

WINDSOR LOCKS PUBLIC SCHOOLS



BOARD OF EDUCATION MEETING

Special Meeting

June 17, 2021

5:00 p.m.

**Windsor Locks High School Library Media Center
and Via Zoom**

[Register for Zoom Here](#)

Windsor Locks Board of Education

Patricia King, Chairwoman

Margaret Byrne, Vice Chairwoman

Jim McGowan

Dennis Gragnolati

Open

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.

Special Meeting - Agenda

June 17, 2021 - 5:00 p.m.

Windsor Locks Board of Education

Windsor Locks High School Library Media Center and Zoom

[Click Here to Register](#)

- Goal 1: Windsor Locks Public Schools will ensure that all students are engaged in their learning and challenged to achieve, grow, and demonstrate mastery.
- Goal 2: Windsor Locks Public Schools will use research-based leadership and best workplace practices to ensure achievement, growth and mastery for all.
- Goal 3: Windsor Locks Public Schools will support every student through a diverse network of caring adults.
- Goal 4: Windsor Locks Public Schools will provide a positive, equitable, safe and healthy climate for adults and students, to learn how to sustain and promote healthy living.

- I. Call to Order
 - A. Roll Call
 - B. Pledge of Allegiance
 - C. 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. Appointment of New Board of Education Member: **Vote Needed**
- IV. Student Recognition
 - A. Ryan Lucas
 - B. James Quagliaroli
 - C. Caden Mackey
- V. Staff Recognition - Years of Service p. 5 Exhibit V
- VI. Approval of Minutes: **Vote Needed** p. 8 Exhibit VI
 - 5/27/21 Special Meeting
 - 6/7/21 Special Meeting
- VII. Personnel Report: **Vote Needed** p. 20 Exhibit VII
- VIII. Committee Reports
 - A. Policy
 - 1. Approval of Minutes: 5/26/21: **Vote Needed** p. 21 Exhibit VIII A 1
 - B. Curriculum
 - C. Finance

1. Approval of Minutes: 6/9/21: **Vote Needed** p. 22 Exhibit VIII C 1
- IX. Update on Goals & Progress p. 23 Exhibit IX
- Attendance
 - *iReady* Diagnostic Benchmark
- X. Windsor Locks Bandshell Discussion: **Vote Possible** p. 26 Exhibit X
- XI. Community Asset Map Project p. 27 Exhibit XI
- XII. Food Service Contract: **Vote Needed** p. 28 Exhibit XII
- XIII. Food Service Fee Structure Agreement: **Vote Needed** p. 29 Exhibit XIII
- XIV. Healthy Food Certification: **Vote Needed** p. 30 Exhibit XIV
- XV. Roofs Project: WLHS and South Elementary: **Vote Needed** p. 31 Exhibit XV
- XVI. WLPS District Telephone System Upgrade: **Vote Needed** p. 32 Exhibit XVI
- XVII. Board and Superintendent Comment
- XVIII. 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.*
- XIX. 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 Legal Matter
- That in attendance in the Executive Session shall be limited to:
- Members of the Board of Education
 - Superintendent of Schools
 - Director of Human Resources
- XX. Adjourn to Public Session
- XXI. 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 Collective Bargaining Unit Negotiations
- That in attendance in the Executive Session shall be limited to:
- Members of the Board of Education
 - Superintendent of Schools
 - Director of Human Resources
- XXII. Adjourn to Public Session
- XXIII. Action, if any, on Executive Session Items: **Vote Possible**
- XXIV. Adjourn Meeting

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

EXHIBIT V

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: JUNE 17, 2021

RE: STAFF RECOGNITION - YEARS OF SERVICE

Ceremonies were held in each school and Central Office to recognize and thank employees celebrating milestone years of service in the Windsor Locks Public Schools.

High School

Teresa Romero	21 Years
Jimmy O'Brien	21 Years
Laurie Kustra	20 Years
Brian Dube	16 Years
Tracy Rasmussen	16 Years
Jodi Zaine	15 Years
Peter Davis	15 Years
Diane Swanson	11 Years
Judy Schober	10.5 Years
Gisele Solis-Fazio	10 Years
Kelly Marinone	10 Years
Kirsten Ondrush	6 Years
Vaughan Pharattanavong	6 Years
Marcie Nardi	6 Years
Brooke Keough	6 Years
Cynthia DeCasperis	6 Years
Fermain Lopez	5 Years
Nancy Walters	5 Years
Jess Ossen	5 Years
Carrie Grado	5 Years
Katie Groszyk	5 Years
Gigi DiGiuseppe	5 Years
Justin Waterman	5 Years
Alyssa Krasnecky	5 Years
Rachel Zup	5 Years
Jennifer Thompson	5 Years

Middle School

Tim Loveland	36 Years
Cathy Nolan	25 Years
Sandra Zajac-Naylor	25 Years
Nancy Shoemaker	20 Years *Retiree
Kate Ainsworth	20 Years
John Griffith	20 Years
Karen Phillips	20 Years
Hillary Williams	16 Years
Donna Chamberlain	15 Years
Debbie Munson	15 Years
Michelle Reed	15 Years
Jennifer Necci	15 Years
George Sibia	11 Years
Kristen Wesche	6 Years
Courtney Johnson	6 Years
Abby Wrinn	6 Years
Jess Yates	6 Years
Tracy Gibbons	6 Years
Lindsay Mellon	6 Years
Jenny St Sauveur-Dandurand	5 Years
Rose Landry	5 Years

Pine Meadow

Kris Schumacher	20 Years
Coral Ruggiero	6 Years
Rachel Frank	6 Years

South Elementary

Elizabeth Corbo-Vogler	26 Years
Donna Devaux	24 Years* Retiree
Joanne Cutler	21 Years
Alanna Orlandi	21 Years
Todd Dixon	20 Years
Jess Groleau	16 Years
Donna Dennis	16 Years
Sharon Sheppard	16 Years
Danielle Natri	15 Years
Walter Marks	15 Years
Lorraine Oliva	15 Years
Maria Landry	11 Years
Heather O'Donnell	11 Years
Wendy Foy	11 Years
Elizabeth Sheridan	11 Years
Beth Belzek	11 Years
Diane Levesque	10 Years
Trisha Mapes	10 Years
Mike McGuire	6 Years
Elizabeth Wicks	6 Years
Allison Fluckiger	5 Years
Laura Marroquin	5 Years

North Street

Liz Aube	26 Years
Amy Ouellette	26 Years
Maryanne Steadman	26 Years* Retiree
Doreen Shirshac	21 Years
Dianne Daniel	21 Years
Maria Pelley	21 Years
Karen Walker	21 Years
Jacquelyn Wenzel	21 Years
Amy Nemeth	21 Years
Kara Walachy	20 Years
Lorraine Weigert	20 Years
Joann Weskoski	20 Years
Kristie Fields	20 Years
Jeff Ferreira	20 Years
Lisa Turner	20 Years
Deb Foster	16 Years
Linda Zamal	16 Years
Kim Matthews	15 Years
Aimee Carter	15 Years
Noreen Mitchell	15 Years
Sue Montemerlo	15 Years
Michelle Ragazzo	15 Years
Jeanne Walsh	15 Years
Nicole Saavedra	11 Years
Cathy Dallesander	11 Years
JoAnne Breton	11 Years
Jennifer Kerstetter	10 Years
Stacie Simko	10 Years
Emily Handel	6 Years
Bret Sawtelle	6 Years
Pat Janowski	6 Years
Joan D'Ambrosio	6 Years
Kelly O'Connell	6 Years
Shannon Eames	6 Years
Alyse Castonguay	6 Years
Heather Leeman	6 Years
Carrie Kiesel	6 Years
Jamie Caron	5 Years
Maureen Ellen	5 Years
Ruth Sobolewski	5 Years
Devika Munasinghe	5 Years
Erin Blake	5 Years

RISE

Kim Vohden	11 Years
Josh Robinson	11 Years
Val Breda	5 Years

Central Office

Maria Lopez	15 Years
Gina Cusson	5 Years

District

Jill Minnocci	21 Years
Phil Lombardi	21 Years
Sue Rossetti	21 Years
Guy Misenti	20 Years
Tom DesRoches	20 Years
Bob Carterud	15 Years
Ron Hoyt	6 Years

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: JUNE 17, 2021

RE: APPROVAL OF MINUTES

- May 27, 2021 Special Meeting
- June 7, 2021 Special Meeting

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

**MINUTES OF THE SPECIAL MEETING,
May 27, 2021 at 5:00 p.m.**

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

Members Present:	P. King, M. Byrne, J. McGowan, and D. Gragnolati
Members Absent:	P. Latournes
Administrators:	S. Parkhurst, C. Strickland, S. Lee, D. Solin, J. Ferreira, D. Prinstein, 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:	Many students
Staff:	D. Bole and a few others
Others:	Many parents and grandparents, unknown total participants via Zoom or Livestream
Press:	None

I. Call to Order

Chairwoman Mrs. Patricia King called the Special Meeting to Order at 5:00 p.m. held at the Windsor Locks High School Library Media Center via Zoom Meeting.

A. Roll Call for Quorum

All Board Members were present except Ms. Paige Latournes

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 noted it was nice to see everyone in-person for the first time in a long time! The musical production is scheduled for Wednesday, June 2, 2021 at 6:30 p.m. It will be held outside on the football field and it is free to all.

Mr. James Quagliaroli, Student Representative, addressed the Board. He congratulated all of the students who will be recognized this evening. He reminded everyone the Windsor Locks High School National Honor Society is hosting a car wash on June 5, 2021 between the hours of 10:00 a.m. and 2:00 p.m. at the Skyline Restaurant to raise money for breast cancer. He also mentioned of the Board the seniors would like to somehow have Project Inspire for the elementary schools. Maybe the seniors can walk outside of the school.

Chairwoman Mrs. King and Vice-Chair Ms. Margaret Byrne inquired about prom which was held a week ago. Miss Lucas commented 120 students attended, the parking lot had a large tent with a DJ, tables, and dance floor. The meals were produced by various food trucks. The prom was as normal as it could be during the pandemic.

D. Board of Education Communications

Board Member Mr. Jim McGowan commented he attended a police sub-committee meeting which will be discussed later in the meeting. He also attended a mentor team meeting to start the selection process. He did not attend the prom, but he did see pictures, and everyone looked sharp! He is glad the seniors and juniors were able to have the event this year.

Vice-Chair Ms. Margaret Byrne remarked she attended a finance sub-committee meeting as well as a community partner's meeting discussing drafting a map of the town with interesting locations. She attended the Windsor Locks Wellness Collation Zoom presentation on Generation Z and it compares generations from the Baby Boomers to Gen Z.

Chairwoman Mrs. Patricia King commented she attend the policy sub-committee meeting and there will be policies brought forward to the Board for a first reading at the next Board of Education Meeting. She also attended the Alliance Chair Meeting discussing alliance funds used for emotional support for students also for professional development for staff given the aftermath of COVID. She also mentioned a bill in the legislature Right to Read Bill No. HB620. The bill assigns \$600,000 to alliance districts to promote reading enrichment. STEM schools are offering STEM programs in the summer. She attended the CABE Chairman's meeting which discussed the shortage of teachers over the summer months. Suggestions of using peer tutors, for instance having high school students tutor middle school students.

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. Windsor Locks Arts Council Exhibition Winners

Mr. Parkhurst announced each student who were exhibition winners by the art counsel. He announced each student's name and displayed their artwork as they came forward and accepted their certificate and took a picture with the Superintendent. Those students were:

- Arianna Newton (WLHS)
- Tehya Morris (WLHS)
- Julia Dufresne (WLMS – did not attend)

- Siddharth Pagidi (South Elementary School)
- Madelyn Lemieux (WLMS)
- Leonora McGrath (WLMS)
- Mikael Valentine (North Street School – did not attend)
- Lillian Milczak (North Street School)
- Isabella McCarthy (South Elementary School)
- Jeremy Shorey (North Street School – did not attend)
- Gavin Stone (WLHS – did not attend)
- Ala Grabarczyk (South Elementary School – did not attend)

Their artwork is displayed at business throughout Windsor Locks and will be displayed until June 4, 2021.

B. Connecticut Association of Schools – Scholar Leader Awards

• Ben Palmer, Windsor Locks Middle School

Mr. Parkhurst announced Ben Palmer as a Connecticut Association of Schools Scholar Leader. Ben’s teachers describe him as a person who always strives to do his best. In all of his classes he demonstrates maturity in his thinking and through his actions and has set high standards for his academic achievement. Ben is the student who will, without being asked, step in to help a classmate, to offer support, compassion, or words of inspiration. His leadership qualities shine through in his role as the WLMS Student Council President, and he is instrumental in planning for school spirit week and other school community-building events. When Ben saw a need for an experience that would allow his peers to get comfortable with public speaking, he helped to find the public speaking/debate club. He serves as a section leader in the WLMS Band and serves or has served as a manager of both the girls’ basketball and softball teams. In addition, Ben has participated in Jazz Band and has served as stage manager for the 7th and 8th grade musicals. In the greater community, Ben has participated in a community food drive and provides service to St. Mary’s Church when he helps to maintain the church garden. We are proud to recognize Ben for his commitment to respect for all, his consistently positive and inspiring outlook, his scholarship and work ethic, and his peer leadership.

• Jasmine Hurdle, Windsor Locks Middle School

Mr. Parkhurst announced Jasmine Hurdle as a Connecticut Association of Schools Scholar Leader. Teachers comment that she goes the extra mile, includes others in group work and will ask questions when she is not sure she understands. Jasmine works hard to make sure the work she does is the best it can be. She exceeds mastery in her classes and achieves 4’s on her HOS consistently. Jasmine is involved in several activities and clubs. In school, Jasmine participates in basketball, soccer and honors choir. Outside of school she participates in Premier Soccer and a travel basketball team. In addition to these activities, she is a member of Student Council, Debate Club, and Multi-Cultural Club, which she initiated. Jasmine and some of her

friends also created a community service group called OHO which stands for Others Helping Others. Among other things, they organized the staff parade last Spring when we were Remote learning. Jasmine was happy that so many people came out to hear about Erasing Racism, A Windsor Locks Community Conversation. She believes that all people should be treated equitably. Jasmine is a strong leader and a great role model. Jasmine is well liked by her peers. She is outgoing and kind and has a great sense of humor. She is passionate about what is right and how to help others. At lunch she often will invite others to sit with her or ask to sit with someone who is alone. When she wants to relax she enjoys being with friends and family, being outdoors and traveling

C. Windsor Locks High School

a. Salutatorian – Ryan Kittredge

Mr. Parkhurst announced the salutatorian of the Class of 2021, Ryan Kittredge. Mr. Parkhurst gave a bio of Ryan Kittredge listing all of his accomplishments at the middle school and high school, which included taking seven Advanced Placement, college-level courses. To date, he has passed all of his AP exams with a 4 or higher, allowing him to enter college with several credits already awarded. Ryan received first honors every marking period as well as the recognition of Scholar Athlete every sports season. Impressively, he was one of two students named to represent Windsor Locks High School as the CIAC Scholar Athlete of the year. Ryan lends his leadership skills to the WLHS Cross Country and Track and Field teams as Captain where he's been recognized for All- Conference, All-State, and is a two-time conference and state runner-up in both sports. In the community, Ryan selflessly gives back to several different endeavors and organizations. Over the last few years, he has volunteered at a local electronics drive, participated in the town's inauguration of Heritage Day, and has also lent his time to serving veterans at the American Legion Annual Breakfast. He is an avid member of the Math Team and a leader in the National Honors Society. He has the highest GPA in the entire school in math courses and will find success in any field he follows that highlights his natural skills in this domain. In the Spring of 2020, he was nominated and selected as the only junior at WLHS to be eligible for the CAS CT Scholar Award given his outstanding academic success and his impressive PSAT scores where he finished as a Finalist in the state. Intrinsicly motivated, strong-willed, and intellectually curious - Ryan Kittredge is the ultimate, well-rounded student and has without a doubt put Windsor Locks "on the map". Upon graduation, Ryan plans on pursuing a degree in mathematics at Boston College.

b. Valedictorian – Om Sinojia

Mr. Parkhurst announced the valedictorian of the Class of 2021, Om Sinojia. Mr. Parkhurst gave a bio of Om Sinojia listing his accomplishments as completing an overall total of 12 Advanced Placement courses by the end of this school year. He is a scholar athlete playing for our boys' soccer team for three years and boys' tennis for one, he has been a member of our high school

Math Team, he has been inducted into the National Honor Society and he has participated in Science Olympiad. Om has exhibited strong leadership skills as well, serving as Class Treasurer his freshman year and Class Vice President for both sophomore and junior year. Om also enjoyed volunteering as a supervisor at a local park summer camp and he is an active member of KPSNE which is an Indian association organizing and celebrating holidays for the Indian community in town. Additionally, Om has volunteered time participating in Windsor Locks' annual Heritage Day, a town wide event involving the schools, community, and local businesses that showcase displays of the history of Windsor Locks. Om will be attending the University of Connecticut in the fall and has been accepted into the University's Honors Program. His goal is to pursue a bachelor's degree in Biology with a minor in Microbiology and then further his education toward his dream career as an anesthesiologist.

C. National Association of School Psychologists – Excellence in School Psychology

Mr. Parkhurst announced he received an email from the National Association of School Psychologists recognizing the leadership in the district. He congratulated Mr. Josh Robinson, Director of Pupil Services and Ms. Kim Vohden, School Psychologist for the honor. Ms. Vohden will be interviewed for an article in their monthly magazine.

IV. Approval of Minutes

- **May 13, 2021 Regular Meeting**

It was **MOVED** (Byrne) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education accepts the May 13, 2021 Regular Meeting Minutes, as presented.

V. Personnel Report

Ms. Sheri Lee, Human Resource Director addressed the Board. She gave the Board an update as to the district hiring protocols and what positions are open for the 2021-2022 school year. The Human Resource Director, prior to posting position, reviews any contract language and follows the contract if warranted regarding bargaining unit members rights. Building based team are formed under the direction of the Building Administrator, which must include at least two parents; at the middle and high school level two students must be included as well. A subset of the larger team reviews applications, resumes, and credentials of candidates and selects candidates for a first round interview and identifies finalists for a second interview; which will include a presentation or if possible, a lesson to be taught to students. The building administrator conducts reference checks and completes district reference forms. The building administrator submits two final candidates with all credentials and reference forms to the Superintendent of Schools and the Superintendent conducts a final interview with each candidate. The Superintendent will extend an offer to the selected candidate.

Ms. Lee noted there are eight teaching positions open at the current time which include special education teacher for the high school and middle school, social studies middle school teacher and a third grade teacher.

VI. Committee Reports

A. Policy - Next Meeting 05/26/2021

B. Curriculum – Next Meeting 06/10/2021

Chairwoman Mrs. King noted that the meeting on May 13, 2021, the teachers from the RISE program gave a presentation and showed digital portfolios of the students. It was a great presentation.

It was **MOVED** (Byrne) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education accepts the May 13, 2021 Curriculum Sub-Committee Meeting Minutes, as presented.

C. Finance – Next Meeting 06/09/2021

It was **MOVED** (Byrne) and **SECONDED** (Gragnotati) and **PASSED** (U) that the Board of Education accepts the June 9, 2021 Finance Sub-Committee Meeting Minutes, as presented.

VII. SAT Data Presentation

Mr. Parkhurst discussed the 2020 – 2021 SAT data. He used a PowerPoint presentation to assist in his presentation. He first explained the assessments which are given to Grade 8 through Grade 11. He noted the PSAT given to Grade 8 and 9 students is not the same PSAT assessment given to Grade 10 students. Therefore, the data from Grade 8 and 9 cannot be compared to Grade 10. He showed graphs which noted that Windsor Locks is below the State and National average in both reading and writing and math. He explained the overall SAT scores, as well as scores in Evidenced Based Reading and Writing and Mathematics continue to be below the Connecticut state average since 2015. SAT scores in reading and writing show less than 70% of Grade 11 students met or exceeded the SAT Benchmark in 2021. SAT scores in Math showed that 30% of the tested students met or exceeded the SAT Benchmark in 2021. In the next slides, he discussed action plans in curriculum, instruction, and assessment.

A lengthy discussion was held.

VIII. Summer Programing

Mr. Parkhurst announced for the summer of 2021, Windsor Locks Public Schools is partnering with the Town of Windsor Locks Parks and Recreation for summer programing for students entering Grades 1-8. Through the use of the American Rescue Funds, the Windsor Locks Public Schools are providing additional registration spots at a reduced cost with the Park and Recreation Summer Programming. This programming will take place at Pesci Park, South Elementary School, and Windsor Locks High School, and will begin on June 21st, and continue through August 13th. Lunch will be provided. A total of 128 total

spots are filled at three locations based on available Park and Recreation staffing and have been filled. In partnership, Windsor Locks Public Schools' teachers were invited to submit proposals to provide enrichment learning opportunities to supplement the traditional programming. Eight Windsor Locks Teachers submitted enrichment proposals to support experiences in reading, coding, math games, physical education, yoga/mindfulness, and art projects. With a limited pool of staff applications for credit recovery, an external posting has also taken place. In addition, through our partnership with CREC, students in need of credit recovery will have the opportunity to participate in CREC's summer credit recovery program. This is for high school students only and has been communicated to families and students.

IX. Business Office

A. End of the Year Expenditures

Mr. Parkhurst gave to all Board Members two sheets of paper showing end of year task lists and how those tasks will be funded. Chairwoman Mrs. King asked if there were any questions or comments. No one responded.

It was **MOVED** (Byrne) and **SECONDED** (Gragnotati) and **PASSED** (U) that the Board of Education grants the Superintendent of Schools, or his designee, the authority to purchase all items on the *End of Year Task List* within the stated budget limits based on quotes received in lieu of open bids.

X. Board and Superintendent Comment

Mr. Parkhurst reminded everyone of the program "adopt a senior". Project Inspire is being hosted by the Class of 2023 will take place on Friday, June 4, 2021. Grade 8 graduation will also take place on Friday, June 4, 2021.

XI. Public Audience

None.

XII. EXECUTIVE SESSION:

It was **MOVED** (Byrne) and **SECONDED** (McGowan) and **PASSED** (U), that the Board of Education enters into Executive Session as permitted by Connecticut General Statutes Section 1-225(a) for the following purposes as allowed by Section 1-200(6), that is:

A. Discussion of Collecting Bargaining Unit Negotiations

That in attendance in the Executive Session shall be limited to:

- Members of the Board of Education
- Superintendent of Schools
- Director of Human Resources

Board moved into Executive Session at 6:11 p.m.

It was **MOVED** (Byrne) and **SECONDED** (Gragnotati) and **PASSED** (U) that the Board of Education terminates Executive Session and reconvenes into public session at 6:47 p.m.

XIII. Adjournment

It was **MOVED** (Byrne) and **SECONDED** (Gragnotati) and **PASSED** (U) that the Board of Education adjourns the Special Meeting of May 27, 2021 at 6:48 p.m.

Respectfully submitted,

Denise M. Piotrowicz
Recording Secretary

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

**MINUTES OF THE SPECIAL MEETING,
June 7, 2021 at 3:00 p.m.**

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

Members Present:	P. King, M. Byrne, J. McGowan, D. Gragnolati
Members Absent:	P. Latournes
Administrators:	S. Parkhurst, S. Lee
Staff:	D. Bole
Others:	None
Press:	None

- I. Call to Order – Chairwoman Mrs. Patricia King called the Special Meeting to Order at 3:07 p.m.
 - a. Roll Call for Quorum - Board Chair Patricia King announced the resignation of Board of Education Member Paige Latournes, effective June 4, 2021.
 - b. Pledge of Allegiance
 - c. Board of Education Communication

Ms. Byrne commented that the Dollars for Scholars Awards Ceremony was very nice and was well organized. Mrs. King and Mr. McGowan agreed, and expressed their appreciation.
- II. Motion to Move into Executive Session as permitted by Connecticut General Statutes Section 1-225(a) for purpose of Collective Bargaining Unit Negotiations as allowed by Section 1-200(6), and that in attendance in the Executive Session shall be limited to: Members of the Board of Education, Superintendent of Schools, and the Director of Human Resources. Motion made by Margaret Byrne, Seconded by Jim McGowan, vote was unanimous. 3:15 p.m.

Motion to Return to Public Session: Made by Margaret Byrne, Seconded by Dennis Gragnolati, and was Unanimous. 5:01 p.m.
- III. The application and criteria for CABA Awards was discussed. Due to Covid-19 restrictions the Board of Education was unable to qualify for Level 2 status. A brief discussion was held, and it was decided that the Board and Superintendent will add this item for discussion and follow-up at a future Board of Education meeting in order to proactively plan for action steps of Board members in the 21-22 school year to be able to meet the criteria to apply for Level 2 status.
- IV. Safe Return to In-Person Instruction and Continuity of Services. Mr. Parkhurst discussed the requirements of the American Rescue Plan funds, including the need to provide an opportunity for stakeholder input every 6 months and which must also be posted on the district website for viewing. This will be required through September 2023. Mr. Parkhurst discussed that although the mask requirement has been lifted for most of the State, it

has not been lifted for public schools, or school busses. At this point masks are still required.

V. Adopt a Senior. The “Adopt a Senior” program was briefly discussed. Mr. Parkhurst indicated that it is a completely parent generated and parent managed program to provide seniors a sense of normalcy in an otherwise unusual year. The board was very appreciative of the community for supporting our graduating seniors.

VI. The Use of School Facilities was discussed. The question was raised about the possibility of moving Pine Meadow Academy to the RISE building, as they are starting to exceed the current space. Mr. Parkhurst indicated that he will discuss options with Josh Robinson and Greg Weigert, as there is additional space at the RISE building which is currently unused.

The town’s proposed Bandshell was discussed. Jen Rodriguez, Town Planner, has asked the Board of Education to absorb half of the cost, which would be approximately \$125,000. A lengthy discussion was held, and some areas of concern, aside from the cost were discussed, including the impact to the Middle School baseball fields, handicapped parking access, which event would take precedence if there were to be a Middle School event scheduled at the same time as a town event, concern regarding members of the public being on school grounds while school is in session, and who bears the cost of electricity, maintenance, and upkeep, etc., among others. It was decided that this item will be moved to the Special Meeting agenda for 6/17/21, with a vote possible.

VII. WLPS Restructure, Refocus, Resimplify. Mr. Parkhurst discussed the outcome of WLHS’s recent NEASC Accreditation Visit, and outlined the areas in need of significant improvement including; student learning standard, SRBI and Intervention Process, Protocols and Progress Monitoring, Professional Development and Coaching for Tier 1 instruction and Tier 2 and 3 Interventions, Consistent Pre-K - 12 curriculum templates that more clearly align to the Vision of the Graduate, the development of a Curriculum Management Cycle, and clear mechanisms for measuring the effectiveness of our work. A lengthy discussion took place, which included Areas of Focus and Action Steps, a Seven Year Professional Growth and Development Plan, and an Improvement Plan overview. Mr. Parkhurst indicated that he will make a presentation at a future Board of Education meeting, after a more in-depth review of the NEASC Report.

VIII. Community Strategic Design. Mr. Parkhurst discussed that the Community Strategic Design is a design and vision of what Windsor Locks Public Schools should look, sound, and be like; as designed and owned by the Community. The Community will help; Establish a Clear Mission for the District, Define the Core Values, Outline the Guiding Principles, and Set the Vision for the Future. This will be presented at a future Board of Education Meeting.

IX. Superintendent/Board Comment: None

X. Public Comment: None

XI. Motion to Move into Executive Session as permitted by Connecticut General Statutes Section 1-225(a) for purpose of Superintendent of Schools’ Evaluation and Goals Discussion as allowed by Section 1-200(6), and that in attendance in the Executive Session shall be limited to: Members of the Board of Education. Motion made by Margaret Byrne, Seconded by Jim McGowan, vote was unanimous. 7:25 p.m.

- XII. Motion to Return to Public Session: Made by Margaret Byrne, Seconded by Jim McGoawn, and was Unanimous. 7:55 p.m.
- XIII. Motion to Adjourn Meeting: Made by Margarget Byren and Seconded by Dennis Gragnolati, and was Unanimous. 7:57 p.m.

Respectfully submitted

D Bole, Acting Recording Secretary

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHERI LEE, DIRECTOR OF HUMAN RESOURCES

DATE: JUNE 17, 2021

RE: PERSONNEL REPORT

Resignations:

Christian Strickland, Assistant Superintendent of Schools resigned effective June 30, 2021. At the time of his resignation, Mr. Strickland will have served the students of Windsor Locks for nearly one (1) year.

Christopher Murphy, a 5th Grade Teacher at South Elementary School resigned effective June 30, 2021. At the time of his resignation, Mr. Murphy will have served the students of Windsor Locks for three (3) years.

Possible Board Motion: “**MOVE** that the Board of Education accepts Mr. Strickland’s and Mr. Murphy’s resignations, effective June 30, 2021 and offer them our appreciation for their efforts on behalf of the students of the Windsor Locks Public Schools.”



WINDSOR LOCKS PUBLIC SCHOOLS
BOARD OF EDUCATION MEETING - Policy Subcommittee Meeting
May 26, 2021 - 3:30 p.m. - Professional Development Room

Board Members Present: Patricia King, Jim McGowan

Administrator Present: Shawn Parkhurst, Superintendent of Schools

1. Call To Order at 3:30 pm
2. Public Comment - none
3. Review for Discussion and/or First Reading

a. **REVISE:**

5111-5112 Admission and Placement

Mr. Parkhurst presented the revised language based on State statute and legal references. Subcommittee agreed to move this forward without any revisions to the full board for a first read.

5118.2 Education Opportunities for Military Children

Mr. Parkhurst presented the revised policy that includes paragraphs that define active duty and uniformed services which was previously omitted from our existing policy. Subcommittee agreed to move this forward without any revisions to the full board for a first read.

**5122 Class-Grade Assignment of Students Who Have Been
Enrolled in a Non-accredited or Home School Program**

Mr. Parkhurst presented the revised policy which updated the legal references. Subcommittee agreed to move this forward without any revisions to the full board for a first read.

5122.3 Assignment of Former Home-Schooled Students to Classes

Mr. Parkhurst presented the revised regulation which includes formatting throughout and includes a change to align existing policies that reflects a student must be enrolled in the district for grade 11 as well as grade 12 in order to graduate from WLHS. Subcommittee agreed to move this forward without any revisions to the full board for a first read.

**5125.3 Professional Communication Between a Certified Teacher,
Administrator or Registered Nurse and a Student, Parent**

Mr. Parkhurst presented the revised policy which includes 5 new paragraphs that define constructive and professional communications. Additionally, reformatting with correct numbering is also part of the revised policy as presented. Subcommittee agreed to move this forward without any revisions to the full board for a first read.

5125.11 Health - Medical Records

Mr. Parkhurst presented the revised policy which includes a change to reflect the plural use of the word reference to references. Subcommittee agreed to move this forward without any revisions to the full board for a first read.

4. Adjourn - Meeting adjourned at 4:05 pm.

Board of Education Finance Subcommittee Meeting
Meeting Minutes
June 09, 2021

Members Present: P.King, M. Byrne, D. Gragnolati
Members Absent: None
Administrators: S. Parkhurst, D. Solin

1. The meeting was called to order at 2:12 PM by Pat King.
2. Business Manager David Solin gave a FY 20-21 budget status update.
3. Progress in regards to end of year spending plans was reviewed by David Solin. The effects from COVID 19 and its impact on availability of vendors, getting quotes, and fulfillment of orders was discussed but expectations remain on target for end-of-year expenditures.
4. The Special Revenue Fund, in regard to its impact on the general operating budget, was discussed.
5. The progress of major capital projects was reviewed. Bid opening for the High School and South School roof projects were scheduled for June 10th, and the North Street School HVAC project was nearly ready to begin work.
6. Two upcoming contract amendments for Food Service were discussed.
7. Meeting adjourned at 3:20 PM.

David Solin

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
 FROM: SHAWN L. PARKHURST, SUPERINTENDENT
 DATE: JUNE 17, 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 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	May 2021
District	20%	16%	17%	18%	21%	20%	19%	17%	17%
WLHS	22.1%	18%	20%	23%	28%	23%	19%	17%	18%
WLMS	18%	12%	13%	14%	17%	18%	18%	17%	16%
South	16.8%	10%	12%	12%	14%	14%	13%	11%	10%
North	17.2%	14%	15%	15%	17%	16%	17%	15%	15%

- **District remained constant and shows a decrease of 3% from the beginning of the year to present**
- **WLHS decrease by 4% from the beginning of the year to present**
- **WLMS decrease by 2% from beginning of the year to present**
- **South decrease by nearly 7% from beginning of the year to present**
- **North decrease by 2% from beginning of the year to present**

Figure 2 shows the *iReady* Reading Data by Grade Level for 20-21 School Year

FIGURE 2
2020-2021 iReady Grade Level Data & Progress Towards Identified Targets READING

Gr.	% at/above grade level from the Fall Diagnostic	Feb. Goal	% at/above grade level from the Winter Diagnostic	Met or Exceeded February Goal	Percentage Increase or Decrease from Fall Diagnostic	May Goal	% at/above grade level from the May Diagnostic	Met or Exceeded May Goal	Percentage Increase or Decrease from February Diagnostic	Percentage Increase or Decrease from Fall Diagnostic
K	Not Assessed	NA	76%	N/A	NA	N/A	86%	N/A	N/A	10%
1	14%	55%	38%	Did not meet	+24%	96%	59%	Did not meet	+21%	+45%
2	29%	54%	51%	Did not meet	+22%	78%	66%	Did not meet	+15%	+37%
3	48%	59%	64%	Exceeded	+16%	70%	78%	Exceeded	+14	+30%
4	34%	55%	44%	Did not meet	+10%	77%	53%	Did not meet	+9%	+19%
5	26%	43%	37%	Did not meet	+11%	59%	49%	Did not meet	+12%	+23%
6	15%	29%	34%	Exceeded	+19%	42%	42%	Met	+8%	+27%
7	26%	33%	42%	Exceeded	+16%	40%	53%	Exceeded	+11%	+27%
8	49%	59%	54%	Did not meet	+5%	69%	60%	Did not meet	+6%	+11%

- All grade levels demonstrated growth from Fall to Spring between 10% - 45%
- Grade 3, 6 & 7 met or exceeded the May benchmark goal
- Grades 1, 2, 4, 5 and 8 did not meet mid-year or end-of-year goals

Figure 3 shows the *iReady* Mathematics Data by Grade Level for 20-21 School Year

FIGURE 3

2020-2021 iReady Grade Level Data & Progress Towards Identified Targets MATHEMATICS

Gr.	% at/above grade level from the Fall Diagnostic	Feb. Goal	% at/above grade level from the Winter Diagnostic	Met or Exceeded February Goal	Percentage Increase or Decrease from Fall Diagnostic	May Goal	% at/above grade level from the May Diagnostic	Met or Exceeded May Goal	Percentage Increase or Decrease from February Diagnostic	Percentage Increase or Decrease from Fall Diagnostic
K	Not Assessed	NA	69%	N/A	NA	N/A	69%	N/A	N/A	-0%
1	8%	48%	29%	Did not meet	+21%	87%	51%	Did not meet	+22%	+43%
2	10%	41%	35%	Did not meet	+25%	72%	56%	Did not meet	+24%	+46%
3	8%	37%	36%	Did not meet	+28%	66%	59%	Did not meet	+28%	+51%
4	20%	47%	39%	Did not meet	+19%	73%	49%	Did not meet	+13%	+29%
5	14%	37%	36%	Did not meet	+22%	60%	48%	Did not meet	+11%	+34%
6	24%	43%	29%	Did not meet	+5%	61%	42%	Did not meet	+13%	+18%
7	27%	48%	39%	Did not meet	+12%	68%	48%	Did not meet	+9%	+21%
8	37%	57%	51%	Did not meet	+14%	76%	54%	Did not meet	+3%	+17%

- All Grades, except Kindergarten, demonstrated growth from Fall to Spring between 17% - 51%
- No grade levels met the mid-year or end-of-year goals

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: JUNE 17, 2021

RE: WINDSOR LOCKS BANDSHELL DISCUSSION

Over the past year, several discussions regarding the construction of a community bandshell between WLMS and town hall have taken place. Tonight, at the request of Town Planner, Jenn Rodriguez, the Board will discuss the request to allocate \$125,000 from the American Rescue Plan funds to cover half of the total cost.



MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: JUNE 17, 2021

RE: COMMUNITY ASSET MAP PROJECT

The Windsor Locks Public Schools Community and Business Partners Network, a group of community and business folks who meet monthly to build meaningful and productive partnerships that are committed to student learning and well-being, decided earlier this year to build a community asset map. Community asset mapping is a strength-based approach to community development. The Windsor Locks Community Asset Map is a tool that will serve all current and future residents, employees, and visitors of Windsor Locks. This evening, Jessie Lavgna, will present the Windsor Locks Community Asset Map.

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN L. PARKHURST, SUPERINTENDENT
DATE: JUNE 17, 2021
RE: FOOD SERVICE CONTRACT

It is the recommendation of David Solin, Business Manager, that the Board of Education authorize the Food Service contract extension for FY 21-22 with Sodexo Inc. The extension reflects an increase in vendor management and administrative fees by 3.3%.

Possible Board Motion: “**Move** that the Board of Education approve the 1 year, FY 21-22 food service extension agreement with Sodexo Inc.”

EXHIBIT XIII

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN L. PARKHURST, SUPERINTENDENT
DATE: JUNE 17, 2021
RE: FOOD SERVICE FEE STRUCTURE AGREEMENT

It is the recommendation of David Solin, Business Manager, that the Board of Education authorize the amendment to the FY 20-21 Food Service Agreement with Sodexo Inc. to reflect a change in fee structure to a “cost per meal” basis. This will result in an approximate \$16,000 savings to Windsor Locks Public Schools.

Possible Board Motion: “**Move** that the Board of Education approve the amendment to the FY 20-21 Food Service Agreement with Sodexo Inc.”

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: JUNE 17, 2021

RE: HEALTHY FOOD CERTIFICATION

Under the State of Connecticut Health Food Certification Public School Districts that participate in the National School Lunch Program (NSLP) may choose to follow the Connecticut Nutrition Standards (CNS) and receive additional state funding. Section 10-215f of the CT General Statutes requires that each local board of education or governing authority for all CT public school districts participating in the NSLP must take action annually to certify whether all food items sold to students will or will not meet the CT Nutrition Standards for the period of July 1, 2021 through June 30, 2022.

BOARD MOTION: “**MOVE** that Pursuant to C.G.S. Section 10-215f, the Board of Education for Windsor Locks Public Schools certifies that all food items offered for sale to students in the schools under its jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will comply with the Connecticut Nutrition Standards during the period of July 1, 2021, through June 30, 2022. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to, school stores, vending machines, school cafeterias, culinary programs, and any fundraising activities on school premises sponsored by the school or non-school organizations and groups.”

BOARD MOTION: “**MOVE** that The Board of Education for Windsor Locks Public Schools will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards and beverages not listed in Section 10-221q of the Connecticut General Statutes provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the food and beverage items are not sold from a vending machine or school store. An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The “regular school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held, and must be the same place as the food sales.”

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN L. PARKHURST, SUPERINTENDENT
DATE: JUNE 17, 2021
RE: ROOFS PROJECT

Windsor Locks High School

It is the recommendation of David Solin, Business Manager, that the Board of Education/Building Committee approve the contract with Imperial Restoration Inc. for the partial roof replacement at Windsor Locks High School. When considering 2nd shift cost differential (which will be required) they were the low bidder and were recommended by both our Architect and Project Manager.

Possible Board Motion: “**Move** that the Board of Education/Building Committee approve the contract with Imperial Restoration Inc. for the partial roof replacement at Windsor Locks High School.”

South Elementary School

It is the recommendation of David Solin, Business Manager, that the Board of Education/Building Committee approve the contract with Imperial Restoration Inc. for the partial roof replacement at South Elementary School. They were the low bidder and were recommended by both our Architect and Project Manager.

Possible Board Motion: “**Move** that the Board of Education/Building Committee approve the contract with Imperial Restoration Inc. for the partial roof replacement at South Elementary School.”

EXHIBIT XVI

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN L. PARKHURST, SUPERINTENDENT
DATE: JUNE 17, 2021
RE: WLPS DISTRICT TELEPHONE SYSTEM UPGRADE

It is the recommendation of David Solin, Business Manager, that the Board of Education approve the quote from Pilothouse Communications in the amount of \$185,712.70 for the purchase of a new districtwide telephone system. A number of quotes and structures were considered (purchase versus lease, cloud based, etc.), with this option being deemed as most financially advantageous to the Windsor Locks Public Schools. This is an updated quote that exceeds the amount previously approved.

Possible Board Motion: “**Move** that the Board of Education approve the quote submitted from Pilothouse Communications for the purchase of a new, districtwide telephone system.”

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
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David Solin
Business Manager 860-292-5741

Jessica Lavorgna
Director of Partnerships 860-292-5751