

# WINDSOR LOCKS PUBLIC SCHOOLS



## BOARD OF EDUCATION MEETING

**Special Meeting**

**August 12, 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 Gagnolati**

**Kylee Christianson**

**Shawn Parkhurst**

**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**

**August 12, 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 and Superintendent 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. Angelina Jones - CT High School Coaches Association Junior Softball All Star
- IV. CABE Recognition p. 5 Exhibit IV
  - A. Bonnie B. Carney Award of Excellence for Educational Communication
  - A. Bonnie B. Carney Honorable Mention Award of Excellence for Educational Communication
- V. Approval of Minutes: **Vote Needed** p. 7 Exhibit V
  - 6/17/21 Special Meeting
- VI. Personnel Report: **Vote Needed** p. 16 Exhibit VI
- VII. Committee Reports
  - A. Policy - First Read p. 17 Exhibit VII A
    - 1. 5111-5112 Admission and Placement
    - 2. 5118.2 Education Opportunities for Military Children
    - 3. 5122 Glass - Grade Assignment of Students Who Have Been

Enrolled in a Non-Accredited or Home School Program

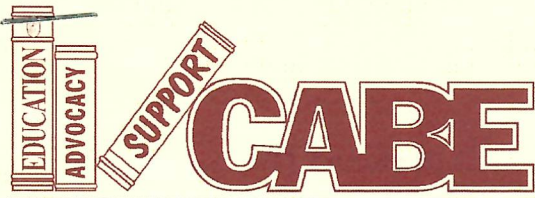
4. 5122.3 Assignment of Former Home-Schooled Students to Classes
5. 5125.3 Professional Communication Between a Certified Teacher, Administrator, or Registered Nurse and a Student, Parent
6. 5125.11 Health - Medical Records

B. Curriculum

C. Finance

- |       |   |       |              |
|-------|---|-------|--------------|
| VIII. | Class of 2021 Post Secondary Plans  | p. 44 | Exhibit VIII |
| IX.   | Board of Education 2022 Meeting Calendar: <b>Vote Needed</b>  | p. 45 | Exhibit IX   |
| X.    | Class of 2022 Graduation Date: <b>Vote Needed</b>   | p. 47 | Exhibit X    |
| XI.   | Family, School, and Community Partnership Definitions and Guidelines: <b>Vote Possible</b>  | p. 48 | Exhibit XI   |
| XII.  | 21-22 Continuity of Services Plan: <b>Vote Possible</b>   | p. 50 | Exhibit XII  |
| XIII. | Line Item Budget Transfers: <b>Vote Needed</b>  | p. 57 | Exhibit XIII |
| XIV.  | Facilities: Summer 2021 Projects Update   |       |              |
| XV.   | Board and Superintendent Comment  |       |              |
| XVI.  | Public Audience (General)   |       |              |
|       | <i>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.</i> |       |              |
| XVII. | Adjourn Meeting   |       |              |

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



Donald Harris  
President  
Bloomfield

June 28, 2021

Elizabeth Brown  
First Vice President  
Waterbury

Mr. Shawn Parkhurst  
Superintendent  
Windsor Locks Public Schools  
58 South Elm Street  
Windsor Locks, CT 06096

Leonard Lockhart  
Vice President  
for Government Relations  
Windsor

Bryan Hall  
Vice President  
for Professional Development  
East Hartford

Dear Mr. Parkhurst:

John Prins  
Secretary/Treasurer  
Branford

We are delighted to inform you that your school district has won an **Honorable Mention in the Bonnie B. Carney Award of Excellence for Educational Communications**. A list of the winning districts is enclosed.

Robert Mitchell  
Immediate Past President  
Montville

Your Honorable Mention framed certificate will be sent directly to your local school district so that you or your board chairperson can present it to the Board of Education. CABE wants to bring recognition to the talented staff members who create these outstanding examples, as well as to your entire district. Therefore, we believe that by making the presentation at your board meeting you will have the opportunity to invite the local media, and members of the staff and the community who otherwise would be unable to attend the awards presentation ceremony at the CABE/CAPSS Convention.

Christopher Wilson  
Executive Committee  
Member at Large  
Bristol

Lydia Tedone  
NSBA Director  
Simsbury

Winning districts will be showcased at the 2021 CABE/CAPSS Convention in November. Please send approximately 10 copies of your winning entry, **PRINT MATERIAL ONLY**, (videos, computer generated projects, and website excluded). Send your display material to CABE, 81 Wolcott Hill Road, Wethersfield, CT 06109 **BEFORE NOVEMBER 5, 2021** or bring them to the registration area before 7:30 a.m. on Friday, November 12, 2021.

Robert Rader  
Executive Director

Patrice A. McCarthy  
Deputy Director  
and General Counsel

Nicholas D. Caruso, Jr.  
Senior Staff Associate  
for Field Services

If you have any questions or comments about this process, please contact me at (860) 571-7446 or [lsteimer@cabe.org](mailto:lsteimer@cabe.org).

Sheila McKay  
Senior Staff Associate  
for Government Relations

Sincerely,

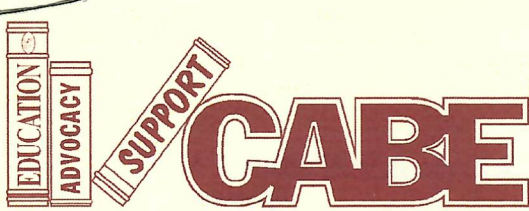
Vincent A. Mustaro  
Senior Staff Associate  
for Policy Service

Lisa Steimer  
Senior Staff Associate for Professional Development and Communications

Lisa M. Steimer  
Senior Staff Associate  
for Professional Development  
and Communications

Teresa Costa  
Coordinator of Finance  
and Administration

Enclosure



## Connecticut Association of Boards of Education

81 Wolcott Hill Road, Wethersfield, CT 06109-1242 • (860) 571-7446 • Fax (860) 571-7452 • [www.cabe.org](http://www.cabe.org)

Donald Harris  
President  
Bloomfield

June 28, 2021

Elizabeth Brown  
First Vice President  
Waterbury

Mr. Shawn Parkhurst  
Superintendent  
Windsor Locks Public Schools  
58 South Elm Street,  
Windsor Locks, CT 06096

Leonard Lockhart  
Vice President  
for Government Relations  
Windsor

Bryan Hall  
Vice President  
for Professional Development  
East Hartford

Dear Mr. Parkhurst,

John Prins  
Secretary/Treasurer  
Branford

**Congratulations!** We are delighted to inform you that your school district has won a **Bonnie B. Carney Award of Excellence for Educational Communications**. A list of the winners is attached. Please check the list to see which one of your entries won the award.

Robert Mitchell  
Immediate Past President  
Montville

Due to the current COVID-19 protocols, awards will be mailed to the Superintendent's office.

Christopher Wilson  
Executive Committee  
Member at Large  
Bristol

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Lydia Tedone  
NSBA Director  
Simsbury

Robert Rader  
Executive Director

If you have any questions or comments about this process, please contact me at [lsteimer@cabe.org](mailto:lsteimer@cabe.org) or 860-571-7446.

Patrice A. McCarthy  
Deputy Director  
and General Counsel

Sincerely,

Nicholas D. Caruso, Jr.  
Senior Staff Associate  
for Field Services

Lisa Steimer  
Senior Staff Associate for Professional Development and Communications

Sheila McKay  
Senior Staff Associate  
for Government Relations

Enclosure

Vincent A. Mustaro  
Senior Staff Associate  
for Policy Service

Lisa M. Steimer  
Senior Staff Associate  
for Professional Development  
and Communications

Teresa Costa  
Coordinator of Finance  
and Administration

**EXHIBIT V**

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION  
FROM: SHAWN L. PARKHURST, SUPERINTENDENT  
DATE: AUGUST 12, 2021  
RE: APPROVAL OF MINUTES

- June 17, 2021 Special Meeting

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

**MINUTES OF THE SPECIAL MEETING,  
June 17, 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, D. Gragnolati and K. Christensen
Members Absent:	None
Administrators:	S. Parkhurst, S. Lee, D. Solin, G. Weigert, and J. Lavorgna,
Student Representatives:	None
Students:	R. Lucas, C. Mackey, T. Oberg and C. Hinckley
Staff:	D. Bole and a few others
Others:	P. Sulik, P. Harrington, S. Nolan, J. Quagliaroli, A. Mackey and a few others including 33 total participants via Zoom or Livestream
Press:	None

**I. Call to Order**

Chairwoman Mrs. Patricia King called the Special Meeting to Order at 5:05 p.m. held at the Windsor Locks High School Library Media Center and via Zoom Meeting.

**A. Roll Call for Quorum**

All Board Members were present.

**B. Pledge of Allegiance**

All stood up and pledged allegiance to the flag.

**C. Board of Education Communications**

Chairwoman Mrs. Patricia King welcomed everyone to the meeting. She apologized as she was not in-person, but attending remotely due to her husband's health concerns. She was unable to participate in the employee recognition and wanted to express her gratitude to all of the employees for their hard work and years of service to the district. She congratulated recent graduate Mr. Jim Quagliaroli and welcomed Mrs. Kylee Christianson, who is nominated for the vacancy on the Board.

Board Member Mr. Jim McGowan commented he attended Dollars for Scholars, it was a big success. He attended the special education advocate meeting with Mr. Josh Robinson and also attended each staff recognition event in all of the schools along with Board Member Mr. Dennis Gragnolati. There are many, many employees that have stayed with the district 15 years through 26 years. He thanked them for their hard work and dedication. He attended Graduation on June 14, 2021 and the Eighth Grade Award Ceremony at the middle school. He was also able to visit the STSU program and was



able to view the slideshow of the year's progress. He attended the Wandry Memorial Ceremony at the tennis courts. It was well attended and very moving with his wife and students speaking about Mr. Wandry.

## **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. Appointment of New Board of Education Member**

Chairwoman Mrs. Patricia King recommended Mrs. Kylee Christianson to fill the vacancy on the Board.

Mrs. Kylee Christianson addressed the Board. She is a lifelong resident of Windsor Locks. She has had two children in the system, one is a sophomore at Quinnipiac University and the other a junior in high school. She is excited to serve the students and families of Windsor Locks.

It was **MOVED** (Gragnolati) and **SECONDED** (Byrne) and **PASSED** (U) that the Board of Education appoints Mrs. Kylee Christianson to the Windsor Locks Board of Education filling the vacancy and term of Ms. Paige Latourmes.

Mr. Scott Nolan, Town Clerk sworn in Mrs. Kylee Christiansen as a Board Member of the Windsor Locks Board of Education.

## **IV. Student Recognition**

Mr. Parkhurst recognized a few students noting their accomplishments. The following students were recognized:

### **A. Ryan Lucas**

Miss Lucas has been a student representative on the Board of Education this past year and will continue next year, her senior year. She has been awarded many academic awards, including the Harvard Book award. She has 390 hours of community service, and she is a member of the tennis team. She has taken 6 AP classes and plans on taking two more next year. Mr. Parkhurst thanked her for all of her work as a student representative.

### **B. James Quagliaroli**

Mr. Quagliaroli, a graduate of the Class of 2021. He has been a student representative for the past year and participated in the Steering Committee and attended every meeting which was held every Monday during the pandemic. He speaks what he believes in. He is a member of the music department and most recently started in the puppet show. He is a very outgoing person and Mr.

Parkhurst thanked him for all of his hard work as a student representative and wished the very best for him in the future. In addition to Mr. Parkhurst, Ms. Patrice Sulik, MPS, R.S, Director of Health at the North Central Health District addressed the Board and spoke about Mr. Quagliaroli and her interactions with him during the Steering Committee meetings and how she looked forward to his ideas and energy at the meetings. She read from a letter expressing her gratitude for all he had done during the pandemic. She gave him a scholarship, from her personally, wishing him the very best in the future.

#### **C. Caden Mackey**

Mr. Parkhurst announced that Mr. Caden Mackey was awarded the Hugh O'Brien Leadership Award. Mr. Parkhurst discussed all of the criteria for the award which included problem solving, leadership, decision making, personality, and community service. Mr. Mackey is a junior camp counselor at Pesci Park, currently is enrolled in two AP classes for his junior year and plans on taking three in his senior year. He was a student representative in 2018-2019 in a committee for report cards and wards awarded the American Legion Award. He congratulated Mr. Mackey!

#### **D. Tristan Oberg**

Mr. Parkhurst was happy to announce that Miss Tristan Oberg, a junior, won first place in the Class S State Championships in discus. She was invited to the State Open, winners for all Classes throughout the state, big and little schools included, approximately 25 athletes. Ms. Oberg placed second in this tournament. She is the first in Windsor Locks history to win in the State Championship. He congratulated her for a job well done and commented he can't wait to see what she does next year!

#### **E. Colin Hinckley**

Mr. Parkhurst noted that this is the first time in school history that a senior baseball player was selected to the All-State Baseball team. He was nominated and selected as a starting catcher. Mr. Parkhurst congratulated Colin and wished him the best at UCONN in the fall.

### **V. Staff Recognition – Years of Service**

Mr. Parkhurst announced ceremonies were held in each school and Central Office to recognize and thank employees celebrating milestone years of service in the Windsor Locks Schools. A list of all employees recognized was given to all Board Members in their packets.

### **VI. Approval of Minutes**

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

It was **MOVED** (Byrne) and **SECONDED** (McGowan) and **PASSED** (4-0-1) (In Favor: P. King, M. Byrne, J. McGowan and D. Gragnolati; Opposed: None; Abstain: K. Christianson) that the Board of Education accepts the May 27, 2021 Special Meeting Minutes and the June 7, 2021 Special Meeting Minutes, as presented.

## **VII. Personnel Report**

Ms. Sheri Lee, Human Resource Director addressed the Board. She announced to the Board there are two resignations which need to be accepted. Those are: Mr. 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 and Mr. 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.

It was **MOVED** (Byrne) and **SECONDED** (McGowan) and **PASSED** (U) 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.

## **VIII. Committee Reports**

### **A. Policy**

#### **1. Approval of Minutes May 26, 2021**

It was **MOVED** (McGowan) and **SECONDED** (Byrne) and **PASSED** (U) that the Board of Education accepts the May 26, 2021 Policy Sub-Committee Meeting Minutes, as presented

### **B. Curriculum**

### **C. Finance**

#### **1. Approval of Minutes June 9, 2021**

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

## **IX. Update on Goals & Progress**

- **Attendance**
- **IReady Diagnostic Benchmark**

Mr. Parkhurst commented that the Windsor Locks Public Schools closely monitored student attendance throughout the year 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. The date ranges were from September 2020 through May 2021. District remained constant and shows a decrease of 3% from the beginning of the year. The high school decreased by 4% from the beginning of the year to present. The middle school decreased by 2% from beginning of the year. South Elementary School decreased by nearly 7% from beginning of the year. North Street School decreased by 2% from beginning of the year. 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 November through May data.

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

#### **X. Windsor Locks Bandshell Discussion**

Mr. Parkhurst noted that over the past year, several discussions regarding the construction of a community bandshell between the middle school and town hall have taken place. At the request of Town Planner, Ms. 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. An aerial photograph was shown indicating where the proposed bandshell would be constructed.

Board Members had questions as to maintaining the bandshell, coordinating the use and if the bandshell will be used while school is in session. Other concerns mentioned were liability, access and parking areas. Mr. Parkhurst indicated he would reach out to the Town Planner and discuss the concerns the Board Members.

#### **XI. Community Asset Map**

Ms. Jessica Lavorgna, Director of Partnerships, addressed the Board. She explained 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. Ms. Lavorgna showed the map and worked with it online to show everyone how it works. The map can be found on the district's website. She reminded everyone the map is a living document, it will constantly be updated with new and exciting assets of the Windsor Locks community.

#### **XII. Food Service Contract**

Mr. Parkhurst indicated that it is the recommendation of Mr. David Solin, Business Manager, that the Board of Education authorize the Food Service contract extension for FY 2021-2022 with Sodexo Inc. The extension reflects an increase of 3.3% of fees.

It was **MOVED** (Gragnolati) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education approves the one (1) year, FY 2021-2022 food service extension agreement with Sodexo Inc.

### **XIII. Food Service Fee Structure Agreement**

Mr. Parkhurst indicated that it is the recommendation of Mr. David Solin, Business Manager, that the Board of Education authorize the amendment to the FY 2020-2021 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.

It was **MOVED** (Gragnolati) and **SECONDED** (Christianson) and **PASSED** (U) that the Board of Education approves the amendment to the FY 2020-2021 Food Service Agreement with Sodexo Inc.

### **XIV. Healthy Food Certification**

Mr. Parkhurst indicated that 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 Connecticut General Statutes requires that each local board of education or governing authority for all Connecticut 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 Connecticut Nutrition Standards for the period of July 1, 2021 through June 30, 2022.

It was **MOVED** (Gragnolati) and **SECONDED** (McGowan) and **PASSED** (U) 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.

It was **MOVED** (Gragnolati) and **SECONDED** (Christianson) and **PASSED** (U) 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.

**XV. Roof Project: WLHS and South Elementary School**

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

Mr. Roger LeFleur, the project manager, was in attendance and answered all questions which included anticipated date of completion.

It was **MOVED** (Christianson) and **SECONDED** (Gragnotati) and **PASSED** (U) that the Board of Education/Building Committee approves the contract with Imperial Restoration Inc. for the partial roof replacement at Windsor Locks High School.

It was **MOVED** (McGowan) and **SECONDED** (Gragnotati) and **PASSED** (U) that the Board of Education/Building Committee approve the contract with Imperial Restoration Inc. for the partial roof replacement at South Elementary School.

**XVI. WLPS District Telephonic System Upgrade**

Mr. 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.

A brief discussion was held which included input from Mr. Greg Weigert, Director of Facilities.

It was **MOVED** (McGowan) and **SECONDED** (Christianson) and **PASSED** (U) that the Board of Education approves the quote submitted from Pilothouse Communications for the purchase of a new, districtwide telephone system.

**XVII. Board and Superintendent Comment**

Vice—Chair Ms. Byrne commented she attended their most recent CAGE Legislative Update Meeting and there are ten policies which will have to be updated along with a bill which is being introduced including two or three days for students for their mental health. She is expecting an email with more details and once she receives it, she will forward it onto all Board Members.

Mr. Parkhurst wished everyone a great summer! He thanked all of the Board Members, teachers, families and students for the challenging past year with all of the changes the district had overcome, including all of the Zoom Meetings. He also thanked Mr. Greg

Weigert and his team for all of their assistance for making the graduation ceremony happen during the on and off rain during the day.

Vice-Chair Ms. Byrne thanked Mr. Parkhurst and Ms. Lee, and the entire leadership team for all of their amazing work during this past year from breakfast and lunch meals for students to vaccination clinics.

**XVIII. Public Audience**

None.

**XIX. EXECUTIVE SESSION**

It was **MOVED** (Gragnotati) and **SECONDED** (McGowan) and **PASSED** (U), that the Board of Education enters into Executive Session as permitted by Connecticut General Statutes Section 1-215(a) for the following purposes as allowed by Section 1-200(6), that are:

- A. Discussion of a Legal Matter
- B. 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 6:33 p.m.

It was **MOVED** (Gragnotati) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education terminates Executive Session and reconvenes into public session at 7:26 p.m.

**XX. Adjournment**

It was **MOVED** (Gragnotati) and **SECONDED** (Christianson) and **PASSED** (U) that the Board of Education adjourns the Special Meeting of June 17, 2021 at 7:27 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: AUGUST 12, 2021

RE: PERSONNEL REPORT

Resignations:

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

Emily Owens, a Psychologist at the High School has resigned effective September 3, 2021. At the time of her resignation, Ms. Owens will have served the students of Windsor Locks for Seven (7) years.

Susan Montemerlo, an Interventionist Teacher at North Street School has resigned effective September 6, 2021. At the time of her resignation, Ms. Montemerlo will have served the students of Windsor Locks for Fifteen (15) years.

**BOARD MOTION:** “**MOVE** that the Board of Education accept Ms. Luzietti’s, Ms. Owens’ and Ms. Montemerlo’s resignations, effective June 30, 2021, September 3, 2021 and September 6, 2021 respectively, and offer them our sincere appreciation for all of their efforts on behalf of the students of the Windsor Locks Public Schools.”



## Students

### 5111/5112 - Admission/ and Placement

#### Admission

#### School Age Entrance

The Windsor Locks Public Schools (WLPS) shall be open to all children between five years of age and under twenty one (21). Specific guidelines include the following:

Students who attain the age of five on or before the first day of January of any school year will be eligible to attend kindergarten ~~at on~~ the ~~opening of school in the fall~~ first day of the school year ~~in which the~~ preceding fall.

~~Students~~ student attains the ~~who reach~~ age of five ~~six~~ on or before the first day of January ~~of any~~ school year may enter first grade on the first day of that school year the preceding fall.

Exceptions to routine admission may be made by the school principal on the basis of supporting evidence from physical and psychological examinations.

~~Prior to admission, each student is required to have a health assessment according to Policy 5141.3.~~

A child who meets the school age entrance requirements may attend the WLPS provided the child additionally meets residency requirements as set forth in state law as well as Windsor Locks Board Policy 5118, Residency and Non-Resident attendance and/or Windsor Locks Board Policy 5118.1, Homeless Students.

#### Admission

Each child admitted to the WLPS shall be advised by the appropriate school authorities, of an equal opportunity to participate in the program and activities of the school system without discrimination on account of race, color, sex, religion, national origin or sexual orientation, gender identity or expression or disability.

Special education will be provided (CGS 10-76d(b2)) for children who have attained the age of three and who have been identified as being in need of special education, and whose educational potential will be irreparably diminished without special education. If a special education student is being considered for an exception, the Planning and Placement Team (PPT) will make a recommendation to the administrator in charge of special education.

Parents and those who have the care of children five years of age and under eighteen (18) years of age are obligated by Connecticut law to require their children to attend public school in the

~~district~~District in which the child resides, unless the parent/guardian is able to show that the child is elsewhere receiving equivalent instruction in the studies required in the public schools. The parent/guardian or person having control of a child seventeen (17) years of age may consent to the withdrawal of such student from school. Please use Form B To withdraw the student, the parent/guardian or person who has care of the seventeen year of child is required to personally appear at the school district office and sign a withdrawal form (Form 2). The District shall provide the parents or guardians with information on the educational opportunities available in the school system.

The parent or guardian who has the care of a child five years of age shall have the option of not sending the child to school until the child is six years of age. The option may be renewed when the child reaches six years of age if the parent/guardian wishes to defer enrollment until the child is seven years of age.

The parent/guardian shall exercise above option by personally appearing at the school district office and by signing an option form (Form 11). The ~~district~~District shall provide the parents or guardians with information on the educational opportunities available in the school system.

Each child entering the district schools for the first time must present a birth certificate or offer legal evidence of birth data, as well as proof of a recent physical examination and required immunizations. If the parents or guardians of any children are unable to pay for such immunizations, the expense of such immunizations shall, on the recommendation of the Board, be paid by the town. Proof of domicile may also be requested by the Building Principal.

The above requirements are not to serve as barriers to immediate enrollment of students, designated as homeless or foster children as required by the Every Student Succeeds Act (ESSA and the McKinney-Vento Act as amended by ESSA. WLPS shall work with the child welfare agency, the school last attended, or other relevant agencies to obtain necessary enrollment documentation. Students who are classified as homeless under federal law and therefore do not have a fixed residence, will be admitted pursuant to federal law and Board policy 5118.1, Homeless Students.

## **Students**

### **Admission/Placement**

#### **Admission** (continued)

~~Prior to public school enrollment each child is required to have a health assessment. The assessment shall include:~~

- ~~1. A physical examination which shall include hematocrit or hemoglobin tests, height, weight and blood pressure.~~
- ~~2. An updating or immunizations as required under sections 10-204 and 10-204a.~~
- ~~3. Vision, hearing, speech and gross dental screenings.~~
- ~~4. Such other information, including health and development history, and such additional tests as the physician feels are necessary and appropriate.~~

~~Pursuant to state statute, no child shall be admitted to kindergarten class prior to school acceptance of the required health assessment. Students entering the school system at any grade level, from a dormitory situation, will be required to have completed a tuberculin test within the last thirty (30) days.~~

Parents/guardians shall bear the cost of health assessments for entry to kindergarten, except for parents or guardians who meet the eligibility requirements for free and reduced price meals under the National School Lunch Act. Where parents meet these eligibility requirements, the Board of Education shall bear the cost of such assessments. In all cases where further testing or treatment beyond the basic assessment is necessary, the parent or guardian shall bear the costs of such testing or treatment.

No child shall be required to undergo a physical or medical examination or treatment, or to be compelled to receive medical instruction, if the parent or legal guardian of such pupil, in writing, notifies the Principal or other person in charge of such students that such parent or guardian objects, on religious grounds, to such physical or medical examination or treatment or medical instruction.

Any child entering or returning to the District from placement in a juvenile detention school, the Connecticut Juvenile Training School, or any other residential placement, shall have the educational records of such child provided to the Superintendent of Schools by the Department of Children and Families (DCF) and the Judicial Department. Such information will be shared with the Principal of the school to which the student is assigned. The Principal can disclose them to the staff who teach or care for the child.

The Board shall immediately enroll any student who transfers from Unified School District #1 or Unified School District #2. A student transferring from the Unified School Districts who had previously attended school in the WLPS District prior to enrollment in Unified School District #1 or Unified School District #2 shall be enrolled in the school such student previously attended, provided such school has the appropriate grade level for the student.

### **Placement**

Children who have attained the age of nineteen or older may be placed in an alternative school program or other suitable educational program if they cannot acquire a sufficient number of credits for graduation by age twenty-one.

Students who apply for initial admission to the ~~district's~~District's schools by transfer from non-public schools or from public schools outside the ~~district~~District will be placed at the grade they would have reached elsewhere pending observation and evaluation by classroom teachers, guidance personnel, and the school Principal and consultation with the student's parent/guardian.

## Students

### Admission/Placement (continued)

At the high school level, a student's record of transfer shall be received and appraised. If the school from which the student is transferring is accredited by the New England Association of Secondary Schools and Colleges or its equivalent, the courses and their levels, credits and grades shall be transferred to the Windsor Locks High School. If the district is not accredited the administration and guidance staff shall appraise and determine the courses credible toward graduation. These decisions will be reviewed with the student and parents/guardians.

The transferring student's class rank shall be based upon grades as transferred. Where transcripts received indicate letter grades only, the sending school will be asked to supply the numerical grades. ~~A student who has attained the age of nineteen (19) or older may be placed in an alternative school program or other suitable educational program if he/she cannot acquire a sufficient number of credits for graduation by age twenty-one (21).~~

~~Any child entering or returning to the district from placement in a juvenile detention school, the Connecticut Juvenile Training School, or any other residential placement, shall have the educational records of such child provided to the Superintendent of Schools by the Department of Children and Families (DCF) and the Judicial Department. Such information will be shared with the Principal of the school to which the student is assigned. The Principal can disclose them to the staff who teach or care for the child.~~

Unified District No 2: WLPS shall provide written notification of enrollment to the school district where the transferring student previously attended not later than two business days after the student enrolls. The school district where the student previously attended school shall transfer the student's education records to the WLPS no later than ten days after receipt of notification of enrollment, and if the student's parent or guardian did not give written authorization for the transfer of such records, shall send notification of the transfer to the parent or guardian at the same time that it transfers the records.

Any child entering or returning to the District from placement in a juvenile detention school, the Connecticut Juvenile Training School, or any other residential placement, shall have the educational records of such child provided to the Superintendent of Schools by the Department of Children and Families (DCF) and the Judicial Department. Such information will be shared with the Principal of the school to which the student is assigned. The Principal can disclose them to the staff who teach or care for the child.

The Board shall immediately enroll any student who transfers from Unified School District #1 or Unified School District #2. A student transferring from the Unified School Districts who had previously ~~The District will immediately enroll any student who transfers from Unified District No. 1 or~~ attended school in the ~~local~~ WLPS District prior to enrollment in Unified School District #1 or Unified School District #2 shall be enrolled in the school such student previously attended, provided such school has the appropriate grade level for the student.

In the case of a student who transfers from Unified School District #1 or Unified School District #2 to the WLPS, the Board shall provide written notification of enrollment in the District to

Unified School District #1 or Unified School District #2 not later than ten days after the date of enrollment. The Unified School District shall, not later than ten days after receipt of notification of enrollment from the WLP, transfer the records of the student to the WLPS. Not later than thirty days after receiving the student's education records, the student shall be credited by WLPS for all instruction received in Unified School District #1 or Unified School District #2.

### **Transfer and New Resident Students**

Parents and students making application to the school system shall complete a registration form. All immunizations and health requirements shall be met prior to the admission of the student. Copies of records and transcripts shall be obtained from sending schools with authorization of the parent or guardian or student if eighteen years of age or more. ~~Students entering the school system at any grade level, from a dormitory situation, will be required to have completed a tuberculin test within the last thirty (30) days.~~ in accordance with Board Policy 5141.3 Health Assessments and Immunizations. Students born in high risk countries and entering school in Connecticut for the first time should receive either TST (tuberculin skin test) or IGRA (interferon-gamma release assay). Any individual found to be positive shall have an appropriate medical management plan developed that includes a chest radiograph. Students not already known to have a positive test for tuberculosis should be tested if they meet any of the risk factors for TB infection

**Assignment of Former Home-Schooled Students to Classes**

**Admission/Placement** (continued)

When a student enters the District from home-schooled instruction, the District is required to determine the appropriate grade level and course level placement for the student. The procedures/guidelines contained in Board Policy 5122.3, Assignment of Former Home-Schooled Students to Classes, and its regulations shall be followed to guide such a determination.

**Elementary**

Grade placement shall be the responsibility of the principal and shall be based on general achievement with consideration given to the mental, physical, emotional and social maturity of the child.

In general, students transferring into the system will be placed at the same grade level as in the school from which they transferred. However, transferring as well as continuing students may be retained or advanced in grade at the Principal's discretion after consultation with parents.

**Secondary**

At the high school level, a student's record of transfer shall be received and appraised. If the sending school, i.e. school from which the student is transferring, is a school accredited by The New England Association of Secondary Schools and Colleges or its equivalent, the courses and their levels, credits and grades shall be transferred and received in total by Windsor Locks High School. If the school is not accredited the administration and guidance staff shall appraise and determine the courses creditable toward graduation. Any decision in this regard shall be reviewed with the parents and students. In general, the number of course credits and required courses for graduation at Windsor Locks High School shall supersede the requirements for graduation at the sending school. In the event that the sending school does not comply with said request, the Guidance Department staff will convert the letter grades to their numerical equivalents, utilizing the midrange score for each letter grade. Consideration for senior class valedictorian and salutatorian shall be given to students whose enrollment in Windsor Locks High School has extended over a period of at least 1 year.

The transferring student's class rank shall be based on his/her grades as transferred. Where transcripts received indicate only letter grades, the sending school shall be asked to send the numerical grades as well for the purpose of calculating class rank.

When secondary and post-secondary schools request records of students transferring from Windsor Locks, upon the release of records authorized by the parent or guardian or student if over eighteen, the Guidance Department shall forward to such schools copies of the academic records transferred from previously attended schools as well as copies of all Windsor Locks academic records.

When secondary and post-secondary schools request records of District students ~~from Windsor~~<sup>023</sup>

| **Locks**, upon the release of records authorized by the parent or guardian or student if over eighteen, the Guidance Department shall forward to such schools copies of the academic records transferred from previously attended schools as well as copies of all Windsor Locks academic records.



## Students

### Admission/Placement

#### Secondary (continued)

Children who have attained the age of seventeen and who have terminated enrollment in the ~~district's~~District's schools with parental permission as described previously and subsequently seeks readmission may be denied readmission for up to ninety school days from the date of such termination, unless such child seeks readmission to a ~~district~~District school not later than ten days after such termination. In such case the child will be provided school accommodations not later than three days after the requested readmission.

#### Legal ~~Reference:~~ References:

##### Connecticut General Statutes

10-15 Towns to maintain schools

10-15c Discrimination in public schools prohibited. School attendance by five-year olds, as amended by PA 97-247

10-76a - 10-76g re special education

10-184 Duties of parents (~~re mandatory schooling for children ages five to sixteen, inclusive~~)—Duties of parents. School attendance age requirements (as amended by PA 98-243, PA 00-157 and PA 09-6 (September Special Session))

10-186 Duties of local and regional boards of education re school attendance. Hearings.

Appeals to state board. Establishment of hearing board. Readmission, as amended.

##### Transfer

10-220h Transfer of student records, as amended.

P.A. 11-115 An Act Concerning Juvenile Reentry and Education 10-233a - 10-

233f Inclusive; re: suspend, expel, removal of pupils 10-233c Suspension of pupils

10-233d Expulsion of pupils

10-233k Notification of school officials of potentially dangerous students. (as amended by PA 01-176)

10-261 Definitions

State Board of Education Regulations

10-76a-1 General definitions (c) (d) (q) (t)

10-76d-7 Admission of student requiring special education (referral) 10-204a

Required immunizations (as amended by PA 98-243) McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 et seq. *Plyler vs. Doe*, 457 U.S. 202 (1982)

**ACKNOWLEDGEMENT OF OPTION TO WITHDRAW NOT  
ENROLL A CHILD SIXTEEN SIX OR SEVENTEEN SEVEN YEARS  
OF AGE FROM IN SCHOOL**

Pursuant to Section 10-184 of the Connecticut General Statutes

I, \_\_\_\_\_, of \_\_\_\_\_,  
**Name of Parent, Guardian or Other** **Address**

the parent, guardian or other person charged with the care of the following minor child

\_\_\_\_\_, of \_\_\_\_\_ who was  
**Name of Child** **Address**

born on \_\_\_\_\_ do hereby choose not to send my child to public  
**Date**

school during the \_\_\_\_\_.  
**School Year**

Furthermore, before signing this form, a representative of the \_\_\_\_\_  
**Name of District**

school district met with me and provided me with information concerning the educational opportunities and school accommodations available in the school system.

ACKNOWLEDGED BY:

\_\_\_\_\_  
\_\_\_\_\_

**Signature of Parent, Guardian or Other**

\_\_\_\_\_  
\_\_\_\_\_

**Date**

**ACKNOWLEDGEMENT OF OPTION TO EXEMPT ATTENDANCE  
OF CHILD ~~SIXTEEN OR~~ SEVENTEEN YEARS OF AGE FROM SCHOOL**

Pursuant to Section 10-184 of the Connecticut General Statutes

I, \_\_\_\_\_, of \_\_\_\_\_,  
**Name of Parent, Guardian or Other** **Address**

the parent, guardian or other person charged with the care of the following minor child

\_\_\_\_\_, of \_\_\_\_\_ who was  
**Name of Child** **Address**

born on \_\_\_\_\_ do hereby elect to ~~with draw~~withdraw my child from public  
school. Furthermore, before signing this form, a representative of the \_\_\_\_\_  
**Name of District**

school district met with me and provided me with information concerning the educational  
opportunities and school accommodations available in the school system.

ACKNOWLEDGED BY:

\_\_\_\_\_  
\_\_\_\_\_

**Signature of Parent, Guardian or Other**

\_\_\_\_\_  
\_\_\_\_\_

**Date**

**HOST/LOCAL RESIDENT FORM**

State of Connecticut

ss: WINDSOR LOCKS

County of Hartford

Personally appeared \_\_\_\_\_, who made oath to the following:  
(name of local host)

1. I am a resident of the Town of Windsor Locks, State of Connecticut. My residence is located at \_\_\_\_\_ State of Connecticut.  
(street address)

2. A child by the name of \_\_\_\_\_ currently resides with me  
(name of child)  
at the above stated address.

3. The child is/is not related to me as my \_\_\_\_\_ and  
(circle correct response) (if related, state relationship to child)  
is to reside with \_\_\_\_\_ at \_\_\_\_\_.  
(name of resident host) (address of resident host)

4. I receive no payment for providing such residence.

5. Such residence is not for the sole purpose of obtaining school accommodations.

6. I shall report to the Windsor Locks Board of Education any change in the foregoing circumstances within 30 days from the date on which such change occurs.

**I hereby swear to the truth of the foregoing statements, under penalty of perjury, recognizing that the Windsor Locks School District has released me from the obligation to pay tuition costs in reliance on this affidavit.**

\_\_\_\_\_  
Signature (Host/Local Resident)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
**Notary Public**

## Students

### 5118.2 - Educational Opportunities for Military Children

In an effort to facilitate the placement, enrollment, graduation, data collection and provision of special services for students transferring into or out of the District because of their parents being on active duty in the U.S. Armed Services, the District supports and will implement its responsibilities as outlined in the *Interstate Compact on Educational Opportunity for Military Children*. The Board of Education believes it is appropriate to remove barriers to educational success imposed on children of military families because of their parents' frequent moves and deployment.

## Definitions

"Active duty" means full-time duty status in the active uniformed service of the United States, including members of the National Guard and Reserve on active duty orders pursuant to 10 USC Section 1209 and 1211.

"Uniformed services" means the Army, Navy, Air Force, Marine Corps, Coast Guard as well as the Commissioned Corps of the National Oceanic and Atmospheric Administration, and Public Health Services.

"Children of military families" ~~means~~ mean school-aged children, enrolled in kindergarten through 12<sup>th</sup> grade, in the household of an active duty member of the uniformed service of the United States, including members of the National Guard and Reserve.

**Deployment** means the period one month before the service members' departure from their home station on military orders through six months after return to their home station.

**Education(al) records** means official records, files, and data directly related to a student and maintained by the school including, but not limited to, records encompassing all the material kept in the student's cumulative folder.

The requirements, applicable to eligible students, which must be fulfilled, are listed below. Eligible students are those who are children of active duty personnel, active duty personnel or veterans who have been severely injured and medically discharged, and active duty personnel who die on active duty within one year of service. Students are not eligible for the provisions of the *Compact* if they are children of inactive Guard or Reserves, retired personnel, veterans not included above or U.S. Department of Defense personnel and other federal civil service employees and contract employees.

The District's responsibilities to eligible children include the following:

- Sending schools must send either official or unofficial records with the moving students and District receiving schools must use those records for immediate enrollment and educational placement.

- Simultaneously, the receiving school must request official records and the sending schools shall respond within 10 days with the records.

## Students

### ~~Educational Opportunities for Military Children~~ (continued)

- Immunization requirements of the District may be met within 30 days from the date of enrollment ~~(or be in progress)~~. within such time as is reasonably determined under the rules promulgated by the Interstate Commission.
- Receiving schools must honor placement of students in all courses from the sending school. These include, but are not limited to, Honors, International Baccalaureate, Advanced Placement, vocational-technical, and career pathway courses if those courses are offered in the receiving school.
- Receiving schools must allow for the continued enrollment of students at the same grade level as in the sending school, including kindergarten, regardless of the student's age.
- In compliance with federal law, special education students must be placed by the existing IEP with reasonable accommodations in the receiving school. This does not preclude the receiving school from performing subsequent evaluation to ensure appropriate placement.
- The receiving school shall make reasonable accommodations and modifications to address the needs of students identified as requiring 504 services in accordance with their existing 504 plans. This does not preclude the receiving from performing subsequent evaluation to ensure appropriate placement.
- The District will exercise, as deemed appropriate, the right to waive prerequisites for all courses and programs, while also maintaining its right to re-evaluate the student to ensure continued enrollment, as deemed appropriate.
- Absences related to a student visiting with his/her parent related to leave or deployment activities may be excused by the District at the discretion of the superintendent or designee.

(cf. 5111 – Admission)  
 (cf. 5113 – Attendance and  
 Excuses) (cf. 5123 –  
 Promotion/Retention)  
 (cf. 5125 – Student Records; Confidentiality)  
 (cf. 5141.3 – Health Assessments and  
 Immunizations) (cf. 6146 – Graduation  
 Requirements)  
 (cf. 6171 – Special Education)

Legal ~~Reference:~~References:

Connecticut General Statutes

10-15f Interstate Compact on Educational Opportunity for Military Children

Policy adopted: March 28, 2013  
~~SCHOOLS~~  
~~Windsor Locks, Connecticut~~

~~WINDSOR LOCKS PUBLIC~~



**Students**

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

Students transferring from a school that is non-accredited or a home school program will be enrolled at a level of mastery commensurate with the Windsor Locks Public Schools performance standards and benchmarks. The principal or designee will make the final determination.

(cf. 5122.3 – Assignment of Former Home-Schooled Students to ~~Classes~~) ~~Legal Reference:-~~

~~Connecticut General Statutes~~classes)

Legal References:

Connecticut General Statutes

10-221(b) Boards of Education to Prescribe Rules

Policy adopted: March 28, 2013  
~~SCHOOLS~~  
~~Windsor Locks, Connecticut~~

~~WINDSOR — LOCKS — PUBLIC~~

## Students

### 5122.3R - Assignment of Former Home-Schooled Students to Classes

When a student enters the District from home-schooled instruction, the District is required to determine the appropriate grade level and course level placement for the student. In order to make such determination, when a student seeks entry, the following procedures/guidelines listed below shall be followed.

The District retains the absolute right for assignment of all students. The parent/guardian, teacher, student (when appropriate), and the Building Principal; shall meet to consider appropriate placement at grade level.

### Elementary and Middle School (K-8) Students

At the elementary and middle school levels, the grade placement shall depend upon the age of the student, physical maturity, social adjustment, performance in relation to student learning objectives for grade level and a review of the course work completed during home instruction, as submitted by the parent/guardian as proof of achievement. This may include a portfolio of completed assignments, essays, tests, reports or other materials. The use of placement tests, achievement tests, or other assessments as deemed necessary for evaluation, administered by school staff, shall also be appropriate in determining grade placement.

### High School

In addition to the above criteria, the following applies to students seeking entry from home schooling at the high school level (9-12).

- • The student must qualify for admission with appropriate grade level skills and course credits.
- • The Principal or designee will verify that the student is eligible to be included in school under these procedures.
- • Following consultation with parents/guardians and the administration of academic standardized tests and other assessments, where appropriate, the Principal or designee will make a determination of grade placement. Such determination will be based upon the District official's professional judgment of:
  - The requests of the parent/guardian;
  - The student's verified performance while on home-based instruction; and
    - When appropriate, the student's academic ability as documented by the results of district administered standardized achievement tests and other assessments as appropriate.

## Students

### ~~Assignment of Former Home-Schooled Students to Classes~~

#### ~~High School (continued)~~

- • Academic credits may be provided by the District to the student provided the student demonstrates appropriate academic proficiency. Proficiency in subject areas/courses is to be determined by tests administered by the respective Department Chairperson. Such tests can consist of semester and/or year-end tests. Any dispute or question to a proficiency determination shall be referred to the Principal.
- • The amount of credit(s) to be awarded will be determined by the Department Chairperson(s) on the basis of proficiency with a recommendation to the Principal. Satisfactory proficiency for a specific course will be given a grade of “P” for passing with no letter or numerical designation of level of proficiency.
- • When a determination has been made that the student is to receive credit toward graduation for a course(s) taken while home-schooled, the letter “P” as indicated above shall be entered on the student’s transcript, for pass, along with the statement, “Home-Schooled.” These courses are not to be considered in the grade point average or class rank of the student.
- • When non-academic courses such as art or music are presented for credit by a home-schooled student, the school personnel responsible for determining mastery may elect to review a portfolio of work done by the student and/or allow the student to demonstrate proficiency through a performance.
- • Once the appropriate grade level has been determined, the student and his/her parent/guardian and a guidance counselor will develop a planned program of study which will enable the student to make appropriate progress toward fulfilling the District’s graduation requirements.
- • All students must complete all courses required by state and federal statutes.
- • In order to graduate from the District’s high school, the student must be enrolled in the District his/her eleventh (11<sup>th</sup>) and twelfth (12<sup>th</sup>) grade.
- • No student shall be eligible for valedictorian/salutatorian honors or for designation as an honors graduate who has not been enrolled in the district’s high school for at least two (2) years preceding high school graduation.

**Students**

~~Assignment of Former Home-Schooled Students to Classes (continued)~~

~~(cf. 5111—Admission)~~

~~(cf. 5122—Assigning Students to a Teacher and Classes in Grades K-12) (cf. 5123—Promotion/Retention)~~

~~(cf. 6146—Graduation Requirements)~~

Legal Reference:

           Connecticut General Statutes

10-221(b) Boards of education to prescribe rules

Regulation approved:            March 28, 2013  
**SCHOOLS**  
Windsor Locks, Connecticut

~~WINDSOR LOCKS PUBLIC~~

## Students

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

The Board of Education (Board) recognizes that constructive communications between parents and youth promote a fuller opportunity for student development and maturation. Accordingly, the Board through its policies and procedures postulates a position of helpfulness and support to advance constructive parent student communications.

Constructive communications between parent and child are viewed as characterized by a quality of openness, regard for confidentiality or privacy, harmonious dialogue, sensitivity to critical issues, and a spirit of mutual support and respect.

A magnitude of pressures and problems confront families in our society. Young people face complex problems. The problems their parents face, unfortunately, are no less complex. Because of the changes taking place in society, parents in general may not have parallel experiences they may draw upon as frameworks for counseling their youngsters. Thus it is possible for gaps to develop in parent-child communications. Nevertheless, it is imperative in these times that members of the family not go their separate ways but rather strive to come together for mutual understanding and support. In this regard, the professional staff can assist in family relationships.

The certified staff, guidance counselors, school social workers, and registered nurses are in positions to receive from students and parents personalized communications (such as outlined in this policy). The efforts of the professional staff toward closing communication gaps and advancing constructive communications between students and their parents are strongly encouraged.

Professional communications made by a student and/or a parent to a school professional shall be confidential as set forth herein and as required under Connecticut state and/or federal law. Notwithstanding, professional staff shall refrain from making promises of absolute confidentiality when receiving information from a student or parent as disclosure may be required by law, Board Policy, professional obligation or duty or for health and safety reasons. The decision of a school professional whether or not to disclosure information shared in confidence by a parent or student shall be guided by law, Board Policy and any applicable professional code of conduct or responsibility.

- ~~A.~~ A. A professional communication is defined as any communication made privately and in confidence by a student or parent to a certified teacher, administrator or registered school nurse who is employed ~~in the student's by~~ or assigned to a District school.
- ~~B.~~ B. It is important to respect the privacy of the student and parent, and certified teachers, administrators and registered nurses should be mindful to provide the student and parent privacy for the receiving of such communications.

€ C. Regarding the confidentiality of professional communications:

1. Any such professional employee shall not be required to disclose any information acquired through a professional communication with a student, when such information concerns alcohol or drug abuse or any alcoholic or drug problem of such student.
2. However, if such employee obtains physical evidence from such student indicating that a crime has been or is being committed by such student, such employee shall be required to turn such evidence over to school administrators or law enforcement officials, provided in no such case shall such employee be required to disclose the name of the student from whom he obtained such evidence and such employee shall be immune from arrest and prosecution for the possession of such evidence obtained from such student.
- ~~3.~~ 3. Such evidence must be turned over to school administrators or law enforcement officials within two days after receipt of such physical evidence, provided such evidence is obtained less than two days before a school vacation or the end of a school year, such evidence shall be turned over within two calendar days after receipt thereof, excluding Saturdays, Sundays and holidays. Any such physical evidence surrendered to the school administration shall be turned over to the Commissioner of Consumer Protection or to the Windsor Locks Police Department within three school days (or three calendar days, excluding weekends and holidays, if sooner).
- ~~4.~~ 4. Any such professional employee who, in good faith discloses, or does not disclose, such professional communication, shall be immune from any liability, civil or criminal, which might otherwise be incurred or imposed, and shall have the same immunity with respect to any judicial proceeding which results from such disclosure.

## Students

## 5. \_\_\_\_\_

~~Professional Communication Between a Certified Teacher, Administrator or Registered Nurse and a Student, Parent (continued)~~

5. It is recommended that in the course of receiving a private communication, the professional employee or registered school nurse should state clearly to the student that confidentiality cannot be sustained if there exists a clear and present danger to the health of the student or other students. Professional staff will continue to be mindful that cases of suspected child abuse must be reported as outlined by Policy #5141.4.
- ~~D.~~ D. Because parents have a continuing concern for the welfare of their children, professional employees of the school, and registered school nurses in the course of their employment, should endeavor to encourage communications between students and their parents.

~~The Board of Education recognizes that constructive communications between parents and youth promote a fuller opportunity for student development and maturation. Accordingly the Board of Education through its policies and procedures postulates a position of helpfulness and support to advance constructive parent student communications.~~

~~Constructive communications between parent and child are viewed as characterized by a quality of openness, regard for confidentiality or privacy, harmonious dialogue, sensitivity to critical issues, and a spirit of mutual support and respect.~~

~~A magnitude of pressures and problems confront families in our society. Young people face complex problems. The problems their parents face, unfortunately, are no less complex. Because of the changes taking place in society, parents in general may not have parallel experiences they may draw upon as frameworks for counseling their youngsters. Thus it is possible for gaps to develop in parent-child communications. Nevertheless, it is imperative in these times that members of the family not go their separate ways but rather strive to come together for mutual understanding and support. In this regard, the professional staff can assist in family relationships.~~

~~The certified staff guidance counselors, school social worker, and registered nurses are in positions to receive from students and parents personalized communications (such as outlined in this policy). The efforts of the professional staff toward closing communication gaps and advancing constructive communications between students and their parents are strongly encouraged.~~

Legal Reference: References:

\_\_\_\_\_  
 \_\_\_\_\_ Connecticut General Statutes  
 \_\_\_\_\_ 10-154a Professional communication between teacher or nurse and student. Surrender of

physical evidence obtained from students.

Policy adopted: March 28, 2013  
~~Windsor Locks, Connecticut~~

~~WINDSOR LOCKS PUBLIC SCHOOLS~~



## Students

### 5125.11 - Health/Medical Records

When applicable, District schools will comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) to maintain the privacy of protected health information that it receives, obtains, transmits or sends. The Board of Education designates the Superintendent as its HIPAA Privacy Officer.

Student education records, including personally identifiable health information, maintained by the District is subject to and protected by the Family Educational Rights and Privacy Act (FERPA). Both the United States Department of Health and Human Services and the United States Department of Education Family Policy Compliance Office have stated that student records under FERPA are not subject to HIPAA. Therefore, District schools will comply with FERPA's confidentiality provisions rather than HIPAA's.

The District will seek Medicaid eligibility information to determine if services to a student may be billed. Bills will be processed electronically for Medicaid reimbursement for qualified services to eligible special education students. The District will comply with HIPAA's electronic transactions requirements. Procedures and safeguards will be developed to protect the privacy of health information and prevent wrongful user and disclosure. At a minimum, the policy and procedure for student records will comply with the Family Educational Rights and Privacy Act of 1974 (FERPA) with assurances that the District has obtained authorization from the parent or adult student prior to the release of protected health information for the purpose of Medicaid billing. Individuals involved in the Medicaid billing process for the District shall be trained on the privacy procedures. Discipline shall be imposed, up to and including discharge, for staff that wrongfully uses or discloses protected health information.

(cf. 3231 – Medical Reimbursement for Special Education Students) (cf. 5125 – Student Records; Confidentiality)

#### Legal ~~Reference:~~ References:

##### Connecticut General Statutes

1-19(b)(11) Access to public records. Exempt records.

10-15b Access of parent or guardians to student's records.

10-154a Professional communications between teacher or nurse & student.

10-209 Records not to be public

46b-56 (e) Access to Records of Minors.

Connecticut Public Records Administration Schedule V - Disposition of Education Records

(Revised 1983).

**Students**

**Health/Medical Records**

~~Legal Reference: Connecticut General Statutes (continued)~~

Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of P.L. 93-568, codified at 20 U.S.C.1232g.).

Dept. of Educ. 34 C.F.R. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Educ. provisions act (20 U.S.C. 1232g)-parent and student privacy and other rights with respect to educational records, as amended 11/21/96.

USA Patriot Act of 2001, PL 107-56, 115 Stat. 272, Sec 507, 18 U.S.C. §2332b(g)(5)(B) and 2331

PL 107-110 “No Child Left Behind Act of 2001” Sections 5208 and

42 U.S.C. 1320d-1320d-8, P.L. 104-191, Health Insurance Portability and Accountability Act of 1996 (HIPAA)

65 Fed. Reg. 50312-50372

65 Fed. Reg. 92462-82829

63 Fed. Reg. 43242-43280

67 Fed. Reg. 53182-53273

Policy adopted: March 28, 2013  
**SCHOOLS**  
~~Windsor Locks, Connecticut~~

~~WINDSOR LOCKS PUBLIC~~

**EXHIBIT VIII**

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: AUGUST 12, 2021

RE: CLASS OF 2021 - POST SECONDARY PLANS

UCONN	UCONN	Employment
Employment	UCONN	University of Rhode Island
Employment	Boston College	Lincoln Technical Institute
Manchester Community College	Lesley University	University of Rhode Island
Capital Community College	Manchester Community College	SUNY Potsdam
Clarkson University	Central Piedmont Community College	Tech School - unsure of which one
UCONN	Capital Community College	Western New England University
Western New England University	Springfield College	University of Rhode Island
Military - Air Force	Bridgewater State University	Employment
Manchester Community College	Employment	Employment
Employment	Employment	UCONN
Asnuntuck Community College	Lasell College	UCONN
Lincoln Technical Institute	Western New England University	UHART
Montserrat College of Art	UCONN	UCONN
Westfield State University	UCONN	Manchester Community College
UCONN	Capital Community College	Northeastern University
Emmanuel College	Springfield College	Manchester or Asnuntuck Community College
Asnuntuck Community College	Asnuntuck Community College	Asnuntuck Community College
Westfield State University	Capital Community College	UCONN
Asnuntuck Community College	UCONN	UCONN
University of St. Joseph's	Manchester Community College	UCONN
Manchester Community College	UCONN	UHART
Stonehill College	Eastern Ct State University	Manchester Community College
UHART	Florida for a Transition Program	CT AeroTech School for Aviation
Employment	UCONN	UCONN
UCONN	Employment	UCONN
UCONN	UCONN	Asnuntuck Community College
UCONN	Asnuntuck Community College	
Prince Technical School	UCONN	

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION  
FROM: SHAWN L. PARKHURST, SUPERINTENDENT  
DATE: AUGUST 12, 2021  
RE: BOARD OF EDUCATION 2022 MEETING CALENDAR

The proposed Board of Education calendar for 2022 is being presented for possible approval this evening.

**Possible Board Motion:** “**MOVE** that the Board of Education approve the 2022 Board Meeting Calendar as presented.”

# WINDSOR LOCKS PUBLIC SCHOOLS

## BOARD OF EDUCATION

### MEETING CALENDAR for 2022

Approved: Draft

JANUARY 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
13, 27	Board of Education 6:00 p.m. LMC					
17	No School					

MAY 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
12, 26	Board of Education 6:00 p.m. LMC					
30	No School					

OCTOBER 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
13, 27	Board of Education 6:00 p.m. LMC					

FEBRUARY 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					
10, 24	Board of Education 6:00 p.m. LMC					
21-22	No School					

JUNE 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
9, 23	Board of Education 6:00 p.m. LMC					

NOVEMBER 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
10	Board of Education 6:00 p.m. LMC					
24 - 25	No School – Thanksgiving Break					

MARCH 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
10, 24	Board of Education 6:00 p.m. LMC					

JULY 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
21	Board of Education 5:00 p.m. LMC					

DECEMBER 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
8	Board of Education 6:00 p.m. LMC					
TBD	No School – December Break					

APRIL 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
28	Board of Education 6:00 p.m. LMC					
11-14	No School – Spring Break					
15	No School – Good Friday					

AUGUST 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
11	Board of Education 5:00 p.m. LMC					

JANUARY 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
12, 26	Board of Education 6:00 p.m. LMC					

SEPTEMBER 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
8, 22	Board of Education 6:00 p.m. LMC					

Meetings are held at 6:00 p.m., except where otherwise noted, at Windsor Locks High School, 58 South Elm Street in the **LMC – Library Media Center**.

Meetings are generally held the second and fourth Thursday each month except where otherwise noted.

Special Meetings are held as needed and are posted accordingly.

**EXHIBIT X**

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION  
FROM: SHAWN L. PARKHURST, SUPERINTENDENT  
DATE: AUGUST 12, 2021  
RE: CLASS OF 2022 GRADUATION DATE

The 21-22 approved calendar identifies Monday, June 13, 2021 at the tentative last day of school for students. Following the state guidelines, I am recommending that the Board of Education set the Graduation Date for the Class of 2022 for 5:00 pm on Monday, June 13, 2022.

**BOARD MOTION:** “MOVE that the Board of Education approve the Graduation Date for the Class of 2022 as 5:00 pm on Monday, June 13, 2022.”

## EXHIBIT XI

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION  
FROM: SHAWN L. PARKHURST, SUPERINTENDENT  
DATE: AUGUST 12, 2021  
RE: FAMILY, SCHOOL, AND COMMUNITY PARTNERSHIP  
DEFINITIONS AND GUIDELINES

In January 2020, the Office of Partnerships, in collaboration with families and educators, established Family-School Partnership Teams (FSPTs) at each school. These teams were open to all and included multilingual, multiethnic, pluralistic representatives from across the WLPS community.

The first charge of the FSPTs was *to create a definition of and guidelines for family, school, and community partnerships in Windsor Locks Public Schools*. After a year and a half of collaboration, the Office of Partnerships is excited to announce that we have a community-created definition of and guideline for Family, School, and Community Partnerships for Windsor Locks Public Schools.

Moving forward, this document will act as a guiding star for FSCPs across the district. Starting this fall (September 2021), the school-based FSPTs will begin to put the definition and guidelines into action. The membership of each school's FSPT is open to all.

Jessie Lavorgna, Director of Partnerships, is excited to present the final definition and guidelines this evening.



### Introduction:

The district of Windsor Locks Public Schools (WLPS) recognizes that family, school, and community partnerships (FSCPs) can have a dramatically positive effect on student learning, growth, and well-being. Teams of educators, families, and community members from across our district gathered to create a definition of and guidelines for family, school, and community partnerships in Windsor Locks. The intent of this definition and these guidelines is to create, sustain, and enhance a district that promotes and supports family, school, and community partnerships that are committed to positive child and youth development.

### Terms:

**Family:** The term *family/ies* is used to represent parents and individuals who have the primary responsibility for the well-being and education of a child.

**Educator:** The term *educator/s* is used to represent any individual who teaches or is involved in planning or directing experiences that promote learning and development.

**Community:** The term *community* is used to represent individuals who are concerned with and invested in the well-being, success, and social, emotional, and academic development of the children within our school district.

### Definition:

**WLPS Family, School, and Community Partnerships (FSCPs)** are multidimensional relationships between families, educators, and the community that promote positive child and youth development at home, in school, and in the community. FSCPs support the learning, growth, and well-being of all WLPS students in a variety of settings. It is by creating, sustaining, and enhancing FSCPs that WLPS is able to have inclusive and dynamic learning environments.

### Guidelines of WLPS FSCPs:

In our commitment to FSCPs, we, the members of the WLPS community, commit to the establishing, sustaining, and enhancing the following guidelines:

- **Build Relationships:** We believe that relationships come first. Relationships allow for the development of a sense of belonging among all our community members.
- **Recognize, Honor, Respect, and Share Individual Knowledge:** We recognize that each WLPS community member has unique knowledge. We listen and observe before we talk and act, which allows us to create an environment that is collaborative. We invite our community members to share their unique knowledge.
- **Ensure Equity:** We believe that equity is an essential aspect of FSCPs. We create equity in education and opportunity by ensuring all students receive personalized pathways for learning and equitable treatment. Ensuring equity allows students to achieve their full individual, academic, and social potential.
- **Cultivate Community:** We acknowledge that vibrant and resilient communities flourish when they utilize the skill sets, knowledge, and resources of fellow community members.

## EXHIBIT XII

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: AUGUST 12, 2021

RE: 21-22 CONTINUITY OF SERVICES PLAN

This evening, I'll outline our required 21-22 Continuity of Services Plan, which has been posted on our website since late June. Throughout the summer, weekly calls with the CSDE and DPH provided updates which consequently resulted in a revision to our original plan, which was made on July 22, 2021 and outlined below. At the present time we are awaiting further guidance and mandates from the CSDE and DPH which will be communicated to all as soon as it's provided to Superintendents and Nursing Supervisors. **This information is fluid and is what we know at the present time.**

This evening, our Nurse Supervisor, Lisa Ciaffaglione and our medical advisor, Dr. Ann Milanese are here to provide input and answer any questions you may have.

**Possible Motion:** "MOVE that the Board of Education approve the 21-22 Continuity of Services Plan outlined below, with the disclaimer that as the health situation changes and mandates are made, that all mandates will be followed."

# **Windsor Locks Public Schools**

**Revised 7/22/21**



## **2021-2022 Safe Return to In-Person Instruction & Continuity of Services Plan**

### **Maintaining Our In-Person Model**




The Connecticut State Department of Education (CSDE), the Connecticut Department of Health (DPH), our local health department (NCPHD), as well as the Office of the Governor have reinforced that access to in-person learning is a priority. Windsor Locks Public schools is committed to ensuring that students, staff and families are confident in our back to in-person learning model, ensuring we are prepared to keep our schools safe.



Windsor Locks Public schools will operate with full in-person teaching and learning for 2021-2022. THE CSDE, DPH, & NCPHD do not anticipate the need to mandate, due to public health issues, that districts provide a remote learning option for students and families in 2021-2022. The remote learning option will no longer be in place in WLPS after June 15, 2021. If public health circumstances or state requirements change, WLPS will revisit this. We will continue to use technology effectively for innovative learning, including the continuation of personalized learning, and support learning acceleration for all students.







Windsor Locks Public schools will continue to use a layered mitigation strategies approach, which will include mask-wearing, social and physical distancing, and hand washing, as required or needed depending upon Covid-19 circumstances. Through our work this year, the virus was not transmitted frequently in school, likely due to the mitigation strategies. WLPS does encourage families to consider vaccination for all, when age-eligible.

Windsor Locks Public schools Safe Return to In-Person Instruction and continuity of Services Plan is summarized below.

## Health & Safety Strategies

	<p style="text-align: center;"><b>Remain Home If Sick/Ill</b></p> <p>Students and adults must stay home if they are feeling sick, have any symptoms consistent with Covid-19, or have had close contact with a person diagnosed with Covid-19.</p>
	<p style="text-align: center;"><b>Face Coverings or Masks</b></p> <p style="text-align: center;"><u><i>Required to the extent dictated by the public health department.</i></u></p> <p><b>Indoors:</b> All students, staff, and visitors will be required to wear face coverings inside all school buildings and on school buses per <a href="#">CDC guidelines</a> and BOE policy, with exceptions only for those students for whom it is not safe to do so due to a physician-verified medical condition. <b><i>This complies with the executive order that is in existence as well through 9/30/21.</i></b></p> <p><b>Outdoors:</b> At this time, all students and staff will be required to wear face coverings outdoors during large events if social distancing is not possible or if the event requires participants to be stationary for extended periods of time. Under certain circumstances per CT Department of Health, students and staff may remove masks during recess, gym, and outdoor activities that include movement and when other mitigation strategies are in place.</p> <ul style="list-style-type: none"><li>• For anyone who has trouble breathing, or anyone who is unconscious, incapacitated or otherwise unable to remove the mask without assistance, face coverings and masks should not be required, per CDC guidance.</li><li>• For anyone who has a medical reason making it unsafe to wear a face covering, masks should not be required. These instances are highly unusual. A doctor's note and review by the school medical advisor will be required.</li></ul>
	<p style="text-align: center;"><b>Social &amp; Physical Distancing</b></p> <p>Current CDC and CT DPH guidance on social distancing remains the same for schools and unvaccinated individuals. Many of our students are not currently eligible for vaccination. At this time, we plan to continue to implement recommended social distancing practices inside all school buildings and on school transportation.</p> <ul style="list-style-type: none"><li>• Assist staff and students to maintain maximum social distancing between individuals to reduce the transmission of the virus per the public health guidelines at that time.</li><li>• Provide face shields for staff who work with students who may require closer proximity or direct contact.</li></ul>

	<ul style="list-style-type: none"> <li>Communicate and educate students, staff, and families regarding social distancing requirements and best practices.</li> </ul>
	<p style="text-align: center;"><b>Frequent Hand Washing</b></p> <p>Handwashing and respiratory etiquette is another element of a layered mitigation strategy for schools to remain safe, healthy, open, and in-person for the 2021-2022 school year. The Center for Disease Control and Prevention recommends handwashing techniques that include 20 seconds of washing with soap and water. If water and soap is unavailable, 60% alcohol-based hand sanitizer is recommended.</p> <p><b><u>Windsor Locks Public Schools will:</u></b></p> <ul style="list-style-type: none"> <li>Expect students and staff to wash or sanitize their hands upon entry of the building or classroom and throughout the day.</li> <li>Teach and reinforce hand-washing with soap and water for at least 20 seconds</li> <li>Put systems in place to communicate the most up-to-date policies and protocols related to the considerations herein, for staff, students, and families. This information will be shared by principals in messages to families and on the district website.</li> <li>Make plans available in relevant languages of families in the community, as well as accessible to those with visual and /or hearing impairments.</li> </ul>
	<p style="text-align: center;"><b>Cleaning and Maintaining Healthy Facilities</b></p> <p>Windsor Locks Public Schools will continue to follow the most updated cleaning protocols recommended by the <a href="#">Center for Disease Control and Prevention</a> and the Connecticut Department of Health.</p> <p>Current guidelines and recommended practices for Windsor Locks Public Schools:</p> <ul style="list-style-type: none"> <li>Clean high touch surfaces and objects</li> <li>Regularly clean surfaces (at least once per day)</li> </ul> <p>Windsor Locks Public Schools will continue to train all custodial staff and employees on the latest cleaning protocols as a critical component of a layered mitigation strategy plan to keep students and staff safe and healthy during this pandemic.</p> <p>Ventilation systems- requirements and protocols- will remain in effect and in compliance with the most current <a href="#">CDC and CT DPH guidance</a>.</p>
	<p style="text-align: center;"><b>Contact Tracing</b></p> <p>Windsor Locks Public Schools will continue to follow the guidelines outlined in <a href="#">Addendum 9 to Adapt, Advance, and Achieve</a> document for the 2021-2022 school year.</p>

	<p>Under current state guidelines for schools, Windsor Locks Public Schools will follow recommended contact tracing, isolation, and quarantine procedures.</p>
	<p style="text-align: center;"><b>Diagnostic Screening and Testing</b></p> <p>Windsor Locks Public Schools will continue to follow CDC and CT DPH guidance regarding diagnostic screening and testing recommendations, including partnering with local health departments to increase access to the most updated information regarding screening and testing locations.</p> <p>At this time, Windsor Locks Public Schools does not plan to test students and staff onsite.</p>
	<p style="text-align: center;"><b>Covid-19 Vaccinations- Eligibility and Access</b></p> <p>Windsor Locks Public Schools will continue to partner with the North Central Public Health Department to communicate the most updated information regarding vaccination sites, student eligibility, and access as it becomes available.</p>
<p><b>Continuity of Services</b></p>	
	<p style="text-align: center;"><b>Academics</b></p> <ul style="list-style-type: none"> <li>● Provide high quality in-person instruction aligned to priority standards that move all students to acceleration of learning</li> <li>● Maintaining delivery of on grade level instruction</li> <li>● Use diagnostic, benchmark and screening assessments to identify strengths and next steps for learning to accelerate all students</li> <li>● Review data systematically and adjust instruction as necessary</li> <li>● Support professional learning for educators through existing WLPS structures</li> </ul>
	<p style="text-align: center;"><b>Social Emotional Learning</b></p> <ul style="list-style-type: none"> <li>● Implement Yale Center for Emotional Intelligence <i>RULER</i> to all students</li> <li>● Promote supports adult-student relationships through refinement of Wildcat and Raider Block</li> <li>● Identify and use strategies to re-engage populations and specific students who may be disengaged</li> <li>● Utilize mental health staff as needed</li> </ul>
	<p style="text-align: center;"><b>Health &amp; Food Services</b></p> <p>Windsor Locks Public Schools will provide age-appropriate and follow the Healthy Food guidelines to provide meal service to all students/families.</p>

## Opportunities for Public Comment, Feedback and Suggestions



This plan will be updated every six months (and earlier, if needed) based on the most updated data and guidance available to Windsor Locks Public Schools from Center for Disease Control and Prevention and Connecticut State Department of Public Health as it relates to Covid-19. This plan will be posted on the district website and emailed to the school community via broadcast system. This plan will also be available in English, and Spanish.

Anticipated Input Opportunities:

June 16, 17 & 22, 2021, December 2021, June 2022, December 2022, June 2023

On Tuesday, July 20, 2021 the CSDE and DPH provided additional guidance to school districts with regards to mandates and recommendations for the Opening of Schools for the 21-22 school year. Below are the **current procedures and protocols** that WLPS will use to safely open the 21-22 school year:

Area	WLPS Requirements
Transportation	<p><b>Masks will be required</b> to be worn at all times by all while being transported to and from school</p> <p><b>Assigned seats</b> are required on all bus routes to assist with any potential contact tracing that may be needed</p>
Cleaning & Sanitizing	<p>Daytime cleaning and sanitizing will continue as it did during the 20-21 school year with emphasis on the high touch, high traffic areas</p> <p>Hand sanitizer will be provided in each classroom space for use</p> <p>Wipes, Paper Towels and pink, BNC-15 disinfectant spray will be provided in each classroom space and is <b>optional</b> for staff to use if they wish</p>
Shields	The <b>only shields</b> that will continue to remain in place are office areas
Water Fountains	All water fountains will be <b>turned on</b> for use by students and staff
Social Distancing	<b>Three feet</b> is expected to be maintained at all times to the greatest extent possible
Meetings	Meetings can occur in person whenever 3 feet can be maintained

	between the individuals present
Locker Use	Lockers <b>may be used</b> during the 21-22 school year
One Way Hallways & Stairways	This practice <b>should be eliminated</b> during the 21-22 school year.
Remote Learning	Remote learning is <b>not an option</b> for the 21-22 school year; when student is absent for any reason, staff are expected to provide work to be done as they have done in the past
Quarantining	The CSDE is working to revise Addendum 5 and 9, however, if a close contact is asymptomatic then no quarantining will be required if vaccinated. If a close contact has symptoms, quarantining is required for 7 days from the onset of symptoms with a negative PCR test on day 5 of the quarantine period
Classroom Spaces	<p><b>No flexible seating</b> will be allowed at the current time</p> <p>Furniture is being set up as it was in the past, when our custodial staff is done cleaning that area please <b>do not move any furniture without advance consultation with Greg and/or Lisa</b></p> <p><b>Assigned seats</b> are required and a google form for documenting the assigned seating is required to create ease with contact tracing</p> <p><b>Music classrooms</b> must adhere to the strict guidelines with regard to spacing which can be found in <a href="#">Addendum 7</a></p> <p>Small group instruction and centers can occur on a limited basis</p>
Meals (Breakfast & Lunch)	<p>Breakfast and lunch will be served in the cafeteria</p> <p>Whenever possible, outdoor options are encouraged to be used</p>



**EXHIBIT XIII**

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: AUGUST 12, 2021

RE: BUDGET - LINE ITEM TRANSFERS

David Solin, Business Manager, will present budget transfers for your review and approval. He will provide details and answer any questions you may have.

**Possible Board Motion:** “Move that the Board of Education approve the line items transfers as presented.”

**Windsor Locks Public Schools**

[www.wlps.org](http://www.wlps.org)

**Educational Leadership**

**Shawn Parkhurst**  
**Superintendent of Schools 860-292-5000**

**Heather Earley, Director of Elementary Curriculum, Instruction and Assessment**

**Jeffrey Ferreira, 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 Bissonnette, Principal, Carrie Apanovitch, 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**  
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