

WINDSOR LOCKS PUBLIC SCHOOLS



BOARD OF EDUCATION MEETING

Regular Meeting

April 22, 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

April 22, 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. Student Recognition
 - A. CABE Student Leadership Awards
 - Lia Quagliaroli, Windsor Locks Middle School
 - Xavier Angel, Windsor Locks Middle School
 - Nicole DiPoppo, Windsor Locks High School
 - Luis Vazquez, Windsor Locks High School
 - B. North Street School Student Writer Awards
 - Braxton Brown
 - Laurel Golych
 - Marshall Rabbett
 - Colette McKeown
 - Sadie Habel
 - Katherine Farley

- C. Class S All-State Basketball Team - Windsor Locks High School
 - Tristin Oberg
 - Alana Picard

- IV. Approval of Minutes: **Vote Needed** p. 5 Exhibit IV
 - 4/8/21 Regular Meeting
- V. Personnel Report: **Vote Needed** p. 13 Exhibit V
- VI. Committee Reports
 - A. Policy - Next Meeting 4/28/2021
 - B. Curriculum - Next Meeting 5/13/21
 - C. Finance - Next Meeting 4/21/21
- VII. Windsor Locks High School and South Elementary School Roof Update: **Vote Needed** p. 14 Exhibit VII
 - Approval of Form SCG-42 – Final Plans and Professional Cost Estimates for the High School and South Elementary School Partial Roof Replacements
- VIII. South Elementary School Roof Update: **Vote Needed** p.15 Exhibit VIII
 - Update of South Elementary School’s Roof Replacement Estimate
- IX. 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*
- X. 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 L. PARKHURST, SUPERINTENDENT

DATE: APRIL 22, 2021

RE: APPROVAL OF MINUTES

- April 8, 2021 Regular Meeting

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

**MINUTES OF THE REGULAR MEETING,
April 8, 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. Gragnolati
Administrators: S. Parkhurst, C. Strickland, D. Solin, S. Lee, J. Ferreira, D. Prinstein,
R. Aldred, M. Briggs, J. Robinson, C. Grado, C. Domler, H. Earley,
A. Goodwin, G. Weigert and J. Lavorgna,
Student Representatives: R. Lucas and J. Quagliaroli
Students: Unknown
Staff: D. Bole, A. Green, M. Reed, D. Nolan, L. Ortiz, D. Carlson and
others
Others: D. Sanko, G. McClean, J. Liddell and others
31 total participants
Press: None

I. Call to Order

Chairwoman Mrs. Patricia King called the Regular Meeting to Order at 6:03 p.m. held 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

Miss Ryan Lucas, Student Representative, addressed the Board. She announced another Cabaret night presented by the choral department. She hopes everyone will check out the video.

Mr. James Quagliaroli, Student Representative, addressed the Board. He announced the Windsor Locks High School National Honor Society is hosting the Windsor Locks Special Olympics Virtual 5K on April 26, 2021 through April 30, 2021. All information including registration will be pushed out to all students and staff later this evening.

Chairwoman Mrs. King noted she has viewed the Cabaret video and enjoyed watching the students sing!

D. Board of Education Communications

Vice-Chair Ms. Margaret Byrne remarked she attended the Board of Finance meeting last week along with CAFE Legislative Update meeting and the Wellness Coalition on meeting earlier in the day. The Wellness Coalition is very busy with the vaping PSA. Youth services have been involved making posters for the event. She announced the director of the Wellness Coalition, Ms. Tywanda Whiley will be leaving her post for another position. She will be working part-time until her replacement can be found. She too commented about the Cabaret showcase, she is glad the students had the opportunity to express themselves. Great job!

Board Member Ms. Paige Latournes commented about the vaccine clinic held at the high school last week. It ran very smoothly and is glad the district was able to offer the vaccines to staff and community members. Chairwoman Mrs. King added the district will be holding a vaccine clinic for students 16–18 year olds later this month.

Board Member Mr. Jim McGowan commented he attended the Windsor Locks Youth Mentoring Program meeting. The plan is to start the program in the fall for students in seventh and ninth grade. He thanked Ms. Jesse Lavorgna for her guidance and lead during the meetings. He also attended the Special Education Advisory Meeting last week. The group discussed how to get information to parents to understand how the process works and what resources are available to them.

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. Greg Weigert of 47 Fairview Street and Director of Facilities addressed the Board. He discussed the Agenda Item No. 10 Discussion of Shared Services. He wanted to express his concerns as how it will impact his department. His discussions with several members of his department, they are not interested in pursuing shared services. The district has many tradesmen on staff within our maintenance and custodial staff and it does not sit well that the town will be able to use our staff that we hired to do work for the district.

III. Donation of PPE – Ocean State Job Lot

Mr. Parkhurst thanked Ms. Diane Sanko, Windsor Locks Ocean State Job Lot Manager, who was logged on to the Zoom Meeting, for the donation of PPE which included hand-sanitizer, wipes and face shields totaling d\$24,000 to the Windsor Locks Public Schools.

It was **MOVED** (Byrne) and **SECONDED** (Latournes) and **PASSED** (U) that the Board of Education accept the generous donation of PPE from Ocean State Job Lot and offer them our sincere gratitude.

IV. Approval of Minutes

- **March 25, 2021 Regular Meeting**

It was **MOVED** (Byrne) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education accepts the March 25, 2021 Regular Meeting Minutes, as presented.

V. Superintendent Report

Mr. Shawn Parkhurst, Superintendent of Schools, addressed the Board. He has a few items to report on, a detailed report has been given to all Board Members in their meeting packet. He has begun his annual bus riding tours. He has been on at least four or five busses, in the morning and afternoon runs. He plans on riding on every bus route to experience the trouble spots. He has been having a great experience riding with students. As Chairwoman Mrs. King mentioned, great team effort hosting another vaccine clinic, administering over 400 vaccines. He is planning a student vaccine clinic for 16 through 18 year old students. The first vaccine will be given on April 23 and the second on May 14, 2021. He will be finalizing those plans and getting that information out to parents and the community. He has spent many hours at Board of Finance meetings appealing the capital projects. He appealed three projects and had a lengthy conversation in hopes to have those projects approved in the amount of \$77,000. Unfortunately, the Board of Finance did not approve any of the proposed projects. He will be looking into using grant funding for those projects. The Lady Raider basketball season came to an end. It was a great run, reaching the finals in the NCCC. He congratulated the players for a great season and for the tech team who streamed the game for the fans. Spring sports are underway. Other exciting news, Mrs. Joan Hyjeck, staff member at North Street School who authored a book entitled, Quarantine Francine picture book is being used in a presentation at the US Department of Education for best practices in social and emotional well-being during the pandemic. Windsor Locks is again in the forefront! A big announcement is coming from the Parks and Recreation Department. Also, a generous donation in memory of Mr. Edward Lonati to Dollars for Scholars was received.

VI. Assistant Superintendent Report

Mr. Christian Strickland, Assistant Superintendent, addressed the Board. He just gave a brief report to the Board. A successful virtual professional development program was held on March 15, 2021 in all buildings. He facilitated professional development and evaluation committee meeting. He continues to work with the district SRBI committee to reframe the district's SRBI processes. He participated in the March CAPPS Teaching and Learning Committee meeting and attended the CREC Curriculum Council meeting. He attended the as many basketball games as he could, and he also attended some of the Board of Finance meetings. He has been involved in the Windsor Locks Youth Services Bureau and Windsor Locks Wellness Coalition's presentation of Generation Vape: From Mods to Pods.

VII. Committee Reports

A. Policy - Next Meeting 04/28/2021

1. Review/Revision: Second Read

Chairwoman Mrs. King noted the policies presented are the second reading. All Board Members have had an opportunity to review each policy. Each policy will be discussed and voted upon. Those policies are:

- 5113 Attendance, Excused Absences, Truancy

Vice-Chair Ms. Byrne noted that the first page of the policy strikes “remotely” and she thinks that it may be too soon to remove “remotely” from the policy as we are not out of the pandemic yet.

A brief discussion was held.

It was **MOVED** (Byrne) and **SECONDED** (Latournes) and **PASSED** (U) that the Board of Education tables action on Policy No.: 5113 Attendance, Excused Absences, Truancy.

- 5114 Conduct and Discipline

Mr. Parkhurst noted this policy is quite lengthy and has a lot of legal wording. The policy begins on Page 27 of the packet and runs to Page 63. Vice-Chair Ms. Byrnes had questions about discipline for serious offenses on or off campus, she questioned what defines serious. Mr. Parkhurst answered if the offense impacts education process on and off campus. She also noted some duplicate numbering on Page 28 and 29. She questioned Page 35 which removes the word pistol. Mr. Parkhurst noted that the word has been removed from the state statute. She noted on Page 36, Paragraph C should read “alleged crime”. She quickly discussed max days for in-school suspension is fifteen times or max of 50 days unless a formal hearing is held. Other changes with formatting were discussed.

It was **MOVED** (Byrne) and **SECONDED** (Latournes) and **PASSED** (U) that the Board of Education accept changes to Policy No.: 5114 Conduct and Discipline as amended.

- 5114.12 Student Handbooks

Mr. Parkhurst noted this policy is being updated as to where the handbook is published and revisions. The handbook includes a general district handbook and addendum handbooks for each specific school. The handbooks are all available to be reviewed on the website.

It was **MOVED** (Byrne) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education adopts Policy No. 5114.12 Student Handbooks as presented.

- 5116 Enumeration of Children

Mr. Parkhurst noted this policy is being updated from 2013. The update is due to the general statute update, language changes from Board of Education to Board.

It was **MOVED** (Byrne) and **SECONDED** (Latournes) and **PASSED** (U) that the Board of Education accepts changes to Policy No.: 5116 Enumeration of Children as presented.

- 5117.2 School Attendance Areas Interdistrict Choice

Mr. Parkhurst commented this policy new language per Federal law, it updates references.

It was **MOVED** (Byrne) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education adopts Policy No.: 5117.2 School Attendance Areas Interdistrict Choice as presented.

- 5118.1 Homeless Students

Mr. Parkhurst remarked this policy was lengthy. It contains many forms and updated language that meets the definition of homelessness. There are many legal updates.

It was **MOVED** (Byrne) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education accepts Policy No.: 5118.1 Homeless Students as presented.

- 5121 Examination Grading Rating

Mr. Parkhurst indicated the updates include language changes which includes statewide examinations, SBAC tests are referenced.

It was **MOVED** (Byrne) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education accepts Policy No.: 5121 Examination Grading Rating as presented

- 5123 Promotion and Retention of Students

Mr. Parkhurst commented the changes are mainly language changes his/her updates, when students are being promoted or retained, and who receives notification.

It was **MOVED** (Byrne) and **SECONDED** (Latournes) and **PASSED** (U) that the Board of Education accepts Policy No.: 5123 Promotion and Retention of Students as presented.

- 5123.1 Supervision - Actions Required for School Districts

Mr. Parkhurst noted the district needed to update this policy as what is required and update the legal references.

It was **MOVED** (Byrne) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education accepts Policy No.: 5123.1 Supervision – Actions Required for School Districts as presented.

- 5125 Confidentiality and Access to Student Records

Mr. Parkhurst remarked another lengthy policy discussing confidentiality and access to student records. The policy needed updating to the language with the current laws and the table of definitions has been updated. Vice-Chair Ms. Byrne noted on Pages 154 through 156 lettering was office and needed to be corrected.

It was **MOVED** (Byrne) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education accepts Policy No.: 5125 Confidentiality and Access to Student Records as amended.

- 5131 Alcohol Use, Drugs, and Tobacco, Including Performance

Mr. Parkhurst noted changes to this policy included cleaning up language in notification of parents and additional language regarding investigation and support plan.

It was **MOVED** (Byrne) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education accepts Policy No.: 5131 Alcohol Use, Drugs, and Tobacco, Including Performance as presented.

B. Curriculum – Next Meeting 05/13/2021

C. Finance – Next Meeting 04/21/2021

VIII. 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 each school for February. The date ranges were from September 2020 through March 2021. At the district level, absenteeism is at 19%, which is 1% lower from September. 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 March and April data.

A brief discussion was held among Mr. Parkhurst, Mr. Strickland and Board Members.

IX. United Public Service Employees Union, Food Service Employees Union Contract

Mr. Parkhurst introduced Ms. Sheri Lee, Director of Human Resources to the Board to discuss the United Public Service Employees Union, Food Service Employees Union Contract. Ms. Lee indicated that a tentative agreement has been reached with the United Public Service Employees Union, Food Service Employees Unit retroactive from July 1, 2020 through June 30, 2023. The contract has been given to the Board Members to review.

Vice-Chair Ms. Byrne noted it was a fair contract representing a 2% increase.

It was **MOVED** (Byrne) and **SECONDED** (Latournes) and **PASSED** (U) that the Board of Education approves the United Public Service Employees Union, Food Service Employees, Local 424 - Unit 26 contract as agreed upon.

X. Discussion of Shared Services

Chairwoman Mrs. King indicated that at the March 23, 2021 Board of Finance meeting, a discussion and presentation occurred with Ms. Sara Concannon from McCormick Graduate School of Policy and Global Studies at UMASS Boston regarding shared services between the Town and Board of Education. It is suggested shared services of housekeeping and custodians with special training with the Town. Vice-Chair Ms. Byrne commented other services, such as, Human Resources, may also be services shared, but she cautioned this may create middle management between the Town and Board of Education. It was noted that it has been tried in the past and has not worked out well and other towns have also tried without success. Board Member Mr. Jim McGowan commented that he was not in favor of sharing services as he feels it is one-sided as the district have tradesmen on staff.

A brief discussion was held.

It was **MOVED** (Byrne) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education takes the position not to partake in shared services at this time.

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** (Latournes) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education adjourns the Regular Meeting of April 8, 2021 at 7:12 p.m.

Respectfully submitted,
Denise M. Piotrowicz
Recording Secretary

EXHIBIT V

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHERI LEE, DIRECTOR OF HUMAN RESOURCES

DATE: APRIL 22, 2021

RE: PERSONNEL REPORT

Resignation:

Holly Dauber, a Special Education Teacher at the Middle School has resigned effective June 30, 2021. At the time of her resignation, Ms. Dauber will have served the students of Windsor Locks for four (4) years.

Kyle Pelletier, a Social Studies Teacher at the Middle School has resigned effective June 30, 2021. At the time of his resignation, Mr. Pelletier will have served the students of Windsor Locks for one (1) year.

BOARD MOTION: “MOVE that the Board of Education accepts Ms. Dauber’s and Mr. Pelletier’s resignations, effective June 30, 2021, and offer them our appreciation for all of their efforts on behalf of the students of the Windsor Locks Public Schools.”

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: DAVID SOLIN, BUSINESS MANAGER
DATE: APRIL 22, 2021
RE: ROOF PROJECT UPDATE: WINDSOR LOCKS HIGH SCHOOL
AND SOUTH ELEMENTARY SCHOOL

Approval of Form SCG-42 - Final Plans and Professional Cost Estimates for the High School and South Elementary School Partial Roof Replacements

The Board of Ed and Building Committees are asked to pass the following resolutions:

BOARD MOTIONS:

“The Windsor Locks Board of Education hereby certifies that the plans and project manual as prepared for bidding and dated April 7, 2021, and the professional cost estimate, completed in accordance with level 3 of ASTM International Standard E 1557, standard Classification of Building Elements and Related Sitework – UNIFORMAT II for this project, dated April 7, 2021. have been approved for State Project No. 165-0082 RR Windsor Locks High School Partial Roof Replacement Project .”

“The Windsor Locks Board of Education hereby certifies that the plans and project manual as prepared for bidding and dated April 7, 2021, and the professional cost estimate, completed in accordance with level 3 of ASTM International Standard E 1557, standard Classification of Building Elements and Related Sitework – UNIFORMAT II for this project, dated April 7, 2021. have been approved for State Project No. 165-0083 RR South Elementary School Partial Roof Replacement Project.”

“The Windsor Locks Building Committee hereby certifies that the plans and project manual as prepared for bidding and dated April 7, 2021, and the professional cost estimate, completed in accordance with level 3 of ASTM International Standard E 1557, standard Classification of Building Elements and Related Sitework – UNIFORMAT II for this project, dated April 7, 2021. have been approved for State Project No. 165-0082 RR Windsor Locks High School Partial Roof Replacement Project .”

“The Windsor Locks Building Committee hereby certifies that the plans and project manual as prepared for bidding and dated April 7, 2021, and the professional cost estimate, completed in accordance with level 3 of ASTM International Standard E 1557, standard Classification of Building Elements and Related Sitework – UNIFORMAT II for this project, dated April 7, 2021. have been approved for State Project No. 165-0083 RR South Elementary School Partial Roof Replacement Project.”

EXHIBIT VIII

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: DAVID SOLIN, BUSINESS MANAGER
DATE: APRIL 22, 2021
RE: ROOF PROJECT UPDATE: SOUTH ELEMENTARY SCHOOL

Update of South Elementary School Roof Replacement Estimate:

BOARD MOTION: “**MOVE that the Windsor Locks Board of Education** hereby accepts a correction to the Educational Specifications for the South Elementary School to decrease the amount of square footage estimated in the Educational Specifications at 43,000 s.f. to 39,451 s.f. as measured and verified by the project architect, Maier Design Group.”

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