 2021 at 6:56 p.m.

Respectfully submitted,

Denise M. Piotrowicz
Recording Secretary

Windsor Locks Public Schools



Board of Education Curriculum Committee

January 14, 2021 – 4:30 p.m.

Location of Meeting - Meeting held virtually via Zoom

Minutes

Committee Members Present: Paige Latournes, Jim McGowan

Windsor Locks Public Schools Staff Present: Superintendent; Shawn Parkhurst, Assistant Superintendent; Christian Strickland, Windsor Locks High School Principal; Rebecca Aldred, Windsor Locks High School Assistant Principal; Carrie Grado

Community Members Present: None

Meeting was called to order at 4:32pm by Christian Strickland.

1. New Business

- a. Raider Block and Supporting Intervention Services at WLHS

Principal Rebecca Aldred and Assistant Principal Carrie Grado provided a presentation on Raider Block at Windsor Locks High School. Their presentation highlighted the historical context of Raider Block's advisory curriculum and the research behind its development to support students' social and emotional well-being. Their presentation detailed how the Raider Block programming supports the well-being of the Windsor Locks High School Students, aligning with graduation requirements, the district's Vision of the Graduate, and the high school's NEASC accreditation. Principal Aldred and Assistant Principal Grado emphasized the importance of how this program provided cross-curricular connections in a way that supports all students and emphasizes student "voice and choice". Raider Block's flex blocks provide a variety of intervention and support opportunities for students to acquire mastery in coursework or receive enrichment educational opportunities. The presentation further highlighted critical components of the advisory curriculum, planning guides, sample calendar and student portfolios that have been digitally formatted to provide access for in-person and remote learners.

Mr. McGowan asked if he could receive a summary of the components of the advisory block and flexible block components. Mr. Strickland stated this would be provided to Mr. McGowan.

2. Informational Items

- b. Connecticut State Department of Education *Foundations of Reading Survey* - Grades K - 3

Assistant Superintendent Christian Strickland provided a summary of the Connecticut State Department of Education's required Foundations of Reading Survey. It is required that all teachers currently assigned to grades K - 3 must take the survey, which focuses on the three sub-areas of Foundations of Reading Development, Development of Reading Comprehension, and Reading Assessment and Instruction. Teachers in these grades will be given time during professional development on January 25th to complete the survey. The survey results will be used by the CSDE to support professional development needs statewide.

4. Future Business Items

For the February Curriculum Committee Meeting a presentation will be given on the new grant funded Financial Literacy Class being offered at Windsor Locks Middle School this year. Additionally the high school will present the addition of the Black and Latino Studies Course for the 2021 - 2022 Windsor Locks High School Program of Studies.

It was requested by Ms. Latournes that future Curriculum Committee meetings begin at 5:00.

5. Adjourn

Mr. Strickland adjourned the meeting at 5:08pm.

Next Meeting: February 11, 2021

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
 FROM: SHAWN L. PARKHURST, SUPERINTENDENT
 DATE: JANUARY 28, 2021
 RE: NEASC DECENNIAL VISIT UPDATE AND PROGRESS

The Windsor Locks High School NEASC Steering Committee has been working tirelessly behind the scenes to organize and guide the staff in our work to prepare for our upcoming Decennial NEASC accreditation visit from March 7 - 10. NEASC committees worked this past Monday to complete the first drafts of the summary report. These drafts were revised by the NEASC Steering Committee on Wednesday and shared back with staff for additional feedback and input. The next step will be to submit this final summary report to the Visiting Committee and continue to collect artifacts and evidence that support the work we have been doing in our priority growth areas.

The visit will be done virtually by the visiting NEASC team. Below is a tentative schedule for the visit:

Sunday, March 7th

Time	Meeting Topic	Zoom Link
Asynchronous	School Tour Video	School Tour Video Link
7:00 pm	NEASC Visiting Team Time	Workroom Zoom Link Passcode: xxx

Monday, March 8th

Time	Meeting Topic	Zoom Link
7:40am to 7:55am	Principal Meeting	Meeting Link
8:00am to 9:00am	Welcome Presentation by the Steering Committee	Meeting Link Presentation Link
9:05am to 10:30am	Classroom Visits Round #1	Classroom Visit Google Links Document
10:50am to 11:50am	Student Meeting Group #1	Meeting Link
	Student Meeting Group #2	

12:30pm to 1:20pm	Priority Growth # 1 Meeting	Meeting Link
	Priority Growth #2 Meeting	
2:20pm to 2:40pm	Principal Debrief	Meeting Link
4:00 – 5:00 pm 6:30 – 7:00 pm	Team Meetings	Workroom Zoom Link
7:00pm to 7:30pm	Board of Education Meeting	Meeting Link
7:30pm to 7:50pm	Superintendent	

Tuesday, March 9th

Time	Meeting Topic	Zoom Link
7:40am to 7:55am	Principal Meeting	Meeting Link
8:00am to 9:00am	Priority Growth #3 Meeting	Meeting Link
9:15am to 10:15am	Student Work	Meeting Link Use of breakout rooms, 6 to 9 breakout rooms with 2 students per breakout room.
10:30am to 11:30am	4 C's Meeting	Meeting Link
1:25pm to 2:10pm	Classroom Visits Round #2	Classroom Visit Google Links Document
2:20pm to 2:40pm	Principal Debrief	Meeting Link
4:00 – 5:00 pm	NEASC Team Meeting	Workroom Zoom Link
7:00 – 8:00 pm	NEASC Team Meeting	Workroom Zoom Link

Wednesday, March 10th

Time	Meeting Topic	Zoom Link
9:00 – 12:00 pm	Team Meeting to review reports	Workroom Zoom Link
12:30pm to 1:30pm	Steering Committee Debrief	Meeting Link
1:30pm to 2:00pm	Faculty Meeting	Meeting Link

EXHIBIT VII

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN L. PARKHURST, SUPERINTENDENT
DATE: JANUARY 28, 2021
RE: ADMINISTRATIVE ASSISTANT UNION CONTRACT

A tentative agreement has been reached with the Windsor Locks Administrative Assistant Unit retroactive from July 1, 2020 through June 30, 2023. Having received the contract under separate cover, the Board will vote to ratify the contract this evening.

Possible Board Motion: “**MOVE** that the Board of Education approve the Windsor Locks Administrative Assistant Unit, Local 2001 Service Employees International Union contract as agreed upon.”

EXHIBIT VIII

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN L. PARKHURST, SUPERINTENDENT
DATE: JANUARY 28, 2021
RE: TRANSPORTATION CONTRACT WITH SMYTH BUS

Our current regular transportation contract with Smyth Bus ends on June 31st, 2021. Due to a number of factors (*competitive pricing, their offer of a lower first year increase to help offset diesel costs, and overall good service*), it is the **recommendation of David Solin, Business Manager** that we move forward with a new contract with them, in lieu of going out to bid.

EXHIBIT IX

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN L. PARKHURST, SUPERINTENDENT
DATE: JANUARY 28, 2021
RE: FOOD SERVICE WAIVER WITH SODEXO

Our current food service contract with Sodexo ends on June 31st, 2021. The State is, however, allowing for a 1 year waiver to extend current contracts. Due to the many unknowns surrounding COVID, it is the **recommendation of David Solin, Business Manager** that we apply for this waiver.

EXHIBIT X

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
 FROM: SHAWN L. PARKHURST, SUPERINTENDENT
 DATE: JANUARY 28, 2021
 RE: WINDSOR LOCKS MIDDLE SCHOOL PHASE IN OF RETURN TO IN-PERSON LEARNING

The District Steering Committee, which is made up of Board of Education Members, Administrators, Staff, Medical Professionals, and Students reached consensus and is recommending that WLMS implement a phase in return to in person learning and eliminate the hybrid model beginning February 8, 2021. The goal is that all students, except for those that select remote learning, will be in person on or before February 15, 2021. WLMS Principal, David Prinstein will provide details of his phase-in return for Board approval this evening.

Return to School Survey Summary by Grade								
<i>School</i>	<i>Grade Level</i>	<i>Total School Enrollment</i>	<i>Total Return to School Survey Responses</i>	<i>Return to School Survey Responses: Remote Learning</i>	<i>Return to School Survey Responses: In School Learning</i>	<i>Change From Remote to In School</i>	<i>Change From In School to Remote</i>	<i>Net Change to In School Numbers</i>
WLMS	6	104	78	31	47	8	3	5
WLMS	7	101	76	27	49	6	4	2
WLMS	8	121	104	37	67	8	5	3
Total	All	326	258	95	163	22	12	10

Grade Level	# of sections	Over Capacity	Over Capacity by 1-2	Over Capacity by 3+
6th	42	2	2	0
7th	57	5	4	1
8th	57	12	10	2
Total count above current seat capacity	145	19 (13%)	16 (11%)	3 (2%)

	Gold Days	Maroon Days	In Person Based on Surveys	Potential Additional In-Person (surveys to be returned)	Total Lunch In Person
6th	34	26	47	6	53
7th	35	34	49	3	52
8th	38	34	67	5	72

*Lunch room capacity 64 students adequately spaced
 *The health room will be used as needed for overflow

Middle School Communication Regarding Return:

January 29, 2021

Dear WLMS Families & Staff,

I hope that this communication finds you and your family well. Beginning February 8, 2021, Windsor Locks Middle School (WLMS) will begin the process of returning all students to full in-person learning. Families, as always, will continue to have the option to learn remotely.

The following is a phased in plan that illustrates the return to in-person learning.

TIMELINE

Students will return to full in-person learning, beginning on the following days:

GRADE	RETURN TO FULL IN-PERSON LEARNING
6 th	Monday, February 8, 2021
7 th	Monday, February 8, 2021
8 th	Monday, February 15, 2021*

*For the week beginning February 8th, 8th Graders will continue to learn in the Hybrid Model.

- 8th Graders in Cohort Maroon will learn in person from **Monday, February 8th** through **Tuesday, February 9th**.

- All 8th Graders will participate remotely on **Wednesday, February 10th**.

- 8th Graders in Cohort Gold will learn in person from **Thursday, February 11th** through **Friday, February 12th**.

SCHEDULE

Beginning on Monday, February 8th, WLMS will return to our previous 6-Day rotating schedule. The exception to the previous version will be that scheduled PLC Days will continue to occur on Wednesdays. Please click

[HERE](#) for the WLMS schedule, effective February 8th, and [HERE](#) for the WLPS District School Calendar, which identifies when PLC Wednesdays occur.

CLASSROOMS

In classrooms, all student desks will continue to be spaced to the greatest extent possible. With a return to full in-person learning, we do anticipate an increase in students in classrooms. In some classrooms, one student table will be added to accommodate one to two students. Other than these additions, which will result in slight decreases to previous physical distances, no changes will be made to our current classroom furniture arrangements. Teachers will still be able to operate from the front of the room, within their instructional ten foot by ten foot space.

In the few cases where an added desk would not be enough to accommodate additional returning students, certain class sections will be relocated to larger community spaces— such as the Library or a Science Lab—that more easily accommodate larger numbers of students.

CAFETERIA

Currently, our Cafeteria is operating at a maximum capacity of 56 students, which includes seating for four students at eight-person tables. In this model, we have been able to ensure distance between students while they eat, understanding that this is a time when mask wearing is impossible. When students are seated at tables and not eating, walking through the lunch line, or throwing trash away, they are masked at all times.

Anticipating the increase in students in the Cafeteria as a result of a return to in-person learning, we have identified additional space to utilize, in the event that a specific lunch wave reaches its 56-student capacity, to reach a capacity of 76 students:

- Eight additional seats, with distance, can be used in the old “Wildcat Lounge”, located at the back of the Cafeteria.
- 12 additional seats, with distance, can be used in the Collaboration Lab, located across from the Cafeteria.

As soon as the weather warms, we look forward to students being able to eat outdoors again, at the picnic tables located outside of the Cafeteria as we did during the fall.

TEACHING & LEARNING

Because we will still be supporting students learning remotely, teachers will continue to deliver technology-based instruction as the broad base of their teaching. While some students will physically be present in classrooms, it is still very much our responsibility to provide equitable opportunity for all of our students. To this end, we will continue to use Google Classroom for all assignments, instructions, and class news; and Google Meet for all live instruction and support sessions.

ARRIVAL & DISMISSAL

ARRIVAL: When the weather is mild enough, all students will wait outside of their Homeroom’s building entrance until 7:37 AM, when they will enter and report directly to their Homeroom. When the weather is bad or it is too cold, all students will enter the building, starting at 7:20 AM, and report to either the Auditorium or to the Cafeteria for breakfast. If inside the Auditorium prior to the start of school, students must be masked and have at least two seats (*in all directions*) from other students. This is our current practice that will continue.

DISMISSAL: We will continue to operate using a “staggered” dismissal, from three separate exits, based on locations of Homerooms. Students who get picked up will be dismissed first; they will be followed by students who walk home; and students who ride the buses will be dismissed last.

CONTINUED SAFETY MEASURES

- **Masks:** While on school grounds, all students and teachers are required to wear masks, except during mask breaks when appropriate distance can be guaranteed.
- **Shields:** While in classrooms, all students are required to sit and work behind their acetate shields. Shields are cleaned and transported to each class.
- **Distance:** To the greatest extent possible, students and staff should keep their distance from one another in classrooms and in hallways, and should avoid any congregating whatsoever.
- **Hand sanitizing and washing:** At the beginning of each class period, and any time they enter a new space, students are being asked to sanitize their hands. As often as is possible, students are reminded to wash their hands.
- **One-way hallways and stairwells:** Within our building, where possible, hallway and stairwell traffic moves in one direction. Where this is not possible, a two-direction traffic pattern is clearly marked with arrows.

Should you have any questions, please do not hesitate to contact us.

~~~~~

**Possible Board Motion:** “**MOVE** that the Board of Education approve the Windsor Locks Middle School plan to phase in the return to in-person learning and eliminate the hybrid model beginning February 8, 2021 as presented.”

**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