

WINDSOR LOCKS PUBLIC SCHOOLS



BOARD OF EDUCATION MEETING

Regular Meeting

January 27, 2022

6:00 p.m.

Ella Grasso Conference Room - Town Hall

**In Person Attendance Limited to
Board of Education Members Only,
Public Attendance via Zoom,**

[Click Here to Register](#)

Windsor Locks Board of Education

Dennis Gragnolati, Chairman

Kylee Christianson, Vice Chairwoman

Margaret Byrne

Jim McGowan

Joe Tria

Superintendent of Schools

Shawn Parkhurst

MISSION STATEMENT AND CORE BELIEFS

The WLPS will create and sustain a community of life-long learners where all students are engaged, empowered and expected to achieve at the highest levels and to become responsible, contributing citizens in an ever-changing, global society.

In order to achieve our mission our students will receive a world class education that:

- Challenges each student to meet and exceed high expectations through a stimulating, rigorous and challenging curriculum;
- Enables each student to think critically, work collaboratively, and display the confidence necessary to be successful in a diverse and complex society;
- Prepares each student to be an adaptable risk taker who is proud to invest in the future;
- Prepare each student to use all of the technological resources available to complete research, solve problems, and identify creative solutions;
- Develops individuals who are open-minded, respectful, and compassionate,
- Develops honest, interdependent, skilled future leaders and independent thinkers who will become the world's problem solvers;
- Enriches the skills and talents of each student to be inventive and ready to achieve a sustainable future;
- Invites the entire community to be involved in providing a well-rounded education; which
- Inspires each student to become an active member of our community, the nation, and the world.

Regular Meeting - Agenda

January 27, 2022 - 6:00 p.m.

Windsor Locks Board of Education

Ella T. Grasso Conference Room - Town Hall

**In Person Attendance Limited to Board of Education Members Only,
Public Attendance via 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. Student Representative Report
- D. Board of Education and Superintendent Communications

II. Public Audience (only on Agenda Items)

- A. *In Accordance with BOE Policy 1100 - The Windsor Locks Board of Education (Board) Chairperson shall recognize speakers, request proper identification and maintain proper order. The Board shall hear only concerns, views and opinions on topics within the jurisdiction of the Board. The appropriateness of the subject being presented, the suitability of the time for such presentation, the number of speakers, and the time to be allowed for public comment will be determined by the Chairperson. The public is advised that any discussion of specific employees will not be allowed at meetings and should be addressed to the employee's immediate supervisor or the Superintendent.*

III. Approval of Minutes: **Vote Needed**

p. 5 Exhibit III

- 11/18/21 Regular Meeting
- 11/23/21 Special Meeting
- 11/30/21 Special Meeting
- 12/8/21 Special Meetings (3)
- 12/21/21 Special Meeting
- 1/8/22 Special Meeting

IV. Personnel Report

- A. Resignation: **Vote Needed**

p. 31 Exhibit IV A

- B. Board Certified Behavior Analyst: **Vote Needed** p. 32 Exhibit IV B
- V. Committee Reports
 - A. Policy - Next Meeting: TBD
 - B. Curriculum - Next Meeting: TBD
 - 1. Approval of Minutes - 12/7/21: **Vote Needed** p. 33 Exhibit V B 1
 - C. Finance - Next Meeting: 2/15/22
- VI. Progress Toward Goals p. 35 Exhibit VI
 - Chronic Absenteeism
 - iReady Usage & Lessons Passed
- VII. Covid Protocols: **Vote Possible** p. 37 Exhibit VII
- VIII. Approval of Custodial Union Contract: **Vote Possible**
- IX. FY 22-23 Budget: **Vote Possible** p. 39 Exhibit IX
- X. Board and Superintendent Comment
- XI. Public Audience (General)
 - A. *In Accordance with BOE Policy 1100 - The Windsor Locks Board of Education (Board) Chairperson shall recognize speakers, request proper identification and maintain proper order. The Board shall hear only concerns, views and opinions on topics within the jurisdiction of the Board. The appropriateness of the subject being presented, the suitability of the time for such presentation, the number of speakers, and the time to be allowed for public comment will be determined by the Chairperson. The public is advised that any discussion of specific employees will not be allowed at meetings and should be addressed to the employee's immediate supervisor or the Superintendent.*
- XII. Adjourn Meeting

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

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: JANUARY 27, 2022

RE: APPROVAL OF MINUTES

- November 18, 2021 Regular Meeting
- November 23, 2021 Special Meeting
- November 30, 2021 Special Meeting
- December 8, 2021 Special Meetings (3)
- December 21, 2021 Special Meeting
- January 8, 2022 Special Meeting

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

MINUTES OF THE REGULAR MEETING,
November 18, 2021 at 6:00 p.m.

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

Members Present:	D. Gragnolati, K. Christianson, M. Byrne, J. McGowan and J. Tria
Members Absent:	None
Administrators:	S. Parkhurst, S. Lee, D. Solin, R. Bissonnette, D. Prinstein, A. Goodwin, J. Robinson, M. Briggs, C. Domler, H. Early, K. Krupa, M. Parrett, and G. Weigert
Student Representatives:	R. Lucas, C. Mackey and C. MacDougald
Students:	N. Hurdle, A. Qurashi, A. Guyette, P. Annis, E. Abare and L. Crow
Staff:	L. Ciaffaglione, N. Saavedra, B. Deming, K. Stone, parents and grandparents of students award and many, many others
Others:	Many including participants via Zoom
Press:	None

I. Call to Order

Vice-Chairwoman Ms. Margaret Byrne called the Regular Meeting to Order at 6:03 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.

II. Election of Officers

Vice-Chairwoman Ms. Margaret Byrne noted that this being the first meeting since the election, according to the Town Charter, the Board of Education must elect officers to the Board. It does not matter if it is a Special Meeting or a Regular Meeting, the officers have to be elected. She asked for nominations for the Chair of the Board.

It was **MOVED** (Christianson) and **SECONDED** (Tria) that the Board of Education nominate Mr. Dennis Gragnolati as the Chairman of the Board of Education.

Paper ballots were given to each Board Member to cast their vote. Ms. Sheri Lee, Director Human Resources, collected all five ballots, counted and announced – four yes for Mr. Gragnolati and one no vote. Mr. Gragnolati is elected the new Chairman of the Board of Education.

It was **MOVED** (Gragnolati) and **SECONDED** (Tria) that the Board of Education nominate Mrs. Kylee Christianson as the Vice--Chair of the Board of Education.

Paper ballots were given to each Board Member to cast their vote. Ms. Sheri Lee, Director Human Resources, collected all five ballots, counted and announced – four yes for Mrs. Christianson and one no vote. Mrs. Christianson is elected the new Vice-Chair of the Board of Education.

III. Student Representatives Report

Miss Ryan Lucas, Student Representative addressed the Board. She wanted to congratulate all the students who were awarded the CAPPS Student Award. She commented on the PSA Celebration Day that was held at the high school. She enjoyed watching teachers get pies in the face. It was a fun activity.

Mr. Caden Mackey, Student Representative, addressed the Board. He mentioned the Class of 2023 fundraiser and the wreaths/kissing balls/boxes were delivered to everyone who ordered. He also mentioned the senior night football game that recently took place.

Miss Carley MacDougald, Student Representative, addressed the Board. She echoed Caden's comments as to the fundraiser for the Class of 2023 and other fundraisers that are on the horizon.

IV. Board of Education and Superintendent Communications

Mr. Shawn Parkhurst, Superintendent of Schools, addressed the Board. He congratulated the newly elected Chairman and Vice-Chair. He commented on a new program beginning at the high school Student Stay in School along with new COVID-19 updated letter that will be sent to parents on a weekly basis rather than the every other day notifications. He again thanked Lisa and her team for all of their efforts. He discussed the success Professional Development Day on November 2, 2021. The feedback received is the need for continuing work in social and emotional learning. He mentioned the State Alliance has been monitoring all the attendance data of the districts included in the State Alliance, and Windsor Locks is the best in the State in regards to attendance. Last Friday, he attended the CAFE Conference which is usually held over two days, but this year only one day. He did mention that our district did receive two awards for community communications. He and several staff members observed the traffic flow at North Street School in order to make recommendations to make the area safer for students and staff during drop-offs and pick-ups. The first budget meeting will be held next week and the budget process for 2022-2023 is beginning.

V. Public Audience (Only on Agenda Items) in Accordance with BOE Policy 9020

A woman/mother and former teacher, _____ of 120 South Center Street addressed the Board. She has three children in the district, one being in the high school. She has many concerns about the conduct and behavior of students at the high school, in particular the most recent lock-down due to two fights at the high school. She is afraid for her daughter's safety. She was told that there are food fights, vaping in the bathrooms, no substitute teachers in classrooms, students threatening other students, slamming students into

lockers and other activities that she is concerned about the safety of her daughter. She would like to know what plans the Board will take to make the high school a safer place.

Chairman Mr. Gragnolati noted that he let her finish her comments because he let her start, but this part of the public audience is to address agenda items only. There is a second public audience is for any topic. He did state that the Superintendent, High School Principal and the Board will work together to address her concerns.

Ms. Donna Bole 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.

VI. Student Recognition

A. Connecticut Association of Public School Superintendents (CAPSS) Student Award Winners

Mr. Parkhurst remarked this was one of his favorite times of year when he is able to award the Connecticut Association of Public School Superintendents' (CAPSS) Student Awards. For over twenty years, the Connecticut Association of Public School Superintendents (CAPSS) has sponsored a Recognition Award Program for students throughout the state of Connecticut. CAPSS, the statewide school superintendents' professional organization, is based in West Hartford and provides professional development, personal support, statewide conferences, legislative information, and educational services to its membership. The purpose of this program is to strengthen the relationship between the student and school administration. Students are nominated by teachers and selected based on exemplary student leadership, achievement, and demonstrated service to others in the community. The CAPSS awards are generally given during American Education Week in order to highlight the accomplishments of school age youngsters in public schools. He was pleased to announce the recipients of the Superintendent/Student Recognition Awards for 5th, 8th and 12th Grade students. He gave a brief introduction of each winner. Those students were:

South Elementary School (Grade 5)
Nicole Hurdle
Armaan Qureshi

Windsor Locks Middle School (Grade 8)
Abby Guyette
Peter Annis

Windsor Locks High School (Grade 12)
Emily Abare
Logan Crow

VII. Approval of Minutes

- **October 28, 2021 Regular Meeting**

It was **MOVED** (Christianson) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education accepts the Minutes of the October 28, 2021 Regular Meeting, as presented.

VIII. Personnel Report

It was **MOVED** (Christianson) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education remove the Agenda Item VIII. Personnel Report (B) Appointment of North Street School Principal as interviews are being conducted.

A. Retirement

Ms. Sheri Lee, Director of Human Resources, addressed the Board. She commented that Ms. Robyn Gilbert, a Special Education Teacher at Windsor Locks High School has resigned effective October 29, 2021. At the time of her resignation, Ms. Gilbert will have served the students of Windsor Locks for less than one (1) year.

It was **MOVED** (Christianson) and **SECONDED** (Tria) and **PASSED** (U) that the Board of Education accepts Ms. Gilbert's resignation effective October 29, 2021 and offers him our sincere appreciation for all of hers efforts on behalf of the students of the Windsor Locks Public Schools.

IX. Committee Reports

A. Policy – Next Meeting: TBD

1. Second Read:

REVISE:

- 4118.11/4218.11 **Nondiscrimination**
- 5113 **Attendance, Excused Absences, Truancy**
- 5141 **Student Health Services**
- 6153 Form G **Field Trips, Recreational Trips and other Trips
Sponsored by the Schools: Permission Slip for
RISE Transition Academy**

NEW:

- 1110.1 **Communications with the Public**
- 4118.239/4218.239 **Required COVID-19 Vaccinations**
- 6159 **Individualized Education Program/Special
Education Program**

Mr. Parkhurst noted the new and revised policies are in the Board Member's packet for their review. This is the second reading. He asked if any questions or comments about any of the revised or new policies.

The policies will be brought back at the next meeting for discussion and possible vote. Mr. Parkhurst noted changes are highlighted in red.

It was **MOVED** (Christianson) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education approves the second reading of revised and new policies listed in the agenda.

B. Curriculum – Next Meeting: December 7, 2021

C. Finance – Next Meeting: December 15, 2021

X. OPEB – Board of Education Representation to the Board of Trustees

Mr. Parkhurst noted the Board must appointment a representative from the Board to attend OPEB meetings. The meetings are held quarterly. Chairman Gagnolati noted he will be the representative unless someone else on the Board would like to do so.

It was **MOVED** (Christianson) and **SECONDED** (Tria) and **PASSED** (U) that the Board of Education nominates and appoints Chairman Dennis Gagnolati as the Board of Education Representative to the Board of Trustees for OPEB.

XI. Progress Toward Goals

A. Attendance Data

Mr. Parkhurst remarked that the Windsor Locks Public Schools continues to closely monitor student attendance with the goal to reduce chronic absenteeism district wide to under 10%. He showed a table explaining the numbers. The table displayed the chronic absenteeism by district and each school for October 2021. The data ranges were compared to September 2021. At the district level, absenteeism is at 27.2%, which is a decrease from September by 1.7%. He discussed each school's numbers in detail.

B. iReady Diagnostic Data

The next tables discussed the Fall Diagnostic Assessment, using iReady, that has been completed for students in Grades 1-8 in the areas of Mathematics and Reading. The data was grade level usages and lessons passed for the week ending November 12, 2021. He noted that all grade levels in both math and reading exceeding the percentage of lessons passed goal.

XII. Board of Education – Committee Assignments

A. Curriculum – Mr. Jim McGowan/Mrs. Kylee Christianson

B. Finance – Mr. Dennis Gagnolati/Ms. Margaret Byrne

C. Policy – Mr. Jim McGowan/Mrs. Kylee Christianson, if unavailable, Mr. Joe Tria.

XIII. Board and Superintendent Comment

Board Member Ms. Margaret Byrne noted she would like an update on the Wellness Collation.

Chairman Mr. Dennis Gagnolati stated this is his first meeting and his main priority is safety and learning. The more kids learn while in school, the better off they will be in the future. It is easier to learn while you're young.

XIV. Public Audience

Mr. Brian Deming, Windsor Locks Middle School Physical Education Teacher for 20 years and President of the Windsor Locks Teacher Association. As teachers, they have worked hard during the pandemic, on-line and in-person and all the changes that surrounded the last year at the school. Actions of the Superintendent, Mr. Shawn Parkhurst, recently at a professional development event is concerning to him and the union. Mr. Parkhurst publicly embarrassed a staff member during the professional development event, and eventually the staff member was placed on administrative leave. The teacher has claimed forceful contact and there are witnesses to this activity. The Director of Human Resources has been contacted and asked to investigate the allegations. There were six or seven witnesses gave statements along with Mr. Parkhurst. Mr. Parkhurst's statement contradicts the witnesses statements. The teacher has been reinstated as of November 5, 2021. WLTA has requested a copy of the statement given by Mr. Parkhurst but it was denied and the WLTA had to make an FOI request. This is not an isolated incident, as there is another incident was reported on October 23, 2021 at Windsor Locks Middle School. It is concerning the lack of respect for the teachers from the administration. He is requesting that the Board of Education have an independent investigation, a third party, and not a law firm that represents the Board of Education.

Mr. Kevin Stone, 406 South Elm Street addressed the Board. He stated his son graduated from the high school a year ago and he is a freshman at the University of Hartford. He is having trouble in his classes and feels he was ill prepared for college level work and most of his friends feel the same way.

XV. Adjournment

It was **MOVED** (Christianson) and **SECONDED** (Tria) and **PASSED** (U) that the Board of Education adjourns the Regular Meeting of November 18, 2021 at 6:50 p.m.

Respectfully submitted,

Denise M. Piotrowicz
Recording Secretary

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

MINUTES OF THE SPECIAL MEETING,
November 23, 2021 at 7:30 p.m.

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

Members Present:	D. Gragnolati, K. Christianson, M. Byrne (via Zoom), J. McGowan and J. Tria
Members Absent:	None
Administrators:	S. Parkhurst and S. Lee
Student Representatives:	None
Students:	None
Staff:	D. Bole and G. Testani
Others:	A few others
Press:	None

I. Call to Order

Chairman Mr. Dennis Gragnolati called the Special Meeting to Order at 7:30 p.m. held at the Windsor Locks High School Library Media Center and via Zoom Meeting.

II. Roll Call

All Board Members were present.

III. Pledge of Allegiance

All stood up and pledged allegiance to the flag.

IV. Public Audience (Only on Agenda Items) in Accordance with BOE Policy 9020

Ms. Donna Bole 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.

V. Appointment of North Street School Principal

Mr. Parkhurst introduced Ms. Sheri Lee, Director of Human Resources to the Board. Ms. Lee noted Administrative staff, North Street School and South Elementary School classroom teachers and staff, and parents took part in the first and second rounds of the interviewing process while searching for a new principal at North Street School. The third and final round included Board of Education Board Members and Administrators. She was proud to announce Ms. Giovanna Testani as the candidate for the North Street School Principal. Mr. Parkhurst gave a summary of her experience including her years of teaching and administrative experience.

It was **MOVED** (Christianson) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education appoints Ms. Giovanna Testani as the Principal of North Street School beginning on December 13, 2021 pursuant to the Administrative Contract.

Ms. Testani addressed the Board. She thanked the Board for their confidence and the opportunity to serve the students of Windsor Locks. She is excited to meet the staff and students!

VI. Adjournment

It was **MOVED** (Tria) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education adjourns the Special Meeting of November 23, 2021 at 7:36 p.m.

Respectfully submitted,
Denise M. Piotrowicz
Recording Secretary

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

**MINUTES OF THE SPECIAL MEETING,
November 30, 2021 at 2:00 p.m.**

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

Members Present: Dennis Gragnolati, Kylee Christianson, Margaret Byrne, Jim McGowan,
Joe Tria
Members Absent: None
Administrators: Shawn Parkhurst, Sheri Lee
Others: Donna Bole, Floyd Dugas (via Zoom)

I. Call to Order

Chairman Dr. Dennis Gragnolati called the Special Meeting to order at 2:02 p.m. The meeting was held at the Windsor Locks High School Professional Development Room.

- A. Roll Call for Quorum - All Board Members were present.
- B. Pledge of Allegiance - All stood up and pledged allegiance to the flag.

II. Public Audience (Only on Agenda Items) in Accordance with BOE Policy 9020

None

III. Executive Session

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

- A. Discussion of Personnel Matter - Superintendent

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

- Members of the Board of Education
- Attorney Floyd Dugas
- Others If Requested to Attend:
 - Superintendent of Schools
 - Director of Human Resources

Board moved into Executive Session at 2:12 p.m.

- IV. It was **MOVED** (Byrne) and **SECONDED** (Tria) and **PASSED** (Unanimous) that the Board of Education terminates Executive Session and reconvenes into public session at 3:57p.m.
- V. It was **MOVED** (Christianson), and **SECONDED** (Byrne) and **PASSED** (Unanimously) that the Board has reviewed the statements received by the Director of Human Resources in her investigation, and reviewed the video available through our surveillance system.

The Board finds the statements and video do not support allegations of an aggressive physical touch.

At this time we will not pursue an independent investigation.

We have discussed this incident with the Superintendent and consider the matter closed.

VI. Adjournment

It was **MOVED** (McGowan) and **SECONDED** (Tria) and **PASSED** (Unanimous) that the Board of Education adjourns the Special Meeting of November 30, 2021 at 4:00 p.m.

Respectfully submitted,
Donna Bole
Acting Recording Secretary

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

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

MINUTES OF THE SPECIAL MEETING
December 8, 2021 at 3:00 p.m.

Members Present: D. Gragnolati, K. Christianson, M. Byrne, J. McGowan
and J. Tria
Members Absent: None
Administrators: S. Parkhurst and R. Bissonnette
Staff: K. Precourt, SRO
Students: Student B
Others: Mother of Student B, C. Dugas and Z. Schurin

I. Call to Order

Chairman Dennis Gragnolati called the Special Meeting to Order at 3:01 p.m., in the Windsor Locks Public School's Professional Development Room.

II. Executive Session

It was **MOVED** (Christianson) and **SECONDED** (Tria) and **PASSED** (U), that the Board of Education enters into Executive Session to discuss a matter that would result in the disclosure of public records or information contained therein as described in Connecticut General Statutes Sections 1-210(b)(2), (11) and (17). Further that the Board invites the following individuals to attend the executive session:

- Zachary Schurin, Counsel for the Board
- Student B
- Mother of Student B
- Shawn Parkhurst, Superintendent of Schools
- Carolyn Dugas, Counsel for the Administration
- Rebecca Bissonnette, Principal of Windsor Locks High School
- Officer Kenneth Precourt, SRO
- Denise Piotrowicz, Recording Secretary

Witnesses were sworn in by Attorney Zachary Schurin.

Testimony regarding the offense was given by Officer Kenneth Precourt SRO, Ms. Rebecca Bissonnette, Mr. Shawn Parkhurst and Mother of Student B followed by questions from the Board of Education Members.

Board Recessed at 4:12 p.m.

Board Reconvened at 4:18 p.m.

III. Action Regarding Expulsion

Testimony regarding the penalty phase was given by Attorney Carolyn Dugas, Ms. Rebecca Bissonnette and Mr. Shawn Parkhurst followed by questions from the Board of Education Members.

Board Recessed at 4:48 p.m.
Board Reconvened at 5:03 p.m.

It was **MOVED** (Gagnolati) and **SECONDED** (Tria) and **PASSED** (U) that the Board of Education terminates Executive Session and reconvenes into public session at 5:04 p.m.

It was **MOVED** (Christianson) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education finds that Student B did engage in conduct that violated Board Policy and seriously disruptive to the educational process. The student has therefore committed an expellable offense.

It was **MOVED** (Gagnolati) and **SECONDED** (Tria) and **PASSED** (U) that the Windsor Locks Board of Education (1) accepts and adopts the findings and facts discussed and presented in executive session; and find that Student B is hereby expelled from the Windsor Locks Public Schools, including all school-related activities, curricular or otherwise, for a period of one calendar year beginning November 12, 2021 and ending November 12, 2022 and (2) that as a consequence of said conduct, Student B shall be expelled in accordance with the terms and conditions of the Administrations Recommendations dated December 8, 2021 as amended.

IV. Adjournment

It was **MOVED** (Christianson) and **SECONDED** (Tria) and **PASSED** (U) that the Board of Education adjourns the December 8, 2021 Special Meeting at 5:08 p.m.

Respectfully Submitted,

Denise M. Piotrowicz
Recording Secretary

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

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

**MINUTES OF THE SPECIAL MEETING
December 8, 2021 at 4:30 p.m.**

Members Present: D. Gragnolati, K. Christianson, M. Byrne, J. McGowan and J. Tria
Members Absent: None
Administrators: S. Parkhurst and R. Bissonnette
Staff: K. Precourt, SRO
Students: Student C
Others: Mother of Student C, Father of Student C, P. Roy, C. Dugas and Z. Schurin

I. Call to Order

Chairman Dennis Gragnolati called the Special Meeting to Order at 5:18 p.m., in the Windsor Locks Public School's Professional Development Room.

II. Executive Session

It was **MOVED** (Christianson) and **SECONDED** (Tria) and **PASSED** (U), that the Board of Education enters into Executive Session to discuss a matter that would result in the disclosure of public records or information contained therein as described in Connecticut General Statutes Sections 1-210(b)(2), (11) and (17). Further that the Board invites the following individuals to attend the executive session:

- Zachary Schurin, Counsel for the Board
- Patrick Roy, Counsel for Student C
- Mother of Student C
- Father of Student C
- Shawn Parkhurst, Superintendent of Schools
- Carolyn Dugas, Counsel for the Administration
- Rebecca Bissonnette, Principal of Windsor Locks High School
- Officer Kenneth Precourt, SRO
- Denise Piotrowicz, Recording Secretary

Witnesses were sworn in by Attorney Zachary Schurin.

Testimony regarding the offense was given by Officer Kenneth Precourt SRO, Ms. Rebecca Bissonnette, Mr. Shawn Parkhurst and Mother of Student C followed by questions from the Board of Education Members.

Board Recessed at 7:13 p.m.

Board Reconvened at 7:34 p.m.

III. Action Regarding Expulsion

Testimony regarding the penalty phase was given by Attorney Carolyn Dugas, Ms. Rebecca Bissonnette, Mr. Shawn Parkhurst and Student C followed by questions from the Board of Education Members.

Board Recessed at 7:59 p.m.
Board Reconvened at 8:35 p.m.

It was **MOVED** (Gragnotati) and **SECONDED** (Tria) and **PASSED** (U) that the Board of Education terminates Executive Session and reconvenes into public session at 8:35 p.m.

It was **MOVED** (Gragnotati) and **SECONDED** (Tria) and **PASSED** (U) that the Board of Education finds that Student C did engage in conduct that violated Board Policy and seriously disruptive to the educational process. The student has therefore committed an expellable offense.

It was **MOVED** (Christianson) and **SECONDED** (McGowan) and **PASSED** (U) that the Windsor Locks Board of Education (1) accepts and adopts the findings and facts discussed and presented in executive session; and find that Student C is hereby expelled from the Windsor Locks Public Schools, including all school-related activities, curricular or otherwise, for a period of one calendar year beginning November 12, 2021 and ending November 12, 2022 and (2) that as a consequence of said conduct, Student C shall be expelled in accordance with the terms and conditions of the Administrations Recommendations dated December 8, 2021 as amended.

IV. Adjournment

It was **MOVED** (Gragnotati) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education adjourns the December 8, 2021 Special Meeting at 8:40 p.m.

Respectfully Submitted,

Denise M. Piotrowicz
Recording Secretary

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

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

**MINUTES OF THE SPECIAL MEETING
December 8, 2021 at 6:00 p.m.**

Members Present: D. Gragnolati, K. Christianson, M. Byrne, J. McGowan
and J. Tria
Members Absent: None
Administrators: S. Parkhurst and R. Bissonnette
Staff: K. Precourt, SRO
Students: Student D
Others: Father of Student D, P. Roy, C. Dugas and Z. Schurin

I. Call to Order

Chairman Dennis Gragnolati called the Special Meeting to Order at 8:47 p.m., in the Windsor Locks Public School's Professional Development Room.

II. Executive Session

It was **MOVED** (Christianson) and **SECONDED** (Tria) and **PASSED** (U), that the Board of Education enters into Executive Session to discuss a matter that would result in the disclosure of public records or information contained therein as described in Connecticut General Statutes Sections 1-210(b)(2), (11) and (17). Further that the Board invites the following individuals to attend the executive session:

- Zachary Schurin, Counsel for the Board
- Patrick Roy, Counsel for Student D
- Mother of Student D
- Father of Student D
- Shawn Parkhurst, Superintendent of Schools
- Carolyn Dugas, Counsel for the Administration
- Rebecca Bissonnette, Principal of Windsor Locks High School
- Officer Kenneth Precourt, SRO
- Denise Piotrowicz, Recording Secretary

Witnesses were sworn in by Attorney Zachary Schurin.

Testimony regarding the offense was given by Officer Kenneth Precourt SRO, Ms. Rebecca Bissonnette, Mr. Shawn Parkhurst and Father of Student D followed by questions from the Board of Education Members.

Board Recessed at 10:02 p.m.
Board Reconvened at 10:08 p.m.

III. Action Regarding Expulsion

Testimony regarding the penalty phase was given by Attorney Carolyn Dugas, Ms. Rebecca Bissonnette, Mr. Shawn Parkhurst and Student D followed by questions from the Board of Education Members.

Board Recessed at 10:50 p.m.

Board Reconvened at 11:15 p.m.

It was **MOVED** (Gragnotati) and **SECONDED** (Tria) and **PASSED** (U) that the Board of Education terminates Executive Session and reconvenes into public session at 11:16 p.m.

It was **MOVED** (Gragnotati) and **SECONDED** (Tria) and **PASSED** (U) that the Board of Education finds that Student D did engage in conduct that violated Board Policy and seriously disruptive to the educational process. The student has therefore committed an expellable offense.

It was **MOVED** (Christianson) and **SECONDED** (McGowan) and **PASSED** (U) that the Windsor Locks Board of Education (1) accepts and adopts the findings and facts discussed and presented in executive session; and find that Student D is hereby expelled from the Windsor Locks Public Schools, including all school-related activities, curricular or otherwise, for a period of one calendar year beginning November 12, 2021 and ending November 12, 2022 and (2) that as a consequence of said conduct, Student D shall be expelled in accordance with the terms and conditions of the Administrations Recommendations dated December 8, 2021 as amended.

IV. Adjournment

It was **MOVED** (Tria) and **SECONDED** (Christianson) and **PASSED** (U) that the Board of Education adjourns the December 8, 2021 Special Meeting at 11:22 p.m.

Respectfully Submitted,

Denise M. Piotrowicz
Recording Secretary

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

**MINUTES OF THE SPECIAL MEETING,
December 21, 2021 at 4:00 p.m.**

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

Members Present: D. Gragnolati, K. Christianson, J. McGowan and J. Tria
Members Absent: M. Byrne
Administrators: S. Parkhurst, D. Solin, A. Goodwin, K. Krupa, M. Biggs, R. Bissonnette, L. Ciaffaglione and G. Weigert
Student Representatives: None
Students: None
Staff: D. Bole
Others: A few others
Press: None

I. Call to Order

Chairman Mr. Dennis Gragnolati called the Special Meeting to Order at 4:00 p.m. held via Zoom Meeting.

II. Roll Call

All Board Members were present other than Board Member Margaret Byrne.

III. Pledge of Allegiance

All stood up and pledged allegiance to the flag.

IV. Public Audience (Only on Agenda Items) in Accordance with BOE Policy 9020

Chairman Mr. Dennis Gragnolati asked Ms. Donna Bole to inquire if 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.

V. 2022-2023 Capital Items for CIAC

Mr. Shawn Parkhurst, Superintendent of Schools, announced that on Monday, January 3, 2022 at 6:00 p.m. at the Town Hall, he will be presenting to the CIAC Committee the proposed Board of Education CIAC projects. He has had meetings with the administrative teams and building leadership teams to discuss projects and to categorized projects in two groups Tier I and Tier II. He explained building administrators and Mr. Greg Weigert, Facilities Director at the meeting if there are any questions.

He began discussing the list of Tier I projects beginning with South Elementary School windows at \$98,000 per the quote given from Commercial Storefront Services. The quote provides for 10 windows to be replaced which currently are unable to open. The second project listed is at North Street School, also a window project to replace windows that cannot be opened. The quote for those replacements is in the amount of \$83,400. The third project listed is at the middle schools to replace windows around the courtyard that are currently unable to open and many are screwed into the walls to secure them. The quote to replace those windows is in the amount of \$208,000. All of the windows which will be replaced pose a safety hazard. The next project listed in a districtwide project is for upgrading the signage to accommodate for braille and visually impaired individuals per ADA compliance. The estimate to upgrade the signage is approximately \$150,000.00. The next project discussed was the high school pool's boiler needs to be replaced. The estimated cost for that replacement is \$59,747. The next project due to safety concerns discussed was replacement of woodchips to rubberized matting at North Street School and South Elementary School playgrounds. The estimated cost for this project is \$150,000.

A discussion began among the Board Members and Facility Director about the playground replacements from woodchips to rubberized matting costs and if it should be done all at once or in pieces and the longevity of the rubberized matting.

Mr. Parkhurst continued to discuss the projects listed in Tier II grouping. He explained these are considered upgrades to technology in the district. The first project listed is districtwide audio visual projector upgrades. The audio visual projectors in use in classrooms for instructional purposes need to be upgraded. The projectors that will be replaced are currently 7-13 years old and 30 units will be replaced. The cost of would be \$20,388. The second project listed is upgrade the Elmo (audio-visual camera) replacements for North Street School and South Elementary School. The units that will be replaced are 11-13 years old and have bene malfunctioning in the classroom instruction and 40 units will be replaced. The cost of the replacements is \$23,080. The last request is for desktop computers at the middle and high school. The computers slated for replacement are outdated and are desktop computers for staff. There are 75 computers which will be replaced at estimated cost of \$37,620. He concluded noting that Tier I projects total is \$750,127 and Tier II projects are \$81,088.

Mr. Tria asked a bout the speakers in the Media Center for the Board meetings if they are going to be replaced. He was told that the equipment is on order and will be replaced, but not in this proposed budget. Mrs. Christianson inquired about the computer requests and warranties available. Mr. Goodwin explained the computer equipment to be replaced are used for instruction in the classroom. They have a three-year warranty. Chairman Mr. Gragnolati voiced his concerns over the pool boiler and asked Mr. Weigert to explain in detail the prblem with the boiler. Mr. Weigert explained it is leaking and it has to be mopped every day. Behind the boiler is beginning to give way and causing the leak. The pool is used by many programs in the town and other surrounding towns use the pool as well. If the boiler breaks completely, it is going to be a costly, more than the \$60,000 for the replacement. As the discussion continued, it was asked of Mr. Weigert which projects could hold off and which needed to be done. He noted the window projects and pool boiler are high priority The playground and signage would be less of a priority.

A brief discussion was held.

It was **MOVED** (Christianson) and **SECONDED** (Tria) and **PASSED** (U) that the Board of Education removes the proposed project line item of the high school pool boiler replacement from the list of proposed projects and grants permission to Board Chairman Mr. Dennis Gagnolati and Superintendent of Schools, Mr. Shawn Parkhurst to approach the Board of Finance and discuss the risks and priority the pool boiler replacement and the impacts of boiler failure on the students of Windsor Locks and other programs outside of Windsor Locks.

It was **MOVED** (Christianson) and **SECONDED** (Tria) that the Board of Education removes the proposed projects of upgrading districtwide signage and playground woodchip areas to rubberized matting from the list of proposed projects and recommends the facilities budget those projects over the course of years to fund.

A discussion was held suggesting how much should be budgeted per year in order to complete those projects in a few years. Mr. Weigert noted that he would prefer not to do some projects in pieces and would rather have the window projects funded.

Ms. Christianson amended her motion:

It was **MOVED** (Christianson) and **SECONDED** (Tria) that the Board of Education removes the proposed project of upgrading playground woodchip areas to rubberized matting and decreases proposed funding of the signage for FY 2022-2023 to \$50,000 and grant permission to Mr. Greg Weigert, Facilities Manager prioritize what signs should be changed.

A discussion was held. Chairman Mr. Gagnolati noted the motion amended accepts projects in Tier I with those amendments. Mr. Gagnolati called for a vote:

Motion passes unanimously.

It was **MOVED** (Christianson) and **SECONDED** (Tria) and **PASSED** (U) that the Board of Education approves all of the Tier II proposed CICA projects as presented.

VI. Screen and Stay Discussion

Mr. Parkhurst introduced to the Board Ms. Lisa Ciaffaglione to discuss the Screen and Stay initiative which began on November 15, 2021 which gave parents and students the option to keep their children in school. At the time the policy was approved, transmission of cases was low and it was felt students need to be in school for academic, social and emotional needs. She discussed the rising cases all over the country and explained that community transmission in Windsor Locks is high as well. She is requesting the Board suspend the screen and stay policy while this surge continues and revisit it after this surge ends. She discussed there have been many cases at the high school which can be traced as being transmitted from student to student, as well as cases at middle school, South Elementary School and North Street School. She feels that pausing the screen and stay policy after the holidays and a few weeks upon the return of students to see if the COVID-19 cases decrease.

A lengthy discussion among Mr. Parkhurst, Ms. Ciaffiglione, Ms. Bissonnette and Board Members was held discussing vaccination status of students and staff, mask wearing, social distancing and hand-washing and transmission of cases.

It was **MOVED** (McGowan) and **SECONDED** (Christianson) and **PASSED** (U) that the Board of Education suspends the Screen and Stay policy as of January 3, 2022 until January 27, 2022 when the Board of Education will revisit the policy.

VII. Adjournment

It was **MOVED** (Tria) and **SECONDED** (Christianson) and **PASSED** (U) that the Board of Education adjourns the Special Meeting of December 21, 2021 at 5:20 p.m.

Respectfully submitted,

Denise M. Piotrowicz
Recording Secretary

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

**MINUTES OF THE SPECIAL MEETING,
January 8, 2022 at 9:00 a.m.**

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

Members Present:	(In-person) D. Gragnolati, K. Christianson, M. Byrne and J. McGowan
Members Absent:	J. Tria
Administrators:	(In-person) S. Parkhurst, S. Lee, and D. Solin (Via Zoom) D. Prinstein, R. Bissonnette, M. Briggs, C. Domler, C. Apanovitch, H. Earley, G. Weigert, J. Robinson, K. Krupa and A. Goodwin
Student Representatives:	None
Students:	None
Staff:	D. Bole, B. Deming and many others
Others:	(total of 54 participants)
Press:	None

I. Call to Order

Chairman Mr. Dennis Gragnolati called the Special Meeting to Order at 9:09 a.m. held at the Town Hall in the Ella T. Grasso Conference Room and also via Zoom Meeting and live stream.

A. Roll Call for Quorum

All Board Members present other than Mr. Tria.

B. Pledge of Allegiance

All stood up and pledged allegiance to the flag.

II. Public Audience (Only on Agenda Items) in Accordance with BOE Policy 9020

Chairman Mr. Gragnolati asked anyone who would like to make a public comment, please write the comment in the chat box or raise their hand and she will unmute the microphone.

Mr. Brian Deming, President of the Windsor Locks Teachers' Association, addressed the Board regarding Agenda Item V. Policy Committee, B. First Reading of Policy No. 1100 Community Relations; Public Participation at Board Meetings and Policy No.: 9020 Bylaws of the Board; Public Statements. He stated he has concerns about the proposed changes. He stated the proposed changes were brought to the Board of Education in 2000 and the changes resulted in community outrage and a lawsuit against the Board of Education as it was felt the change violated the First and Fourteenth Amendments. The language was removed from

the policy. He also questioned the timing of the proposed policy change as it was being addressed at a special meeting and clearly in response to the November meeting when the WLTA inquired about conducting an independent investigation on the conduct of the Superintendent. The revisions of the policies make it difficult for checks and balances and seems to be undermining community members. He urged the Board Members to vote down the proposed policy changes.

III. Policy Committee

A. Approval of Minutes of 12/30/2021

It was **MOVED** (Christianson) and **SECONDED** (McGowan) and **PASSED** (3-0-1) (In Favor: K. Christianson, J. McGowan, D. Gragnolati; Opposed: None; Abstained: M. Byrne that the Board of Education accepts the Minutes of the Policy Subcommittee December 30, 2021 Regular Meeting, as presented.

B. First Reading

- 1100 Community Relations; Public Participation at Board Meetings
- 9020 Bylaws of the Board; Public Statements

This is the first reading of the proposed changes. The changes are highlighted in red. Board Member Ms. Byrne commented she was not on the Board back in 2000 and would like to know exactly what transpired at that time. Vice-Chair Mrs. Christianson noted the changes are to encourage folks follow a process in complaints about staff, teachers and administrators. The discussion continued discussing the two public comments which are currently on the agenda, one discussing agenda items and the other general comments. It was noted that this is the first reading of the proposed changes and at the next meeting will be the second reading and discussions will continue.

IV. Discussion of 2021-2022 School Budget

Chairman Mr. Gragnolati noted the meeting is to discuss the proposed budget to be submitted to the Board of Finance. He asked Mr. Parkhurst, Superintendent of Schools, to begin his presentation. Mr. Parkhurst used a PowerPoint presentation which described the vision of the graduate of Windsor Locks Public Schools which includes creative and practical problem solver, clear and effective communicator, responsible citizen, self-directed learner and collaborative worker and an informed thinker. The next two slides described what the responsibilities of the Board of Education according to Connecticut General Statutes Section 10-220 Duties of Boards of Education and what responsibilities are of the Superintendent of Schools, which included providing adequate instruction, equitable allocation of resources, proper maintenance of facilities and safe setting. The Superintendent is to collaborate with district leaders to propose a fiscally responsible budget, fulfil statutory obligations and to advance the Board of Education goals. He discussed the district goals and the budget process. The next slide discussed the funding cliff the district may be facing in the year 2023-2024. The slide showed a graph showing the total budget and how that budget has been funded over the past two budget cycles and the current cycle. Those budgets have been

funded with Federal relief monies to maintain programs and services during COVID-19 in 2020-2021 and a multi-year ARP Funds were used in 2021-2022 to maintain a zero percent budget increase and using ARP Funds in 2022-2023 to maintain services and programs and keeping the budget under 1% increase. He reminded everyone, that funding will run out in 2023-2024. This could potentially create a funding cliff that will be very difficult to overcome in 2023-2024. The next slide discussed the per pupil expenditure comparisons with two surrounding towns Enfield and East Windsor compared to Windsor Locks. Within that comparison, it broke down the cost into categories of instructional staff, instructional supplies, improvement of instruction, student support services, administration, plant operations and maintenance, transportation and other. There were three categories where Windsor Locks spent more per student than the other towns, which were: instructional staff, improvement of instruction and plant operations and maintenance. Mr. Parkhurst explained why those categories were higher in Windsor Locks versus the other towns.

A brief discussion was held discussing plant operations and maintenance and how other districts offset those costs. Mr. Parkhurst reminded everyone the increase of the cost is due to the extensive use of the buildings by the community, the Board of Education bears most of the expenses, which includes overtime and part-time custodians along with the cost of the pool upkeep including chemicals and maintenance that most other towns do not have those expenses as they do not have a pool.

Another slide discussing per pupil spending explained years 2018-2019; 2019-2020; and 2020-2021 in Windsor Locks, state average, DRG ranking and state ranking. Windsor Locks is 51 out of 195 in the state ranking. The next slides showed the enrollment numbers for all schools from 2017 to 2022 projection. The projection for 2022 is a total of 1,650 students, which is a slight decrease. He discussed the changing needs of students from 2017 through 2022 projection. He showed slides discussing the high school, middle school and elementary enrollment, the actual enrollment for 2021-2022 and projected enrollment in 2022-2023 and how it determines the total staff counts and the average class sizes. He further discussed different strategies approaching the budget challenges reduce expenditures where possible, adjust staffing to reflect enrollment and to reduce or keep flat funds for supplies, texts, materials, and equipment.

A discussion was held discussing the enrollment of certain classes decreases and others increasing. It was questioned why the high school would require an additional history teacher and world language teacher, when enrollment numbers are projected to lower at the high school. Ms. Bissonnette, Principal at Windsor Locks High School, commented student enrollment in some classes are as high as 27-29 students in required classes such as English, math, physical education and health. It was then questioned, if those class enrollments are higher, what classes have less enrollment. Ms. Bissonnette noted scheduling students varies from year to year depending on what students are required and what electives they wish to enroll in. The discussion continued about a world language teacher and what course would this teacher offer as the high school only offers Spanish currently. Ms. Bissonnette noted she is looking to add a different type of language class, such as, sign language. It was asked how many new students enter the district every year that are not counted in the projections. Ms. Bissonnette commented that it was a difficult question to answer as this too varies year to year; however, this year they have already had three new students at the high school. Mrs. Christianson voiced her concerns about the decrease in supplies in the elementary schools and wanted to make sure teachers had input in discussing the supplies they need in the

classrooms. Ms. Briggs, Principal of South Elementary School, Mr. Prinstein, Principal of Windsor Locks Middle School, Ms. Bissonnette, Principal of Windsor Locks High School and Mr. Robinson, Director of Special Services, all explained their processes each building goes through while discussing what supplies will be needed for the upcoming year.

The next few slides discussed the district's grant funding, the amount of the funding and the use of the funds. The grants that were discussed are as follows: Title I Grant, Title II Grant, Title III Grant, Hartford Foundation for Public Giving, Alliance Grant and ESSR ARP Grant. The slides explained the amount of money for each listed grant and what allowable expenses can be used with those grants. Mr. Parkhurst explained each grant in great detail allowable expenses.

A lengthy discussion was held concerning the grants and how the grant funds are spent.

The last three slides of the presentation discussed what is included in the proposed 2022-2023 budget and what is not included. The items that were not included in the proposed budget were a request for an additional history teacher at the high school, new textbooks requested in the social studies department at the high school, business department classroom furniture request and Dean of Students for Pine Meadow Academy. Mr. Parkhurst also discussed what is included in his proposed budget, which would include additional EL teacher due to the increase EL students, additional high school world language teacher, realignment of elementary gifted and talented staff, reduction of 2.0 FTE teacher at the elementary level, fixed costs increases including contractual obligations, transportation, utilities and increased cost of supplies, alignment of middle school and high school algebra instructional resources; expansion of music and theater programs; reduction of teacher in residents positions at North Street School from 6 to 3, reduction of math tutor at North Street School, reduction of ESL tutor, increased costs for special education outplacements, Suffield VoAg, Asnuntuck pathway options, BCBA position and health coordinator position.

A lengthy discussion was held among Board Members and Administrators discussing the reduction of teachers in residence at North Street School, the moving a teacher to a gifted and talented program at South Elementary School, additional teacher for EL students, a decrease of a math tutor at North Street School, a BCBA position and the additional position of a health coordinator/nurse.

The last slide showed the Board of Education approved budget for FY 2021-2022 in the amount of \$31,380,043 and his recommended proposed budget for FY 2022-2023 in the amount of \$31,645,850.45, a proposed 0.84 percent increase over last year's budget or an increase of \$265,166.29 over last year's budget.

A lengthy discussion was held discussing special education out-placement costs and how those costs vary from year to year depending on children moving in and out of the district. The conversation continued discussing the ESSR Grant (ARP) and the possibility of using that money for a major capital improvement, such as, air conditioning, rather than using it in the operating budget as these funds are only a one-time only. Chairman Mr. Gagnolati discussed his concerns about students and how the pandemic has played a role in causing students to fall behind in their education. This sentiment was echoed by the administrators from all schools. Board Members went through different parts of the budget asking

particular questions on certain line numbers on the budget concerning technology and solar energy.

Chairman Mr. Gragnolati asked if anyone from the public had any questions. If so, they could type it in the chat box and Ms. Donna Bole will read them.

Ms. Vita Beebe addressed the Board. She spoke about the EL program in the district. The district supports 107 students in the program and over 50% of those students are at North Street School. The goal is to give the students the language skills to achieve in reading, writing, speaking and listening so they will be able to advance with their education throughout their learning years. She hopes the Board will support the request of an additional EL teacher and tutor.

A brief discussion was held.

Chairman Mr. Gragnolati inquired if anyone had any other questions. The next meeting is scheduled for Thursday. Board Member Ms. Byrne asked if the policy can be reviewed by the attorney.

V. Adjournment

It was **MOVED** (Christianson) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education adjourns the Special Meeting of January 8, 2022 at 11:44 a.m.

Respectfully submitted,

Denise M. Piotrowicz
Recording Secretary

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHERI LEE, DIRECTOR OF HUMAN RESOURCES
DATE: JANUARY 27, 2022
RE: PERSONNEL REPORT

Resignation:

Laurie Kustra, a Special Education Teacher at the High School has resigned effective January 1, 2022. At the time of her resignation, Ms. Kustra will have served the students of Windsor Locks for twenty-one (21) years.

Board Motion: “**MOVE** that the Board of Education accepts Ms. Kustra’s resignation effective January 1, 2022 and offer her our appreciation for all of her efforts on behalf of the students of the Windsor Locks Public Schools.”

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
 FROM: SHERI LEE, DIRECTOR OF HUMAN RESOURCES
 DATE: JANUARY 27, 2022
 RE: NEW POSITION PROPOSAL

This evening, we are seeking approval for the salary for our new position that you approved a job description for on September 23, 2021; Board Certified Behavior Analyst. This is a grant funded position and replaces the contracted services we have been using in the past.

Windsor Locks Public Schools Board Certified Behavior Analyst 2021-2022 Salary Schedule			
Years of Previous Experience	Step	BCBA Eligible	BACB Certified
0	1	70,000	80,000
1	2	72,500	85,000
2-3	3	75,000	90,000
4	4	77,500	95,000
5+	5	80,000	100,000

<i>BCBA Eligible</i>	<i>Professionals who have completed the coursework through one of two sources: an Association for Behavior Analysis International (ABAI) Accredited Graduate Program or a Verified Course Sequence and completed the required Supervised Fieldwork Experience.</i>
<i>BACB Certified</i>	<i>Board Analyst Certification Board BCBA Certified</i>

Windsor Locks Public Schools



Board of Education Curriculum Committee

December 7, 2021 4:15 pm

MINUTES

Agenda

Members Present: Shawn Parkhurst, Superintendent, James McGowan, BOE, Kylee Christianson, BOE, Megan Parrette, Director of CIA, Kristen Krupa, Director of CIA, and Heather Earley, Director of CIA

Meeting called to order at 4:15 pm.

1. **New Business**
 - a. **Purpose of Curriculum Committee**
 - Superintendent Parkhurst outlined that the purpose of this committee is to engage in dialogue and discussion around curriculum, teaching and learning and make recommendations when appropriate of what goes to the full board for review and potential approval
 - b. **November 2, 2021 Professional Development - *Return on Investment***
 - Superintendent Parkhurst outlined the work that was done on November 2, 2021. Directors then shared the takeaways from the work and the exit surveys. The surveys indicated a successful day. A great deal of the day was spent outlining resources available to support our district goals and outcomes for our students.
 - c. **Coaching Cycles - Baseline Data & Next Steps for Instructional Improvements**
 - The Directors shared the work that they are doing in classrooms supporting teachers. The elementary model works on a grade level rotation whereby at the secondary level it is focused on specific content areas based on the role of each Director. Baseline data is being collected to help outline next steps.
2. **Informational Items**
 - a. **Intervention Process**
 - Superintendent Parkhurst shared the work that was done district wide in 20-21 to develop a consistent format, procedure and forms for Intervention throughout the district. A district handbook was also developed and a specific flowchart was shared

that is used to follow the process at each school. The Directors are supporting this work through their presence at the various Intervention meetings.

- b. Accountable Talk & Academically Productive Talk - District 21-22 Focus Area
 - Superintendent shared the district goals and specific multi-year professional development plan. Directors spoke about the through line all the way down to the classroom level which is unique. Directors shared how this outlines the work and gives the big picture as well as specifics for our district and building level work. Superintendent Parkhurst outlined that the one-page multi-year plan doesn't have a larger document as at the end of each year, we will evaluate what we've accomplished in that area in collaboration with the Leadership team and that will be used to plan for the following year. The goal is that each of the three high leverage strategies will be at a mastery level and commonplace in all classrooms over a three year period of time.
- c. Proposed new courses
 - Accelerated ELA and Math (for second semester of 2021-2022 school year)
 - Sports Journalism (2022-2023 school year)
 - Coding (2022-2023 school year)
 - 1. Director Kristen Krupa outlines the proposed new courses for WLHS. After much discussion, and Superintendent Parkhurst sharing that this aligns with the recent findings of the NEASC visit, BOE members agreed to move these forward for a full Board review and potential adoption.

3. Adjourned at 5:30 pm.

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: JANUARY 27, 2022

RE: PROGRESS TOWARD GOALS

Chronic Absenteeism:

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

Chronic absenteeism by district and school cumulatively through December 23, 2021 for all learners (*definition of chronic absenteeism is missing 10% or more days of school*)

School	September 2021	October 2021 <i>Cumulative Year to Date</i>	November 2021 <i>Cumulative Year to Date</i>	December 2021 <i>Cumulative Year to Date</i>
District	28.9%	27.2%	26.7%	28.4%
WLHS	32.0%	40.8% *19%	37.4% 13.9%	38.9% 14.8%
WLMS	24.5%	19.7% *12.34	20.7% 13.9%	27.2% 14.2%
South	28.6%	22.4% *13%	18.5% 11%	17.1% 12%
North	23.4%	20.5%	19.4% *18%	22.3% *15%

****Denotes the % of students chronically absent not due to quarantining and isolation***

- District overall holding steady
- All schools making improvements toward the goal of 10% when those in quarantine or isolation are removed

Grade Level Usages & Lessons Passed Cumulative through January 7, 2022

Reading			Math		
Grade Level	% Usage 30-49 minutes	% Lessons Passed	Grade Level	% Usage 30-49 minutes	% Lessons Passed
K	93%	79%	K	91%	88%
1	88%	89%	1	85%	96%
2	91%	88%	2	89%	95%
3	93%	85%	3	91%	94%
4	97%	83%	4	93%	89%
5	92%	80%	5	90%	89%
6	93%	81%	6	98%	83%
7	97%	81%	7	94%	79%
8	93%	83%	8	96%	75%
Goal	100%	70%	Goal	100%	70%

- All grade levels in reading and math are exceeding the % of lessons passed goal
- All grade levels in reading and math are nearing the % of usage time goal

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: JANUARY 27, 2022

RE: COVID-19 PROTOCOLS

The following COVID protocols are in practice in Windsor Locks Public Schools, in collaboration with Lisa Ciaffaglione, Dr. Ann Milanese, our medical advisor, CT Department of Public Health, CT State Department of Education and the North Central Public Health Department.

Isolation & Quarantining Guidelines:

WLPS is adopting the revised isolation and quarantine guidance published by the Centers for Disease Control (CDC) on December 27, 2021 upon our return on January 3, 2022. These revised guidelines, in alignment with the CT Department of Public Health (DPH) recommendations, are:

- Stay home if you are not feeling well**
 - Any student or staff who are symptomatic should immediately isolate at home, test for the virus, and remain away from activities outside the home. If the test is negative and symptoms have improved, you may return to school or work.*
- If you test positive for Covid-19 regardless of vaccination status, you should:**
 - Stay home (isolate) for five (5) days, including extracurricular activities*
 - If you have no symptoms, improving symptoms and remain fever free after 5 days, you can leave your house and return to school*
 - Continue to wear a mask around others for an additional five (5) days*
- If you were exposed to someone with Covid-19 out of school and have been vaccinated, you should:**
 - Wear a mask around others for ten (10) days*
 - Test on day 5, if possible*
 - If you develop Covid-19 symptoms, test immediately and stay home until the results are known*
 - Consider quarantining at home from school, extracurricular activities, and other activities for 5 days from the last exposure to the COVID-19 case*
- If you were exposed to someone with Covid-19 out of school and have not been fully vaccinated, you should:**
 - Stay home for five (5) days, return to school on day six (6), including extracurricular activities*

- Continue wearing a mask around others for five (5) additional days
- Test on or after day five (5) if possible
- If you develop Covid-19 symptoms, test immediately and stay home until the results are known, and follow the protocol above

Remote Learning

If students are isolating and quarantining at home due to symptoms of Covid-19, or home due to household contact with a positive case, they may participate in our “temporary remote” learning program no later than 24 hours after notification.

Elementary Quarantine Expectations

Parent Communication	Math & ELA Instruction	Asynchronous Learning Activities
<p>Staff will connect with families on a daily basis during the quarantine period to clarify any questions or assignments.</p> <p>This can be done via google meet, Seesaw, Class DoJo, phone call, email or through your Google Classroom.</p>	<p>Teachers will assign lessons in <i>iReady</i> and transition to <i>My Path in the iReady platform</i></p> <p>Assignments will be provided via Seesaw/google classroom aligned to the in-person assignments.</p> <p>PreK/K will be provided with print materials only.</p>	<p>Paper materials may be picked up if agreed upon between the teacher and parent.</p> <p>Any additional online resources, such as Footsteps to Brilliance, EPIC, etc. may be pushed out</p> <p>Unified Arts staff will post activities for students to access in Google Classroom or SeeSaw.</p>

MS/HS Grades 6-12 Quarantine Expectations

Student/ Parent Communication	Middle School	High School
<p>Staff will connect with families on a daily basis during the quarantine period to clarify any questions or assignments.</p> <p>This can be done via google classroom, email or other communication methods as appropriate.</p>	<p>Mathematics & English Language Arts: Teachers will assign lessons in <i>iReady</i> and transition to <i>My Path in the iReady platform</i></p> <p>All subjects: Assignments will be provided via google classroom aligned to the in-person assignments.</p> <p>Paper materials may be picked up if agreed upon between the teacher and student/parent.</p>	<p>Assignments will be provided via google classroom aligned to the in-person assignments.</p> <p>Paper materials may be picked up if agreed upon between the teacher and student/parent.</p>

Covid-19 Test Kits: Test kits are available at each school, and will be distributed to staff and students’ who are symptomatic, or develop symptoms during the school day, after consultation with the nursing staff.

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: JANUARY 27, 2022

RE: FY 22-23 BUDGET

The FY 22-23 Budget was presented to the Board of Education on Saturday, January 8, 2022. At the conclusion of that meeting, the Board of Education requested that the Superintendent revise the proposed FY 22-23 Budget to add in the following items:

- Reinstatement of the 2.0 FTE Elementary Teachers
- Reinstatement of the 1.0 FTE Elementary Gifted and Talented Teacher
- Add 1.0 FTE Elementary Teacher
- Reinstatement of the EL Tutor
- Reinstatement of 5.0 FTE Teacher-in-Residence Positions
- Reinstatement of operating expenses that were previously being paid for by ARP grant funding

As a result of those requests, the revised FY 22-23 budget is as follows:

Approved FY 21-22 Budget	Revised FY 22-23 Budget	Increase
\$31,380,658	\$33,125,125.40	\$1,744,441.24
		5.56%

This evening, I will share a revised proposal for your consideration that utilizes grant money.

Approved FY 21-22 Budget	Revised FY 22-23 Budget for Consideration	Increase
\$31,380,658	32,463,113.68	\$1,082,429.52
		3.45%

Windsor Locks Public Schools

www.wlps.org

Educational Leadership

Shawn Parkhurst
Superintendent of Schools 860-292-5000

Jeffrey Ferreira, Principal, Giovanna Testani, 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

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