

WINDSOR LOCKS PUBLIC SCHOOLS



BOARD OF EDUCATION MEETING

Regular Meeting
February 25, 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
February 25, 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. CanaRx Presentation: **Vote Possible**
- IV. Approval of Minutes: **Vote Needed** p. 5 Exhibit IV
 - 2/11/21 Regular Meeting
- V. Committee Reports
 - A. Policy - Next Meeting 3/10/21
 - B. Curriculum - Next Meeting 3/11/21
 - 1. Minutes of 2/11/21: **Vote Needed** p. 21 Exhibit V B 1
 - 2. Committee Vacancy p. 23 Exhibit V B 2
 - New Board Member Assignment: **Vote Needed**
 - C. Finance - Next Meeting 4/14/21
 - 1. Minutes of 2/9/21: **Vote Needed** p. 24 Exhibit V C 1
- VI. WLHS Review Flex Data & Next Steps: **Vote Possible** p. 25 Exhibit VI
- VII. WLMS Hybrid Elimination Update

- VIII. WLHS Hybrid Elimination Update
- IX. Proposed Revision: 21-22 School Calendar: **Vote Possible** p. 26 Exhibit IX
- X. Transportation Contract with Smyth Bus: **Vote Needed** p. 29 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

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN PARKHURST, SUPERINTENDENT OF SCHOOLS

DATE: FEBRUARY 25, 2021

RE: APPROVAL OF MINUTES

- February 11, 2021 Regular Meeting

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

**MINUTES OF THE REGULAR MEETING,
February 11, 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, D. Gragnolati and P. Latournes
Members Absent:	None
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. Lucas and J. Quagliaroli
Students:	E. Armstrong and K. Mackey
Staff:	D. Bole, G. Weigert, J. Zaine, N. Saavadra, G. Lynch and others
Others:	E. Cruz, A. White, D. Evans, K. Owens and others
	51 total participants
Press:	None

I. Call to Order

Chairwoman Mrs. Patricia King called the Regular Meeting to Order at 6:04 p.m. held via Zoom Meeting. She asked everyone to join her in singing "Happy Birthday" to student representative, Mr. James Quagliaroli.

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, Student Representative, announced the chorus has recorded a virtual concert and she hopes everyone enjoys the music.

Mr. James Quagliaroli, Student Representative, thanked everyone for singing to him. He noted many seniors are receiving acceptance letters from colleges and universities and he is enjoying seeing all the "tickets" that are displayed by the Guidance Department.

Chairwoman Mrs. King commented she enjoyed watching the Valentine's Day virtual concert and recommends everyone to view it.

D. Board of Education Communications

Vice-Chair Ms. Margaret Byrne remarked she attended a Wellness Collation meeting this morning. Windsor Locks and Windsor are working together in a program using cards as conversation starters for parents with their children. Windsor Locks has had more participation than Windsor! She attended a CAFE on-line meeting discussing government funding grants including ECS funding and Tier II funding should be used for COVID and not operating expenses. She too watched the Valentine's Day virtual concert enjoyed it!

Board Member Ms. Paige Latournes commented she plans on watching the concert after the meeting.

Board Member Mr. Jim McGowan commented that he is involved with the Youth Mentor Program. He attended a meeting with the team including Ms. Jesse Lavorgna. He looks forward to future meetings and moving the program forward.

Chairwoman Mrs. King noted she attended the most recent Steering Committee meeting and the most recently Board of Finance meeting wherein Mr. Parkhurst presented the Board of Education proposed budget for FY 2021-2022. The Board accepted the budget as presented as it is a zero-percentage increase. She attended an OPEB meeting discussing teachers' retirement. She also attended the CAFE Legislative Breakfast meeting and there were several items for discussion, including diversity and the World Language programs. There is a need for world language teachers. A discussion about COVID, the difficulties of remote learning and what the post-COVID needs of students will be including emotional, social and mental health.

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.

Mr. Elijah Armstrong addressed the Board. He is a new student at Windsor Locks High School. He is a former student at Suffield High School and their Board of Education did away with Wellness Wednesday and he thinks that was a big mistake. He is a junior and he and some of his friends have been struggling. They can use the time to get extra help from teachers. He hopes the Board will not eliminate flex days and Wellness Wednesdays.

III. Approval of Minutes

- **January 28, 2021 Regular Meeting**

It was **MOVED** (Byrne) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education accepts the January 28, 2021 Special Meeting, as presented.

IV. Superintendent Report

Mr. Parkhurst addressed the Board. He has been making visits to the building classrooms to support students and staff, monitoring, and reviewing iReady mid-year diagnostic assessments. He has attended and welcomed a variety of authors to the schools and classrooms virtually for Multicultural Book Day. He has supported student athletes and coaches by attending and their first winter

practice. The first home game was yesterday. Spectators are limited. Another home game is being held today. The games will be streamed for the high school games, and the middle school games will be broadcasted on a Youtube channel. He collaborated with Mr. Prinstein, Principal of Windsor Locks Middle School, in and the student theater directors to identify the safest way to move forward with a Spring drama production. He continues to meet with the District Steering Committee. The committee has been reviewing the middle school full in-person return and the proposed upcoming high school full in-person return. He attended a recent CanaRX presentation with several members of the staff and members of the Board of Education. This presentation will be brought to the Board of Education at the meeting. A recent state audit was discussed with the adult education staff. He participated in virtual professional learning in preparation of the upcoming virtual NEASC visit scheduled for March 7 through March 10. He has been working with Ms. Wendy Knowles and Ms. Tysanda Wiley in preparation for the town and school-wide anti-vaping campaign. He has attended several Board of Finance meetings and submitted and presented the Board of Education budget for fiscal year 2021-2022.

Vice-Chair Ms. Byrne inquired who is allowed to attend sporting events. She was told that one ticket per athlete. When the ticketholder arrives, the high school administration will get information for contract tracing purposes. No visitor spectators will be allowed. Middle school games will not allow spectators. Mr. Parkhurst notes this is very fluid, and it will be evaluated periodically.

V. Assistant Superintendent Report

Mr. Christian Strickland, Assistant Superintendent of Schools, addressed the Board. He collaborated with building administrators at K-8 schools to monitor the completion of the second iReady diagnostic assessment. He has conducted meetings with instructional specialists to discuss student data and support instructional decision making. He facilitated meetings with building administrators and staff regarding Smarter Balanced Summative Assessment. He met with representatives from iReady to support professional development offerings on March 15. He continues to support preparation efforts for the upcoming NEASC Visit. He virtually attended all author presentations for Multicultural Book Day. He continues to facilitate meetings of the District SRBI Committee and Professional Development and Evaluation Committee. He attended the CSDE webinar on Science Education in Connecticut. He attended CSDE training on Smarter Balance Administration and Assessment Training for Special Populations. He attended CREC's presentation on Pandemic - Related Transitions: P-3 Contexts. He attended WLPS Office of Partnerships Professional Workshops on Family and Teacher Team Chats and the Grade 6 Transition Team Meeting.

VI. Committee Reports

- A. Policy - Next Meeting 02/16/2021**
- B. Curriculum – Next Meeting 02/11/2021**

Board Member Ms. Paige Latournes gave a brief report on the meeting which was held earlier today. She commented the committee reviewed the revised remote learning schedule. A presentation and discussion about offering an enrichment course at the middle school about finance. A multicultural course will be offered as a social studies elective at the high school. This course is mandated for the next school year but will be implemented this coming year.

- C. Finance – Next Meeting 04/14/2021**

Vice-Chair Ms. Byrne noted she attended the last meeting of February 9, 2021 and it was discussed the budget to date and the district is in good shape. The grant funds have really helped the budget.

VII. Remote Learning Schedules

Mr. Parkhurst commented remote learning schedules depends on the type of day, regular remote learning day related to COVID or a weather-related remote day. At North Street School and South Elementary School, it is recommended to keep the remote learning days close to a normal day as possible. The start time would be 9:00 a.m. The reason was to give parents and caregivers time to figure out care and being able to log-in. It has been decided that three weather related days will be considered snow days, any days called after the third day, will be considered a remote days due to weather. Mr. Parkhurst reminded the Board that there are no snow days built into the calendar. Any snow days would be made up at the end of the school year. The middle school and high school remote schedule will begin at 7:40 a.m. Mr. Parkhurst noted that Ms. Rebecca Aldred, Principal of Windsor Locks High School and Mr. David Prinstein, Principal of Windsor Locks Middle School were in attendance and if the Board had any questions, they could answer the questions. Ms. Byrne asked about the schedule at the high school and if it was any different than what has been doing know. Mr. Parkhurst commented that Wellness Wednesdays will not be taken away. Ms. Aldred noted a normal day begins at 7:30 a.m. Board Member Ms. Latournes remarked at the curriculum meeting, there was a discussion about Raider Block and independence work. Ms. Aldred noted that those periods in the day are used for students to get extra help or to work on assignments that need to be done or for those students who passed and/or incomplete class last year after the shutdown, it gives those students time to make up the work and earn the credit. That time can also be used to preparing for the SAT, special services and ELOs. A lengthy discussion was held.

It was **MOVED** (Byrne) and **SECONDED** (Gragnotati) and **PASSED** (U) that the Board of Education approves the Remote Learning Schedule as presented for North Street School, South Elementary School and Windsor Locks Middle School effective immediately. As to Windsor Locks High School effective immediately the Remote Learning Schedule as presented, subject to review at the February 25, 2021 next Board of Education Regular Meeting.

VIII. WLMS Full Return Update

Mr. Parkhurst indicated that Mr. David Prinstein, Principal of Windsor Locks Middle School was on the call and will give an update. He did note that he was at the middle school today and there were many happy kids walking the hallways. Mr. Prinstein commented that about 55% to 60% of students are in-person learning and between 40%-45% are still remote learning. Classrooms and hallways are business as usual. The most worrisome was lunch waves, Mr. Prinstein explained Grade 6 and 7 lunch was less than full capacity, however, the Grade 8 lunch wave had an overflow and action has been taken. In-person learning is going very well in the classrooms and protocols are being observed. He noted it was a great first week!

IX. Windsor Locks High School Return to In-Person Learning

Mr. Parkhurst spoke about the Windsor Locks High School return to in-person learning with the assistance of Ms. Rebecca Aldred, Principal of Windsor Locks High School. The District Steering Committee, which is made up of Board of Education Members, administrators, staff, medical professionals, and students reached consensus and has recommended that the high school implement a phase in return in person learning and eliminate the hybrid model beginning February 22, 2021. The goal is that all students, except for those that select remote learning, will be in-person on or before February 22, 2021. Mr. Parkhurst showed two tables which explained the data that was received from the surveys sent to parents, inquiring which students would be returning to in-person and the increase of students to the classrooms. Mr. Parkhurst provided details of the phase-in return for Board. He explained the timeline of the return of students will return on February 22, 2021. Ms. Aldred explained in all classrooms, all student desks will continue to be spaced to the greatest extent possible. It is not anticipated that the increase in students in classrooms. 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 Humanities Lab & Math Lab. She discussed the cafeteria seating and how there is no need to change the current lunch schedule. The high school is able to accommodate a max of 162 students at 6 person tables. She discussed the bell schedule that will remain unchanged with the elimination of the hybrid model, including maintaining a full remote Wednesdays for students. This will also students to learn the same way, remotely. There is a concern on Wednesdays there is 8 transitions versus 4 on each other of the school days. Continued safety measures will be in place which includes masks, shields, social distancing, hand sanitizing and washing and one-way hallways and staircases.

A lengthy discussion was held discussing the plans and inquiring why Wednesdays would still be a remote day.

It was **MOVED** (Byrne) and **SECONDED** (Latournes) and **PASSED** (U) that the Board of Education approves the Windsor Locks High School plan to phase in the return to in-person learning on February 22, 2021 to include Wellness Wednesday remote day until the end of the present quarter. Beginning on April 5, 2021, remote Wellness Wednesday will be eliminated.

X. Request to Name WLHS Gymnasium

Chairwoman Mrs. King commented that she has been approached by Mr. David Farr indicating that there are a number of senior citizens who would like to have the late Mr. David Lingua be recognized in the gym. According to the policy, which is in the Board Member's packets, is the policy for naming-renaming of school buildings. It was asked if they were asking to rename the gym or just to recognize Mr. Lingua. It was quickly answered they were looking to rename the gym. It was noted there have been so many great athletes that have passed through Windsor Locks High School. It was suggested having a Wall of Fame, but it was discussed they have a similar wall at the Town Hall.

It was decided to form a committee to discuss honoring Mr. Lingua and other athletes in different ways. The committee would consist of two Board Members and three others.

It was **MOVED** (Byrne) and **SECONDED** (Latournes) and **PASSED** (U) that the Board of Education create a Committee pursuant to Policy No. 7551 to look at Mr. David Lingua commemorative recognition and other means to recognize other athletes, families, and any other worthy individuals.

It was decided that Board Members, Jim McGowan and Dennis Gagnolati would be on the committee. Mr. David Farr would be asked to sit on the committee. It was suggested to ask someone who is not affiliated with sports, perhaps Mr. Chris Kervick, First Selectman.

XI. 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 a table explaining the numbers. 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 table displayed the chronic absenteeism by district and school for January. The date ranges were from September 2020 through January 2021. At the district level, absenteeism is at 21%, which is an increase from September by 1%. 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 January and February and January data.

A brief discussion was held.

XII. Public Audience

Ms. Erica Cruz addressed the Board. She was concerned about the office hours beginning at 7:30 a.m. She indicated she believes those hours are used for students who need extra help or need to speak to their teachers. Those hours are also used for students who have to complete assignments. For students who are remote learning, office hours are beneficial. She discussed Wednesdays and she is concerned about all of the transitions during the day and having all of the students in the hallways eight times per day. Classes are only scheduled for 30 minutes; how much time will be used toward instruction when students have to clean their desks and computers. She hopes the Board took that into consideration. She agrees with Ms. Aldred. She is concerned that the schedule will change again on April 5 to all week, all in-person schooling.

Ms. Denise Evans addressed the Board. She is a parent and a staff person in the district. She wanted to piggyback Ms. Cruz's comment. She is concerned with the 8 transitions throughout Wednesdays, which is another level of exposure.

Mr. Kaiden Mackey addressed the Board. He is a sophomore at Windsor Locks High School. He is a full remote student and he wanted to speak about the flex block. He is currently enrolled in 3 AP classes and the flex block allows him to get extra help from his teacher and it is very beneficial for him.

XIII. Adjournment

It was **MOVED** (Byrne) and **SECONDED** (Gagnolati) and **PASSED** (U) that the Board of Education adjourns the Regular Meeting of February 11, 2021 at 7:55 p.m.

Respectfully submitted,

Denise M. Piotrowicz
Recording Secretary

**ADDENDUM TO MINUTES OF THE REGULAR MEETING,
February 11, 2021 at 6:00 p.m.**

The following pages are copies of the PowerPoint presentations made at the February 11, 2021 Board of Education Regular Meeting discussing Agenda Items VII. Remote Learning Schedules and IX. Windsor Locks High School Return to In-Person Learning.

Remote Learning Schedules – North (weather)

North Street School Master Remote Schedule 20-21									
Full Remote/ Weather Cancellation									
Time	Kindergarten		1st Grade		2nd Grade		AM	PM	PreK
9-9:30	Morning Meeting/Number Corner/Math		Morning Meeting/Number Corner/Math		Morning Meeting/Number Corner/Math		9:00-9:10	12:30-12:40	Class meeting
9:30-10:00	Special		Small group work	snack- Flex time	Small group work	snack- Flex time	9:10-9:20	12:40-12:50	Emergent Story Read aloud
10:00-10:30	Fundations and Reading		Writing		Fundations and Reading		9:20-9:30	12:50-1:00	Themed hands on lesson
10:30-11:00	snack- Flex time	Small group work	Special		snack- Flex time	Small group work	9:30-9:40	1:00-1:10	Brain break
11:00-11:30	Writing		Fundations and Reading		Writing		9:40-10:00	1:10-1:30	Snack
11:30-12:00	Small group work	Flex time	Small group work	snack- Flex time	Special		10:00-10:30	1:30-2:00	Themed Activity or Choice board
12:00-1:00	Lunch						10:30-10:50	2:00-2:20	Reading with family
1:00-2:00	Footsteps2 Brilliance (i-Ready in January)		i-Ready Reading/Math and Footsteps2 Brilliance		i-Ready Reading/Math and Footsteps2 Brilliance		10:50-11:30	2:20-3:00	Imaginative /outdoor play
2:00-2:30	Office Hours/Student Independent Work Time								
2:30-3:00	Closing Circle		Closing Circle		Closing Circle				
3:00-3:30	Office Hours/Student Independent Work Time								

Specials will rotate synchronous/asynchronous lessons for classes. They will see each class they would see in person 2-3 times live per week.

Remote Learning Schedules - South

FULL REMOTE LEARNING - WEATHER CANCELLATION					
Grade 3		Grade 4		Grade 5	
Office Hours/ Flex Time 9:00-9:30	Office Hours/ Flex Time 9:00-9:30	Office Hours/ Flex Time 9:00-9:30	Office Hours/ Flex Time 9:00-9:30	Office Hours/ Flex Time 9:00-9:30	Office Hours/ Flex Time 9:00-9:30
Morning Crew 9:30-10:00		Morning Crew 9:30-10:00		Morning Crew 9:30-10:00	
Math 10:00-10:45	Math 10:00-10:45	Math 10:00-10:45	ELA 10:00-10:30 Specials 10:30-11:00	ELA 10:00-10:45	Math 10:00-10:45
Office Hours/ Independent Work 10:45-11:15	Office Hours/ Independent Work 10:45-11:15	Office Hours/ Independent Work 10:45-11:15	Office Hours/ Independent Work 11:00-11:20	Office Hours/ Independent Work 10:45-11:10	Office Hours/ Independent Work 10:45-11:15
Flex Time 11:15-11:35	Flex Time 11:15-11:35	Lunch 11:15-12:15	Lunch 11:20-12:20	Specials 11:10-11:40	Flex Time 11:15-11:30
iBlock 11:35-12:10	iBlock 11:35-12:10	iBlock 12:15-12:55	iBlock 12:20-12:55	Flex Time 11:40-12:05	ELA 11:30-11:55
Lunch 12:10-1:10	Lunch 12:10-1:10	Specials 12:55-1:25	ELA 12:55-1:10	Lunch 12:05-1:10	Specials 11:55-12:25
ELA 1:10-1:35	ELA 1:10-1:55	ELA 1:25-2:10	Math 1:30-2:15	iBlock 1:10-1:45	Lunch 12:25-1:25
Specials 1:35-2:05	Office Hours/ Independent Work 1:55-2:10	Office Hours/ Independent Work 2:10-2:25	Math 1:30-2:15	Math 1:45-2:30	iBlock 1:25-2:00
ELA 2:05-2:25	Office Hours/ Independent Work 2:25-2:40	Flex Time 2:25-2:40	Flex Time 2:15-2:35	Office Hours/ Independent Work 2:30-2:45	ELA 2:00-2:20
Office Hours/ Independent Work 2:25-2:40	Specials 2:10-2:40			Office Hours/ Independent Work 2:30-2:45	Office Hours/ Independent Work 2:20-2:40
Closing Circle 2:40-3:00		Closing Circle 2:40-3:00		Closing Circle 2:45-3:00	
Office Hours/Independent Work 3:00-3:30		Office Hours/Independent Work 3:00-3:30		Office Hours/Independent work 3:00-3:30	

Remote Learning Schedules - WLMS

WLMS Master Schedule 2020-2021 | Full Remote Schedule

Office Hours / Student Work	7:25 – 8:55
HR	9:00 – 9:05
A	9:10 – 9:45
B	9:50 – 10:25
C	10:30 – 11:05
D	11:10 – 11:45
LUNCH	11:50 – 12:50
E	12:50 – 1:25
F	1:30 – 2:05
HR	2:10 – 2:15
Office Hours / Student Work	2:20 – 3:20 <i>(PLC Wednesdays only)</i>

Windsor Locks Middle School | Full Remote (Weather) Draft Schedule

HR	7:40 – 7:45 <i>5 minutes</i>
A	7:50 – 8:30 <i>40 minutes</i>
B	8:35 – 9:15 <i>40 minutes</i>
C	9:20 – 10:00 <i>40 minutes</i>
D	10:05 – 10:45 <i>40 minutes</i>
E	10:50 – 11:30 <i>40 minutes</i>
LUNCH	11:35 – 12:35 <i>60 minutes</i>
F	12:40 – 1:20 <i>40 minutes</i>
Flexible iBlock*	1:25 – 2:15 <i>40 minutes</i>
HR	2:20 – 2:25 <i>5 minutes</i>

*On remote learning days, teachers will use a flexible iBlock to support remote learning, as needed. Students will attend their regularly-scheduled iBlock, unless they need support from a different teacher. In this case, students should communicate this to their assigned iBlock teacher.

Remote Learning Schedules - WLHS

Remote "Snow" Day Schedules		
Time	A Day	B Day
9:00 - 10:00	Period 1	Period 2
10:00 - 11:00	Period 3	Period 4
11:00 - 12:00	Lunch	Lunch
12:00 - 1:00	Period 5	Period 6
1:00 - 2:00	Period 7	Period 8
C Day		
9:00 - 9:30	Period 1	
9:30 - 10:00	Period 2	
10:00 - 10:30	Period 3	
10:30 - 11:00	Period 4	
11:00 - 12:00	Lunch	
12:00 - 12:30	Period 5	
12:30 - 1:00	Period 6	
1:00 - 1:30	Period 7	
1:30 - 2:00	Period 8	
A Day PLC		
9:00 - 9:45	Period 1	
9:45 - 10:30	Period 3	
10:30 - 11:30	Lunch	
11:30 - 12:15	Period 5	
12:15 - 1:00	Period 7	

Windsor Locks High School - Remote Learning Snow Day Schedule					
	Monday	Tuesday	Wednesday	Thursday	Friday
7:30 - 8:00	Flexible Raider Block Sessions/Independent Work		7:30 - Period 1	Flexible Raider Block Sessions/Independent Work	
8:05 - 9:05	Period 1	Period 2	8:05 - Period 2	Period 1	Period 2
			8:40 Wellness Wednesday <small>Students self-select from a list of different offerings by teachers centered around SEL practices/needs</small>		
9:10 - 10:10	Period 3 Raider Block Advisory	Period 4	9:25 - Period 4	Period 3 Raider Block Advisory	Period 4
			10:00 - Period 5		
10:15 - 11:15	Period 5	Period 6	10:35 - Period 6	Period 5	Period 6
			11:05 - 12:05 Lunch		
11:15 - 12:15	Lunch		12:10 - Period 7	Lunch	
12:20 - 1:20	Period 7	Period 8	12:45 - Period 8	Period 7	Period 8
			1:20 - PLC		
1:25 - 2:15	Flexible Raider Block Sessions/Independent Work			Flexible Raider Block Sessions/Independent Work	

WLHS Elimination of Hybrid Model Timeline

- In order to prepare spaces appropriately, while maintaining consistency and efficiency, WLHS proposes that **all students** that have chosen the in-person model for their learning return starting the week of **Monday, February 22, 2021**.

Return to School Survey Summary by Grade

School	Grade Level	Total School Enrollment	Total Return to School Survey Responses	Return to School Survey Responses: Remote Learning	Return to School Survey Responses: In School Learning	Change From Remote to In School	Change From In School to Remote	Net Change to In School Numbers
WLHS	9	121	75	24	51	7	2	9
WLHS	10	99	63	25	38	8	2	10
WLHS	11	92	50	16	34	4	0	4
WLHS	12	86	58	26	32	5	6	11
		398	246	91	155	24	10	34

WLHS Course Enrollment Summary

	Courses at capacity	Courses over capacity	Courses over by 1	Courses over by 2	Courses over by 3	Courses over by 4 or more
Count	16	59	14	14	12	19
Percent	8%	28%	7%	7%	6%	9%

**Over capacity is defined as being less than 58 inches apart*

WLHS Elimination of Hybrid Model 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 most classrooms, a minimum of three student desks will be added, which will result in a decrease to previous physical distances. ***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 Humanities Lab & Math Lab—***that more easily accommodate larger numbers of students.

WLHS Elimination of Hybrid Model Classrooms



Currently

Sample Classroom



Elimination of Hybrid

WLHS Elimination of Hybrid Model Bell Schedule

The bell schedule will remain unchanged with the elimination of the hybrid model, including maintaining full remote Wednesdays for all students.

- Students have voiced that the frequent change in schedules had added additional stress and gives a feeling of lack of control. Research shows that **establishing routines**, helps students cope with the pandemic. **Predictability** promotes a sense of calm.
- Full remote Wednesdays allow all students to learn the same way, remotely. This opportunity affords students the ability to engage in online discussions unmasked and equipped to use a wide range of communication skills to deepen their level of understanding.
 - There would also be 8 transitions on Wednesday versus 4 on each of the other school days.
- Restrictions/requirements on all learners require additional support and opportunities to check in with teachers with flexibility, screen time limits, and SEL as priorities.

WLHS Elimination of Hybrid Model Cafeteria

- Currently our lunch waves are **not** running at maximum capacity.
- We will **not need to change** our current lunch schedule.
- We are able to accommodate a max capacity of 162 students at 6 person tables.
 - We will have roughly 108 students in each of our two lunch waves.
 - 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.
 - 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.

WLHS Elimination of Hybrid Model 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 at the start and end of 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.
- **Start/End of class cleaning protocols:** At the start and end of each class, students are required to wipe their desks and shields with approved cleaning products.
- **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.

Progress toward Goals - Absenteeism

School	September 2020	October 2020	November 2020	December 2020	January 2021
District	20%	16%	17%	18%	21%
WLHS	22.1%	18%	20%	23%	28%
WLMS	18%	12%	13%	14%	17%
South Elementary	16.8%	10%	12%	12%	14%
North Street	17.2%	14%	15%	15%	17%

Progress toward Goals – *iReady Lessons*

*iReady Learning Platform Usage
January 9, 2021 - February 4, 2021*

Grade	READING		MATH	
	Number of Students Completing Lessons	Percentage of students using <i>iReady</i> with 70-100% of Lessons Passed (year to date)	Number of Students Completing Lessons	Percentage of students using <i>iReady</i> with 70-100% of Lessons Passed (year to date)
1	100/107	89%	104/107	96%
2	122/123	91%	118/123	97%
3	111/112	70%	110/112	94%
4	97/97	69%	97/97	93%
5	126/127	53%	126/127	86%
6	100/103	62%	103/103	72%
7	99/101	55%	97/101	44%
8	118/124	58%	118/121	55%

Progress toward Goals – *Intervention*

Grade	Number of Students Receiving Tier II Support READING			
	November	December	January	February
K		0	0	0
1		12	12	9
2		14	14	11
3	6	9	10	8
4	7	5	5	5
5	9	9	9	9
6	6	5	5	12
7	12	11	11	8
8	12	8	8	8

Grade	Number of Students Receiving Tier III Support READING			
	November	December	January	February
K		0	0	0
1		0	0	2
2		0	0	3
3	7	7	8	11
4	12	13	13	13
5	13	12	11	8
6	2	3	3	2
7	1	2	2	2
8	2	2	2	1

Progress toward Goals – *Intervention*

Grade	Number of Students Receiving Tier II Support MATH			
	November	December	January	February
K		0	0	0
1		5	5	3
2		3	3	2
3	5	5	5	5
4	7	4	3	3
5	11	10	10	11
6	18	18	20	15
7	5	1	3	2
8	5	2	8	6

Grade	Number of Students Receiving Tier III Support MATH			
	November	December	January	February
K		0	0	0
1		0	0	3
2		0	0	2
3	3	3	4	5
4	7	10	10	9
5	4	6	6	6
6	2	1	7	3
7	1	6	5	2
8	2	11	8	2

Respectfully Submitted,

Denise M. Piotrowicz
Recording Secretary

Windsor Locks Public Schools



Board of Education Curriculum Committee

February 11, 2021 – 5:00 p.m.

Location of Meeting - Meeting was held virtually via Zoom Link

Minutes

Committee Members Present: Paige Latournes, Jim McGowan

Windsor Locks Public Schools Staff Present: Superintendent, Shawn Parkhurst; Assistant Superintendent, Christian Strickland; Assistant Principal, Christine Domler; Grade 6 Math Teacher, John Griffith; Windsor Locks Middle School Special Education Teacher, Hillary Williams; Assistant Principal, Carrie Grado

Community Members Present: None

Meeting was called to order at 5:00pm by Christian Strickland

1. Old Business

a. Discussion - Snow Day Remote Schedules

Assistant Superintendent, Christian Strickland shared the drafted revised remote schedules for North Street, South Elementary, Windsor Locks Middle School, and Windsor Locks High School. These updated schedules were drafted based upon community and Board of Education feedback. It was further clarified that the revised schedules were designed to be used in any remote learning situation. The schedules were reviewed and discussed by the committee. Mr. McGowan stated that he appreciated the later start times of the original remote schedules for North Street and South Elementary Schools. He further stated he would like to see those implemented in a weather related remote learning day, but the revised schedules should be used in any other remote circumstance. Mrs. Latournes agreed with this recommendation. Mr. McGowan and Mrs. Latournes were also both in agreement that the revised schedule for WLMS should be used in any remote circumstance. A discussion was held regarding the remote schedule at the high school and how the revised version aligns with the current high school schedule. Mrs. Latournes provided feedback in regards to the use of the Raider Flex Block at the start of the school day. Mrs. Latournes further shared her concerns regarding how this time was best being utilized and that data should continue to be collected on student attendance at this time. The schedules were moved forward to vote for Board of Education approval at the formal Board of Education Meeting on February 11, 2021.

2. New Business

a. Windsor Locks Middle School Presentation - *Financial Literacy Grant iBlock Class*

Christine Domler, John Griffith, and Hillary Williams provided a presentation on the Financial Literacy enrichment class that is offered during Windsor Locks Middle Schools iBlock. This class was funded and developed through a Financial Literacy Grant offered by the Connecticut State Department of Education that was awarded during the summer of 2020. Mrs. Domler, Mr. Griffith, and Mrs. Williams provided information on the content of the program, student assessment data, and student feedback regarding the Financial Literacy Class. The presentation was well received and both Mr. McGowan and Ms. Latournes complemented the relevance of the course work and were hopeful that these types of learning opportunities could be further expanded at some point in the district.

b. Windsor Locks High School New Course Presentation - *African American, Black and Latino Studies Course*

Carrie Grado and Christian Strickland provided a presentation on the African American, Black, and Latino Studies Course. The presentation provided information on the development of this required course in accordance with CT Public Act 19-12, passed in June 2019. The course is required to be offered by the 2022 - 2023 school year. Windsor Locks High School will begin to offer this course in the 2021 - 2022 school year. Mrs. Grado highlighted the course overview which will be offered to students in grades 11 and 12 next year who have successfully completed American Studies and U.S. History. Ms. Grado shared the drafted course objectives and essential questions, and a brief discussion was held on implementing the program in Windsor Locks. As additional text books or instructional materials are recommended by the state they will be brought to the Curriculum Committee for review.

3. Future Business Items

a. Disussion

No future business items were discussed at this meeting.

4. Adjourn

The meeting was adjourned at 5:59 pm by Christian Strickland

Next Meeting: March 11, 2021 at 5:00pm

Bylaws of the Board

9130 - Committees

Committees of the Windsor Locks Board of Education (Board) shall be established as needed, by a majority vote of the Board. The Chairperson shall be an ex-officio member of each committee.

Each committee may make a report through its Chairperson at each regular meeting of the Board.

No committee shall have power other than to recommend to the Board. No committee, or member of a committee, is authorized to make any contract or enter into any agreement which involves the expenditure of money.

All committees of the Board shall follow the provisions of the Freedom of Information Act as required by statute. All committees shall keep minutes of business conducted at meetings. The minutes will be kept on file in the Superintendent's office and available at all times to the Board members. The minutes shall include the names of the committee members in attendance, listing of topics discussed and committee recommendations.

The Board shall act as a committee of the whole in final consideration of all matters.

- (cf. 9131 - Committee of the Whole)
- (cf. 9132 - Standing Committees)
- (cf. 9133 - Special/Advisory Committees)

Legal References:

- Connecticut General Statutes
- 1-200 through 1-241 of the Freedom of Information Act
- 1-200 Definitions
- 1-225 Meetings of government agencies to be public

Bylaw Adopted: June 14, 2012
Revised: November 2019

Windsor Locks Board of Education
Finance Sub Committee Meeting
February 9, 2021
Minutes

Members Present: M. Byrne, D. Gragnolati
Members Absent: P. King
Administrators: S. Parkhurst, D. Solin

1. Call to order at 3:05 pm
2. Business Manager David Solin reviewed the condensed and more detailed reports of expenditures through February 8th.
3. The quarterly state revenue/expenditure report for 12/20 was presented.
4. The FY 21-22 budget presentation to the Board of Finance for 2/10 was affirmed
5. David Solin discussed the upcoming timeline change for the 403b plan administrator
6. Meeting adjourned at 3:54 pm

Respectfully Submitted:
David Solin

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN L. PARKHURST, SUPERINTENDENT
DATE: FEBRUARY 25, 2021
RE: WLHS REVIEW FLEX DATA & NEXT STEPS

This evening, as requested, Windsor Locks High School Principal Rebecca Aldred will provide a data review and analysis including next steps related to WLHS Flex time.

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN L. PARKHURST, SUPERINTENDENT
DATE: FEBRUARY 25, 2021
RE: PROPOSED REVISION: 21-22 SCHOOL CALENDAR

With more surrounding districts finalizing their 2021-2022 school calendar I would like to propose a change to the April 2022 school vacation to more closely align with those districts.

Currently, April vacation is scheduled for 4/18/22 - 4/22/22 (5 days); I would like to propose moving that vacation to 4/11/22 - 4/14/22 (4 days), with the Good Friday holiday occurring 4/15/22.

In doing so, we would also add an additional PLC day on 4/18/22, and gain a day at the end of the year due to the holiday, so the last day of school would change to Monday, June 13, 2022.

Possible Board Motion: “**MOVE** that the Board of Education approve the changes to the 2021 - 2022 School Calendar as presented.”

Current BOE Approved 2021 - 2022 School Calendar

Early Release PLC Days	
North AM PreK	8:30-11:00
North FM PreK	12:15 - 2:45
North K-2	8:40-2:25
South 3-5	8:10-1:55
Sisu 1-5	8:30 - 2:30
Middle 6-8	7:40-1:25
PMA (Alternative)	8:45 - 1:45
High 9-12	7:30-1:15
RISE	8:00 - 1:15

Windsor Locks Public Schools 2021-2022 School Calendar Teachers 186 days/Students 181 days

BOE Approved:
1/14/21

August 2021 2/0

M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

September 2021 21/20

M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

October 2021 20/20

M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

November 2021 19/18

M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

December 2021 17/17

M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

January 2022 20/20

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

August 2021	
18-19	New Employee Orientation
30	Convocation & PK-12 Prof/Staff Development
31	PK-12 Prof/Staff Development
September 2021	
1	PK-12 Prof/Staff Development
2	First Student Day
6	No School - Labor Day
7	Kindergarten First Day of School (Tentative)
8	Pre-K First Day of School (Tentative)
13, 20	PK-12 PLC
15	South - Parent Information Night 5:00 - 7:00 pm
16	North - Parent Information Night 5:00 - 7:00 pm
27	1/2 Day Early Release PK-12 Prof/Staff Development
October 2021	
4, 18, 25	PK-12 PLC
5	High - Parent Information Night 6:00 - 8:00 pm
7	Middle - Parent Information Night 6:00 - 8:00 pm
11	No School - Columbus Day
November 2021	
2	No School - Election Day: Prof/Staff Development
11	No School - Veteran's Day
15, 29	PK-12 PLC
24	1/2 Day Early Release - Thanksgiving Break
25 - 26	No School - Thanksgiving Break
December 2021	
13	PK-12 PLC
8	1/2 Day Early Release - Student-Led Conferences, and Evening Conferences
23	1/2 Day Early Release - December Break
24 - 31	No School - December Break
January 2022	
3, 10, 24	PK-12 PLC
17	No School - Martin Luther King, Jr. Day
31	1/2 Day Early Release PK-12 Prof/Staff Development
February 2022	
7, 14, 28	PK-12 PLC
21	No School - President's Day
22	No School - Vacation Day
March 2022	
7, 21, 28	PK-12 PLC
18	No School - Professional Development Day
April 2022	
7	1/2 Day Early Release PK-12 Student-Led Conferences
15	No School - Good Friday
18 - 22	No School - Spring Break
25	PK-12 PLC
May 2022	
2, 16, 23	PK-12 PLC
9	1/2 Day Early Release PK-12 Prof/Staff Development
30	No School - Memorial Day
June 2022	
6	PK-12 PLC
13, 14	1/2 Day Early Release PK-12 (last 2 days of school will be PK-12 Early Release Days)
14	Last Day of School & Graduation (Tentative) 1/2 Day Early Release PK-12
*	Emergency/Snow Day Reserve: If it exceeds days in June, April Vacation will be shortened if necessary.

February 2022 18/18

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28				

March 2022 23/22

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

April 2022 15/15

M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

May 2022 21/21

M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

June 2022 10/10

M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15*	16*	17*
20*	21*	22*	23*	24*
27*	28*	29*	30*	

Board of Education Meetings
8/19
9/9 and 9/23
10/14 and 10/28
11/18
12/9
1/13/22 and 1/27/22
2022 Rest TBD

Proposed Changes to the Board Approved 2021-2022 School Calendar

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16	17	18	19	20	
23	24	25	26	27	
30	31				

September 2021 21/20					
M	T	W	Th	F	
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30		

October 2021 20/20					
M	T	W	Th	F	
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	

November 2021 19/18					
M	T	W	Th	F	
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30				

December 2021 17/17					
M	T	W	Th	F	
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30	31	

January 2022 20/20					
M	T	W	Th	F	
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	
31					

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25-26	No School - Thanksgiving Break
December 2021	
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January 2022	
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22	No School - Vacation Day
March 2022	
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18	No School - Professional Development Day
April 2022	
7	% Day Early Release PK-12 Student-Led Conferences
11-14	No School - Spring Break
15	No School - Good Friday
18, 25	PK-12 PLC
May 2022	
2, 16, 23	PK-12 PLC
9	% Day Early Release PK-12 Prof/Staff Development
30	No School - Memorial Day
June 2022	
6	PK-12 PLC
10, 13	% Day Early Release PK-12 (last 2 days of school will be PK-12 Early Release Days)
23	Last Day of School & Graduation (Tentative) % Day Early Release PK-12
*	Emergency/Snow Day Reserve: If it exceeds days in June, April Vacation will be shortened if necessary.

BOE Approved: 1/14/21
PROPOSED CHANGES
For 2/25/21

February 2022 18/18					
M	T	W	Th	F	
	1	2	3	4	
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
28					

March 2022 23/22					
M	T	W	Th	F	
	1	2	3	4	
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
28	29	30	31		

April 2022 16/16					
M	T	W	Th	F	
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	

May 2022 21/21					
M	T	W	Th	F	
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30	31				

June 2022 9/9					
M	T	W	Th	F	
		1	2	3	
6	7	8	9	10	
13	14*	15*	16*	17*	
20*	21*	22*	23*	24*	
27*	28*	29*	30*		

Board of Education Meetings
8/19
9/9 and 9/23
10/14 and 10/28
11/18
12/9
1/13/22 and 1/27/22
2022 Rest TBD

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN L. PARKHURST, SUPERINTENDENT
DATE: FEBRUARY 25, 2021
RE: TRANSPORTATION CONTRACT WITH SMYTH BUS

It is the recommendation of David Solin, Business Manager, that the Board of Education approve the previously discussed, 3 year contract with Smyth Bus Company for regular transportation beginning with the 21-22 school year and reflecting increases of 1%, 3%, and 3%.

Possible Board Motion: “Move that the Board of Education approve the new, 3 year regular transportation contract with Smyth Bus Company beginning in the 21-22 school year”.

Windsor Locks Public Schools

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