

WINDSOR LOCKS PUBLIC SCHOOLS



BOARD OF EDUCATION MEETING

Regular Meeting

May 13, 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

May 13, 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. Donation of PPE - Walgreens: **Vote Needed** p. 5 Exhibit III
- IV. Approval of Minutes: **Vote Needed** p. 6 Exhibit IV
 - 4/22/21 Regular Meeting
- V. Personnel Report: **Vote Needed** p. 12 Exhibit V
- VI. Discussion - United Public Service Employees Union Local 424
 - Unit 119, Windsor Locks Custodial/Maintenance Employees Memorandum of Understanding (MOU): **Vote Possible**
- VII. Superintendent Report p. 13 Exhibit VII
- VIII. Assistant Superintendent Report p. 15 Exhibit VIII
- IX. Committee Reports
 - A. Policy - Next Meeting 5/18/21
 - B. Curriculum - Next Meeting 5/13/21
 - C. Finance - Next Meeting TBD
- X. Update on Goals & Progress p. 16 Exhibit X

- Attendance
 - *iReady* Diagnostic Benchmark
 - Intervention Data
- XI. 2021 - 2022 Educator Evaluation and Development: **Vote Needed** p. 21 Exhibit XI
- XII. Memorial Recognition Committee Recommendations: **Vote Needed** p. 23 Exhibit XII
- XIII. American Rescue Plan Information & Update
- XIV. Budget Transfers: **Vote Needed** p. 24 Exhibit XIV
- XV. School Buildings Maintenance Projects: **Vote Needed**
- A. South Elementary Window Replacement p. 25 Exhibit XV A
 - B. North Street Window Replacement p. 26 Exhibit XV B
 - C. WLHS Compressor Replacement p. 27 Exhibit XV C
 - D. MS Boiler Tube Replacement p. 28 Exhibit XV D
 - E. District Boiler Glycol Feeder Replacements p. 29 Exhibit XV E
- XVI. Public Audience
- 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.*
- XVII. Executive Session: To adjourn the meeting to Executive Session as permitted by Connecticut General Statutes Section 1-225(a) for the following purposes as allowed by Section 1-200(6), that is:
- A. Discussion of Superintendent of Schools' Contract
- That in attendance in the Executive Session shall be limited to:
- Members of the Board of Education
 - Superintendent of Schools
- XVIII. Adjourn to Public Session
- XIX. Action, if any, on Executive Session Items: **Vote Possible**
- XX. 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: MAY 13, 2021
RE: DONATION OF PPE - WALGREENS

Walgreen Company (Walgreens) wishes to donate several pallets of PPE to the Windsor Locks Public Schools.

Possible Board Motion: “**MOVE** that the Board of Education accept the generous donation of PPE from Walgreens and offer them our sincere gratitude.”

EXHIBIT IV

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: MAY 13, 2021

RE: APPROVAL OF MINUTES

- April 22, 2021 Regular Meeting

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

**MINUTES OF THE REGULAR MEETING,
April 22, 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, S. Lee, D. Solin, J. Ferreira, D. Prinstein, R. Aldred, M. Briggs, C. Grado, J. Robinson, H. Earley, C. Domler A. Goodwin, G. Weigert, and J. Lavorgna,
Student Representatives:	R. Lucas and J. Quagliaroli
Students:	L. Quagliaroli, X. Angel, N. DiPoppo, L. Vazquez and many others
Staff:	D. Bole, S. Dolan and many, many others
Others:	R. LaFleur and 62 total participants
Press:	None

I. Call to Order

Chairwoman Mrs. Patricia King called the Regular Meeting to Order at 6:02 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 congratulated all of the students who are being recognized later in the meeting.

Mr. James Quagliaroli, Student Representative, addressed the Board. He reminded everyone 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.

D. Board of Education Communications

Vice-Chair Ms. Margaret Byrne remarked she attended the Windsor Locks Community Partners meeting this past week. The discussion revolved around identifying assets in the community and a list will be drafted. Once this list is finalized, the list will be shared.

Chairwoman Mrs. Patricia King noted she attended Board of Finance meetings. Mr. Parkhurst gave his report to the Board about the budget. She also attended a CREC meeting last week.

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 Recognition

A. CABE Student Leadership Awards

Mr. Parkhurst announced the CABE Student Leadership Awards Program is designed to honor Connecticut High School and Middle School students who exhibit exemplary leadership skills. Two students from each school, in a CABE member district, are eligible to receive the CABE Student Leadership Award. School principals are requested to ask their staff for the names of students who exhibit leadership skills based on specific criteria. Principals complete the application and include the names and a brief biography of the students who are being nominated. Leadership skills include willingness to take on challenge; capability to make difficult decisions; concern for others; ability to work with others; willingness to commit to a project; diplomacy; ability to understand issues clearly; ability to honor a commitment. He was pleased to announce the recipients of the CABE Student Leadership Awards for the high school and middle school. Mr. Parkhurst gave a brief instruction of each winner. Those students were:

Windsor Locks Middle School
Lia Quagliaroli
Xavier Angel

Windsor Locks High School
Nicole DiPoppo
Luis Vazquez

Mr. Parkhurst and Chairwoman Mrs. King congratulated the students!

B. North Street Student Writers Awards

Mr. Parkhurst expressed his excitement honoring the youngest learners in the district. The Annual Connecticut Writing Project for the FY 2020-2021 has announced their honorees which included six students from North Street School. Their writings will be published in a magazine. Those students are:

- Braxton Brown
- Laurel Golych
- Marshall Rabbett

- Colette McKeown
- Sadie Habel
- Katherine Farley

Mr. Parkhurst and Chairwoman Mrs. King congratulated the students!

C. Class S All-State Basketball Team – Windsor Locks High School

Mr. Parkhurst announced two members of the girls' basketball team have been named to the Class S All-State Basketball team. Both girls are juniors and will be playing one more year! He read their impressive stats from this past year, which included 187 points for Tristin and 156 points for Alana. He congratulated Ms. Tristin Oberg and Ms. Alana Picard.

IV. Approval of Minutes

- **April 8, 2021 Regular Meeting**

It was **MOVED** (Byrne) and **SECONDED** (Latournes) and **PASSED** (U) that the Board of Education accepts the April 8, 2021 Regular Meeting Minutes, as presented.

V. Personnel Report

Ms. Sheri Lee, Human Resource Director addressed the Board. She announced three resignations. Those resignations are:

Ms. Holly Dauber, a Special Education Teacher at the Windsor Locks 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.

Mr. Kyle Pelletier, a Social Studies Teacher at the Windsor Locks 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.

Ms. Michelle Carr, a Special Education Teacher at the Windsor Locks High School, resigned effective June 30, 2021. At the time of her resignation, Ms. Carr will have served the students of Windsor Locks for two (2) years.

It was **MOVED** (Byrne) and **SECONDED** (Gragnotati) and **PASSED** (U) that the Board of Education accepts Ms. Dauber's, Mr. Pelletier's, and Ms. Carr'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.

VI. Committee Reports

- A. Policy - Next Meeting 04/28/2021
- B. Curriculum – Next Meeting 05/13/2021

C. Finance – Next Meeting 04/21/2021

VII. Roof Project Update: Windsor Locks High School and South Elementary School

Mr. Parkhurst introduced Mr. David Solin, Business Manager to discuss the roof project update. Mr. Solin addressed the Board. He needs the Board to approved Form CG-42 – Final Plans and Professional Cost Estimates for the High School and South Elementary School Partial Roof Replacement. He noted the district's roof contractor, Mr. LaFleur was in attendance at the meeting and would answer any questions. Mr. Solin noted the Building Committee/Board of Education has to approve the motions in order for the project and funding to move forward. It was asked when will the project start and end. It is anticipated the project will start when school closes for the summer. The finish work may not be completed by the time the students return to the schools, but it will not take long to complete by the first two weeks of September. Concerns were voiced as this is late in the season to get a contract for the bidding purposes. Mr. LaFleur assured the Board they will find a contractor to complete the job in ample time.

A brief discussion was held.

It was **MOVED** (Byrne) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education and 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 March 29, 2021, have been approved for State Project No. 165-0082 RR Windsor Locks High School Partial Roof Replacement Project.

It was **MOVED** (Byrne) and **SECONDED** (Gragnotati) and **PASSED** (U) that the Board of Education and 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 March 29, 2021 have been approved for State Project No. 165-0083 RR South Elementary School Partial Roof Replacement Project.

It was **MOVED** (Byrne) and **SECONDED** (Gragnotati) and **PASSED** (U) that the Board of Education and 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 March 29, 2021 have been approved for State Project No. 165-0082 RR Windsor Locks High School Partial Roof Replacement Project

It was **MOVED** (Byrne) and **SECONDED** (Gragnotati) and **PASSED** (U) that the Board of Education and 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 March

29, 2021 have been approved for State Project No. 165-0083 RR South Elementary School Partial Roof Replacement Project.

VIII. Roof Project Update: South Elementary School

Mr. Solin indicated the education specifications square footage was estimated but it has been measured and verified; therefore, the correct square footage has to corrected.

It was **MOVED** (Byrne) and **SECONDED** (Gagnolati) and **PASSED** (U) that the 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.

IX. Public Audience

None.

X. Adjournment

It was **MOVED** (Gagnolati) and **SECONDED** (Latournes) and **PASSED** (U) that the Board of Education adjourns the Regular Meeting of April 22, 2021 at 6:36 p.m.

Respectfully submitted,

Denise M. Piotrowicz
Recording Secretary

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHERI LEE, DIRECTOR OF HUMAN RESOURCES

DATE: MAY 13, 2021

RE: PERSONNEL REPORT

Retirements

Donna Devaux (DOH 8/28/1997), a Grade 3 Teacher at South Elementary will retire effective June 30, 2021. At the time of her retirement, Ms. Devaux will have served the students of Windsor Locks for twenty-four (24) years.

Mary Anne Steadman (DOH 6/30/1995), a Speech and Language Pathologist at North Street School will retire effective June 30, 2021. At the time of her retirement, Ms. Steadman will have served the students of Windsor Locks for twenty-six (26) years.

BOARD MOTION: “**MOVE** that the Board of Education accepts Ms. Devaux’s and Ms. Steadman’s notice of retirement effective June 30, 2021, and offer them our sincere 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: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: MAY 13, 2021

RE: SUPERINTENDENT REPORT

School Visits & Updates

- Visits to all buildings and classrooms continue on a daily basis with social media posts to communicate with our families and community
- Continuing bus riding “tour” with the goal to ride all bus routes in the next month
- Continued communication to all stakeholders with regard to Covid and recommendations and/or restrictions in partnership with Lisa Ciaffaglione
- Celebrated College Commitment Day 2021 with the Class of 2021
- Addressed the National Honor Society Inductees at their recent induction ceremony
- Attended and cheered on our students in the 2021 PowderPuff Game
- Celebrated our WLHS students at the annual Book Award Ceremony

Additional Meetings and Professional Development

- ❑ Attended various virtual sessions with staff as part of the district’s professional development day
- ❑ Weekly attendance at Hartford Area Superintendent Association (HASA) meetings
- ❑ Facilitated a check-in meeting with the district’s Open Choice Liaison
- ❑ Continued weekly Superintendent meetings with Suffield, Granby, and East Windsor
- ❑ Co-coordinated WLPS Covid student vaccine clinic for nearly 100 students
- ❑ Attended various Professional Development & Evaluation Committee (PDEC) meetings to finalized teacher evaluation for 21-22
- ❑ Facilitated Spring Events planning meetings in collaboration with administration, Lisa Ciaffaglione, and Greg Weigert, including Graduation for the Class of 2021
- ❑ Attended presentation from Connecticut Association of Schools (CAS) on Equity
- ❑ Streamlined and attended district SRBI committees to bring consistency to intervention for 21-22
- ❑ Learned alongside colleagues statewide at the recent Connecticut Alliance District Symposium, hearing keynote from Southington elementary student, Kid Governor 2021
- ❑ Celebrated and honored our staff at Dairy Cream during Staff Appreciation Week

- ❑ Participated in CT State Superintendent American Rescue Plan Funding webinar

Community Outreach

- ❑ Presence at various extra-curricular student events, supporting our students in and outside the classroom
- ❑ Attended town little league games to support our students and families
- ❑ Launched WLPS and Park and Recreation Summer 2021 Program
- ❑ Attended and presented 21-22 BOE Budget at the Town Public Hearing
- ❑ Attended Smarter Balanced Assessment sessions for families of remote learners
- ❑ Supported and promoted recent Dollars for Scholars hanging basket sale
- ❑ Attended several planning meetings to bring forward a proposal to memorialize the WLHS Tennis Courts in honor Mr. Wandzy
- ❑ Attended several session of the WLHS Virtual Career Fair
- ❑ Participated in the annual American Legion Tree Planting celebration at North Street School

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: CHRISTIAN STRICKLAND, ASSISTANT SUPERINTENDENT

DATE: MAY 13, 2021

RE: ASSISTANT SUPERINTENDENT REPORT

Curriculum, Instruction, and Assessment

- Assisted with administration of the Next Generation Science Assessment for grades 5 and 8
- Overseeing and monitoring administration of *iReady* Diagnostic
- Facilitated Professional Development and Evaluation Committee meeting
- Provided virtual parent sessions to support the remote administration of the Smarter Balance and Next Generation Science Standards Assessments
- Provided question and answer sessions to promote submission of enrichment learning proposals to support the Windsor Locks Park and Recreation programming

Additional Meetings and Professional Development

- Joined Superintendent for check-in meeting with the district's Open Choice Liaison
- Attended CAS Presentation on *Engaging All Stakeholders in a Sustainable & Systemic Approach to Equity & Inclusion Efforts*
- Attended April CAPSS Executive Leadership Roundtable Meeting
- Attended Association of Curriculum Development Presentation on *Teaching for Deeper Learning: Tools to Engage Students in Meaning-Making*

Community Outreach

- Facilitated meetings of the Mr. Stephen A. Wandzy Memorial Committee
- Attended Community and Business Partner's Meeting
- Attended Town of Windsor Locks Public Hearing on the 2021 - 2022 Budget Presentation

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
 FROM: SHAWN L. PARKHURST, SUPERINTENDENT
 DATE: MAY 13, 2021
 RE: UPDATE ON GOALS AND PROGRESS

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

- Figure 1 shows the chronic absenteeism by district and school cumulatively up through April for all learners (*definition of chronic absenteeism is missing 10% or more days of school*)

Figure 1

School	Sept. 2020	Oct. 2020	Nov. 2020	Dec. 2020	Jan. 2021	Feb. 2021	March 2021	April 2021
District	20%	16%	17%	18%	21%	20%	19%	17%
WLHS	22.1%	18%	20%	23%	28%	23%	19%	17%
WLMS	18%	12%	13%	14%	17%	18%	18%	17%
South	16.8%	10%	12%	12%	14%	14%	13%	11%
North	17.2%	14%	15%	15%	17%	16%	17%	15%

- District percentage is down 2%
- 2% decrease at Windsor Locks High School; lowest it has been all year
- Slight decrease at Windsor Locks Middle School
- 2% decrease at South Elementary School
- 2% decrease at North Street School

Figure 2 exhibits the number of students completing lessons and the percentage of lessons passed within the *iReady* platform for Reading and Mathematics.

Figure 3 (a-d) exhibits the number of students currently in intervention services; Tier II is three days a week for 30 to 45 minutes. Tier III is five days a week for 30 to 45 minutes.

Figure 2

<i>iReady</i> Learning Platform Usage				
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)
K	80/81	84% ↓	80/81	98% ↑
1	105/106	93% ↑	105/106	95% ↑
2	121/121	92% ↑	121/121	99% ↑
3	109/111	72% ↑	109/111	94% -
4	97/97	69% -	97/97	92% -
5	125/126	58% -	125/126	89% ↑
6	100/101	59% ↓	100/100	74% ↑
7	100/100	65% ↑	100/100	55% ↑
8	120/121	66% ↑	120/121	52% -

- A high number of students are completing lessons across all grade levels
- In reading, grades 1 - 3 and 7 - 8 increased their percentage of lessons passed
- In reading, grades K - 2 are meeting the expected percentage of lessons passed, while grades 4-8 are not meeting the expected percentage of lessons passed
- In math, grades K - 2, and 5 - 7 increased their percentage of lessons passed
- In math, grades K - 6 are meeting the expected percentage of lessons passed, while grades 7-8 are not meeting the expected percentage of lessons passed

Figure 3a

Grade	Number of Students Receiving Tier II Support READING							
	Nov	Dec	Jan	Feb	March	April	May	June
K		0	0	0	0	0	0	
1		12	12	9	9	9	9	
2		14	14	11	11	5	5	
3	6	9	10	8	8	9	8	
4	7	5	5	5	5	4	4	
5	9	9	9	9	8	8	8	
6	6	5	5	12	8	16	16	
7	12	11	11	8	13	20	20	
8	12	8	8	8	12	9	9	

- The number of students receiving Tier II services in reading has remained consistent in grades K - 2, and 4 - 8
- The number of students receiving Tier II services in reading decreased by one in Grade 3

Figure 3b

Grade	Number of Students Receiving Tier III Support READING							
	Nov	Dec	Jan	Feb	March	April	May	June
K		0	0	0	0	0	0	
1		0	0	2	2	10	10	
2		0	0	3	3	17	17	
3	7	7	8	11	12	10	10	
4	12	13	13	13	13	13	13	
5	13	12	11	8	6	9	8	
6	2	3	3	2	2	2	2	
7	1	2	2	2	2	2	2	
8	2	2	2	1	0	0	0	

- The number of students receiving Tier III services in reading has remained consistent in grades K - 4, and 6 - 8
- The number of students receiving Tier III services in reading decreased by one in Grade 5

Figure 3c

Grade	Number of Students Receiving Tier II Support MATH							
	Nov	Dec	Jan	Feb	March	April	May	June
K		0	0	0	0	0	0	
1		5	5	3	3	6	6	
2		3	3	2	2	4	4	
3	5	5	5	5	5	5	5	
4	7	4	3	3	2	2	3	
5	11	10	10	11	11	12	11	
6	18	18	20	15	30	32	32	
7	5	1	3	2	19	21	21	
8	5	2	8	6	20	15	15	

- The number of students receiving Tier II services in math has remained consistent in grades K - 3, and 6 - 8
- The number of students receiving Tier II services in math has increased by one in grade 4, and decreased by one in grade 5

Figure 3d

Grade	Number of Students Receiving Tier III Support MATH							
	Nov	Dec	Jan	Feb	March	April	May	June
K		0	0	0	0	0	0	
1		0	0	3	3	11	11	
2		0	0	2	2	9	9	
3	3	3	4	5	7	7	7	
4	7	10	10	9	11	10	9	
5	4	6	6	6	6	6	7	
6	2	1	7	3	3	0	0	
7	1	6	5	2	0	0	0	
8	2	11	8	2	0	1	1	

- The number of students receiving Tier III services in math has remained consistent in grades K - 3, and 6 - 8
- The number of students receiving Tier III services in math has decreased by one in grade 4, and increased by one in grade 5

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
 FROM: SHAWN L. PARKHURST, SUPERINTENDENT
 DATE: MAY 13, 2021
 RE: 2021 - 2022 EDUCATOR EVALUATION AND DEVELOPMENT

The Windsor Locks Professional Development and Evaluation Committee (PDEC) recommends the following updates for the 2021-2022 teacher evaluation plan:

Overview of the Windsor Locks Teacher Evaluation Plan Requirements 2021 - 2022

	<u>Previous Requirements for Minimum Number and Type of Observations</u>	<u>Recommended Requirements for the 2021 - 2022 School Year Minimum Number and Type of Observations</u>
<i>Observations Requirements for Novice First Year Teachers in District</i>	<u>Minimum of 6 observations</u> <ul style="list-style-type: none"> ● 3 formal observations ● 3 informal observations ● 1 Review of Practice * 	<u>Minimum of 6 Observations</u> <ul style="list-style-type: none"> ● 3 formal observations ● 3 informal observations ● 1 Review of Practice *
<i>Observation Requirements for All Novice Non-Tenured Teachers in Years 2 - 4 in District</i>	<u>Minimum of 4 observations</u> <ul style="list-style-type: none"> ● 2 formal observations ● 2 informal observations ● 1 Review of Practice* 	<u>Minimum of 4 Observations</u> <ul style="list-style-type: none"> ● 2 formal observations ● 2 informal observations ● 1 Review of Practice*
<i>Observation Requirements for New Teachers to the District, but Tenured in Another District - Years 1 and 2</i>	<p style="text-align: center;"><u>Year 1</u></p> <u>Minimum of 6 observations</u> <ul style="list-style-type: none"> ● 3 formal observations ● 3 informal observations ● 1 Review of Practice * <p style="text-align: center;"><u>Year 2</u></p> <u>Minimum of 4 observations</u> <ul style="list-style-type: none"> ● 2 formal observations ● 2 informal observations ● 1 Review of Practice* 	<u>Minimum of 4 Observations</u> <ul style="list-style-type: none"> ● 2 formal observations ● 2 informal observations ● 1 Review of Practice*
<i>Observation Requirements for Teachers Rated Developing or Below Standard From the Previous Year</i>	<u>Minimum of 6 observations</u> <ul style="list-style-type: none"> ● 3 formal observations ● 3 informal observations 	<u>Minimum of 6 observations</u> <ul style="list-style-type: none"> ● 2 formal observations ● 4 informal observations
<i>Observation Requirements for Tenured Teachers “On Formal Cycle” Rated Proficient or Exemplary in Previous Year - Year 1 of Tenured Teacher Cycle</i>	<u>Minimum of 3 observations</u> <ul style="list-style-type: none"> ● 1 formal observations ● 2 informal observations ● 1 Review of Practice * 	<u>Minimum of 2 observations</u> <ul style="list-style-type: none"> ● 1 formal observation ● 1 Review of Practice

<p><i>Observation Requirements for Tenured Teachers “On Informal Cycle” Rated Proficient or Exemplary in Previous Year - Years 2 and 3 of Tenured Teacher Cycle</i></p>	<p><u>Minimum of 3 observations</u></p> <ul style="list-style-type: none"> ● 1 formal observations ● 2 informal observations ● 1 Review of Practice * 	<p><u>Minimum of 4 observations</u></p> <ul style="list-style-type: none"> ● 3 informal observations ● 1 Review of Practice
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***Review of practice:** For teachers in these observation cycles, one Informal Observation may be replaced by the Review of Practice Observation and counted for one of the teachers’ required informal observations.

Possible Board Motion: “**MOVE** that the Board of Education approve the 2021 - 2022 Educator Evaluation and Development plan as presented.”

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN L. PARKHURST, SUPERINTENDENT
DATE: MAY 13, 2021
RE: MEMORIAL RECOGNITION COMMITTEE RECOMMENDATIONS

A committee was formed, following the September 10, 2020 BOE meeting and included: **Board Members** Paige Latournes and Jim McGowan, **Community Members** Sean Bravakis and Jay Cutler, and **Windsor Locks High School student** Krish Kaneria.

The committee is proposing the following:

- A memorial plaque be placed on a boulder outside of the Windsor Locks High School Tennis Courts in honor of Mr. Wandzy. Additionally, signage will be placed on the fencing of the Windsor Locks High School Tennis Courts identifying the courts as **The Stephen A. Wandzy Tennis Courts**. This signage will be visible to individuals playing tennis inside the courts as well as those facing outside the courts.
- A formal recognition ceremony be planned to honor Mr. Stephen A. Wandzy at a date to be determined prior to the end of the current school year.

Possible Board Motion: “**Move** that the Board of Education approve the Stephen A. Wandzy Memorial Committee proposal as presented.”

EXHIBIT XIV

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
 FROM: SHAWN L. PARKHURST, SUPERINTENDENT
 DATE: MAY 13, 2021
 RE: BUDGET TRANSFERS

In order to fund various repairs that are needed regarding our facilities, the following budget transfers are presented this evening for your review and approval. David Solin, Business Manager, will provide the details of these requests.

Proposed Budget Transfers for 5/13/21 BOE meeting				
Transfer funds to:				
Account #	Account Name	Description	Amount	Notes
010.DS.620.2620.466.700	DS Glass	Windows-South	38,000	
010.DS.620.2620.466.700	DS Glass	Windows-North	84,500	
010.DS.620.2620.463.700	DS HVAC	HS Compressor	29,722	
010.MS.620.2620.462.700	MS Boiler maintenance	MS Boiler Tubes	30,218	
010.DS.620.2620.463.700	DS HVAC	Glycol Feeder	25,561	
		Total	208,001	
Transfer funds from:				
Account #	Account Name	Description	Amount	Notes
010.DS.110.2500.119.800	Contingency hold	Contingency for salary increases	33,001	not needed
010.DS.110.2570.174.800	HR Specialist	Open HR position	50,000	not filled to date
010.MS.213.1000.111.100	MS Teachers Salary	MS Teachers Salary	75,000	*
010.NS.213.1000.111.100	NS Teachers Salary	NS Teachers Salary	50,000	*
		Total	208,001	
*Underrun/surplus due to extended FMLA/Parental leaves, positions replaced at lower salaries, positions not being replaced				

Possible Board Motion: “**MOVE** that the Board of Education approve the Budget Transfers to fund facilities repairs as presented.”

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN L. PARKHURST, SUPERINTENDENT
DATE: MAY 13, 2021
RE: SCHOOL BUILDINGS MAINTENANCE PROJECTS

South Elementary School Window Replacements

It is the recommendation of David Solin, Business Manager, that the Board of Education approve the quote from Commercial Storefront Services for the replacement of 5 window sets at South Elementary in the amount of \$38,000.00. They are our “preferred” vendor and already in possession of our custom design/specifications.

Possible Board Motion: “**Move** that the Board of Education approve the quote submitted from Commercial Storefront Services for the replacement of 5 window sets at South Elementary.”

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN L. PARKHURST, SUPERINTENDENT
DATE: MAY 13, 2021
RE: SCHOOL BUILDINGS MAINTENANCE PROJECTS

North Street School Window Replacements

It is the recommendation of David Solin, Business Manager, that the Board of Education approve the quote from Commercial Storefront Services for the replacement of 10 window sets at North Street School in the amount of \$84,500.00. They are our “preferred” vendor and already in possession of our custom design/specifications.

Possible Board Motion: “**Move** that the Board of Education approve the quote submitted from Commercial Storefront Services for the replacement of 10 window sets at North Street School.”

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN L. PARKHURST, SUPERINTENDENT
DATE: MAY 13, 2021
RE: SCHOOL BUILDINGS MAINTENANCE PROJECTS

Windsor Locks High School Compressor Replacement

It is the recommendation of David Solin, Business Manager, that the Board of Education approve the quote from B & G Mechanical for the replacement of the failed High School compressor in the amount of \$29,721.60. The bid was the lowest of those received.

Possible Board Motion: “**Move** that the Board of Education approve the quote submitted from B & G Mechanical for the replacement of the failed High School compressor.”

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN L. PARKHURST, SUPERINTENDENT
DATE: MAY 13, 2021
RE: SCHOOL BUILDINGS MAINTENANCE PROJECTS

Windsor Locks Middle School Boiler Tube Replacement

It is the recommendation of David Solin, Business Manager, that the Board of Education approve the quote from Industrial Steel and Boiler Services for the removal and replacement of the Middle School boiler tubes in the amount of \$30,218.00. The bid was the lowest of those received.

Possible Board Motion: “**Move** that the Board of Education approve the quote submitted from Industrial Steel and Boiler Services for the removal and replacement of the Middle School boiler tubes.”

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN L. PARKHURST, SUPERINTENDENT
DATE: MAY 13, 2021
RE: SCHOOL BUILDINGS MAINTENANCE PROJECTS

District Boiler Glycol Feeder Replacements

It is the recommendation of David Solin, Business Manager, that the Board of Education approve the quote from Barclay Water Management for replacement of the glycol feeders in each of the districts' boiler rooms in the total amount of \$25,561.20. The bid was the lowest of those received.

Possible Board Motion: “**Move** that the Board of Education approve the quote submitted from Barclay Water Management for the replacement of the glycol feeders in each of the districts' boiler rooms.”

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