

WINDSOR LOCKS PUBLIC SCHOOLS



BOARD OF EDUCATION MEETING

Regular Meeting

March 24, 2022

6:00 p.m.

Ella Grasso Conference Room - Town Hall

**In Person Attendance Open to All
Optional Public Attendance via Zoom,**

[Click Here to Register](#)

Windsor Locks Board of Education

Dennis Gagnolati, 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.

**Board of Education
Town of Windsor Locks
Regular Meeting - Agenda
March 24, 2022 - 6:00 p.m.**

Ella T. Grasso Conference Room - Town Hall

**In Person Attendance Open
Optional 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
 - 3/8/22 Special Meeting
 - 3/10/22 Regular Meeting
- IV. Committee Reports
 - A. Policy - Next Meeting: April 6, 2022
 - B. Curriculum -
 - 1. Minutes of 3/15/22: **Vote Needed** p. 15 Exhibit IV B 1

C. Finance - Next Meeting: 4/6/22

- V. ACES High Robotics Overnight Field Trip: **Vote Needed** p. 17 Exhibit V
- VI. 2022-2023 Calendar Revision: **Vote Needed** p. 19 Exhibit VI
- VII. Seal of BiLiteracy: **Vote Possible** p. 21 Exhibit VII
- VIII. 2022-2023 Budget Update & Appeals: **Vote Needed**
- IX. Board of Education Future Meetings Update
- X. 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.*

- XI. Board and Superintendent Comment
- XII. Adjourn Meeting

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

EXHIBIT III

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN L. PARKHURST, SUPERINTENDENT
DATE: MARCH 24, 2022
RE: APPROVAL OF MINUTES

March 8, 2022 Special Meeting
March 10, 2022 Regular Minutes

**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
March 8, 2022 at 4:00 p.m.**

Members Present: D. Gragnolati, K. Christianson, J. McGowan and J. Tria
Members Absent: M. Byrne
Administrators: S. Parkhurst and R. Bissonnette
Staff: K. Precourt, SRO
Students: Student E
Others: Father of Student E and Mother of Student E

I. Call to Order

Chairman Dennis Gragnolati called the Special Meeting to Order at 4:03 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 conduct a student expulsion hearing and to preserve the confidentiality of student records, and that the following be invited to attend the executive session to offer testimony: Superintendent of Schools, High School Administration, witnesses to testify for the administration, student and parents, witnesses for student and parents, legal counsel for the Board of Education and the administration, and the student, if present.

Chairman Mr. Gragnolati asked all persons in attendance to identify themselves for the record:

Board of Education Members:

Mr. Jim McGowan
Mr. Dennis Gragnolati
Mrs. Kylee Christianson
Mr. Joe Tria

Others:

Mrs. Denise Piotrowicz, Recording Secretary, Windsor Locks Board of Education
Mr. Kenneth Precourt, SRO
Ms. Rebecca Bissonnette, Principal of Windsor Locks High School
Mother of Student E

Student E

Father of Student E

Witnesses were sworn in by Chairman Mr. Gragnolati.

Testimony regarding the offense and penalty phase was given by Ms. Rebecca Bissonnette, Mr. Kenneth Precourt, SRO, Mother and Father of Student E and Student E followed by questions from the Board of Education Members.

Board Recessed at 4:24 p.m.

Board Reconvened at 4:32 p.m.

It was **MOVED** (Christianson) and **SECONDED** (Tria) and **PASSED** (U) that the Board of Education terminates Executive Session and reconvenes into public session at 4:32 p.m.

It was **MOVED** (Christianson) and **SECONDED** (Tria) and **PASSED** (U) that the Board of Education finds that Student E 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** (Tria) and **PASSED** (U) that the Board of Education reconvenes in Executive Session to conduct a student expulsion hearing and to protect the confidential student records and that the same persons who were previously invited to attend the Executive Session are invited to attend at 4:34 p.m.

III. Action Regarding Expulsion

Testimony regarding the penalty phase of the expulsion was given Ms. Rebecca Bissonnette, Mother and Father of Student E and Student E followed by questions from the Board of Education Members.

Board Recessed at 4:47 p.m.

Board Reconvened at 4:58 p.m.

It was **MOVED** (Christianson) and **SECONDED** (Tria) and **PASSED** (U) that the Board of Education terminates Executive Session and reconvenes into public session at 4:59 p.m.

It was **MOVED** (Christianson) 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 E 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 February 24, 2022 and ending February 24, 2023 and (2) that as a consequence of said conduct, Student A shall be expelled in accordance with the terms and conditions of the Administrations Recommendations as amended.

IV. Adjournment

It was **MOVED** (Christianson) and **SECONDED** (Tria) and **PASSED** (U) that the Board

of Education adjourns the March 8, 2022 at 5:07 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 REGULAR MEETING,
March 10, 2022 at 6:00 p.m.**

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

Members Present: D. Gragnolati, K. Christianson, M. Byrne (arrived at 6:32 p.m.)
J. McGowan and J. Tria

Members Absent: None

Administrators: S. Parkhurst, S. Lee, D. Solin, D. Prinstein, R. Bissonnette, M. Briggs, G. Testani, C. Domler, C. Apanovitch, H. Earley, J. Robinson, and A. Goodwin

Student Representatives: C. Mackey and C. MacDougald

Students: A few younger students from North Street School

Staff: Unknown

Others: Many participants on Zoom Meeting

Press: None

I. Call to Order

Chairman Mr. Dennis Gragnolati called the Regular Meeting to Order at 6:05 p.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 were present, other than Ms. Margaret Byrne who will be arrived later in the meeting.

B. Pledge of Allegiance

All stood up and pledged allegiance to the flag.

C. Student Representative Report

Miss Carley MacDougald, Student Representative, addressed the Board. She commented winter sports has come to an end, however, the boys' basketball team is having a great state tournament. She wishes them well!

Mr. Caden Mackey, Student Representative, addressed the Board. He echoed Miss MacDougald's comments.

D. Board of Education and Superintendent Communications

Mr. Shawn Parkhurst, Superintendent of Schools, addressed the Board. He began speaking about winter sports winding down and speaking about the big win for the boys' basketball team in Round 2 of the state tournament. Good luck to the Raiders! Spring sports are starting to begin and teams are beginning to meet. The prep for the digital SAT which is scheduled for March 23, 2022. He thanked all of the administrators, Mr. Goodwin and staff for all of the preparations in making the digital SAT possible. He mentioned this past week has been "National School Breakfast Week" and the district schools have been having breakfasts served by guest, such as the Windsor Locks Fire Department at North Street School. He noted the budget has been presented to the Board of Finance and he would like to thank everyone for their support including the Chairman Mr. Gragnolati. He remarked 180 COVID test kits were given out to families last week. He thanked Ms. Sheri Lee and Ms. Lisa Ciaffaglione for all of their hard work coordinating the event. He discussed Read Across America this year. Annually, the North Street School students have a field trip to the high school, but this year the high school students went to North Street School to read to the students. It was a great event. Finally, next Friday is a professional development day and he invited the Board Members to attend to listen to the keynote speaker.

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 either in-person or in attendance in the Zoom Meeting. No one responded.

III. Board of Education Appreciation

Mr. Shawn Parkhurst, Superintendent of Schools stated that the Board of Education was recognized for the work they do for the children of Windsor Locks. March is Board of Appreciation month. The following administrators addressed the Board and explained their school's gift to the Board Members.

- Giovanna Testani Principal of North Street School
- Monica Briggs, Principal of South Elementary School
- David Prinstein, Principal of Windsor Locks Middle School
- Rebecca Bissonnette, Principal of Windsor Locks High School
- Josh Robinson, Director of Special Services

IV. Approval of Minutes

February 10, 2022 Regular Meeting

It was **MOVED** (Christianson) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education accepts the February 10, 2022 Regular Meeting Minutes as presented.

V. Committee Reports

A. Policy-Next Meeting – April 6, 2022

1. Approval of Minutes of February 9, 2022

It was **MOVED** (Christianson) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education accepts the February 10, 2022 Policy Sub-Committee Meeting Minutes as presented

2. Policy First Read:

Mr. Parkhurst noted this is the second read of the revised and new policies. The revisions are highlighted in red in the packets.

A brief discussion was held.

● Revision:

- 4118.11; 4218.11 Personnel - Certified/Non-Certified Nondiscrimination
- 4118.23; 4218.23 Personnel Certified/Non-Certified Staff Use and Possession of Smoking Products, Tobacco Products, Drugs and Alcohol
- 5131.6 Students: Alcohol Use, Drugs, and Tobacco

● New Policies:

- 5141.21 Students: Administering Medication (Naloxone)
- 6148 FAFSA Completion Program

It was **MOVED** (Christianson) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education approved the policy revisions changes and new policies as recommended and provided at the February 10, 2022 Regular Meeting.

B. Curriculum – Next Meeting – March 15, 2022

C. Finance – Next Meeting April 6, 2022

1. P-Card Discussion

Mr. Parkhurst commented back in 2017 the Board had discussed P-Cards for use of expenses. He introduced Mr. Davis Solin, Business Manager, to discuss the P-Cards and their use. Mr. Solin explained many expenses, including travel expenses, cannot be paid by invoice and are usually paid over the internet. In order to make payment, a credit card is needed. He explained he is only requesting two cards, one for Central Office and the other Mr. Greg Wiegert, Director of Facilities. If an expense has to be paid, the person requesting such a payment must contact his office and the expense will be paid through his office only. He insisted the P-Cards will be very controlled.

A brief discussion was held.

2. Approval of March 2, 2022 Minutes

It was **MOVED** (Byrne) and **SECONDED** (Tria) and **PASSED** (U) that the Board of Education accepts the March 2, 2022 Finance Sub-Committee Meeting Minutes as presented

VI. Progress Towards Goals

A. Chronic Absenteeism

Mr. Parkhurst remarked that the Windsor Locks Public Schools continues to closely monitor student attendance with the goal to reduce chronic absenteeism district wide under 10%. Chronic absenteeism by district and school cumulatively through February 28, 2022 for all learners. He showed a table explaining the numbers. The table displayed the absenteeism by district and each school for September, 2021 (which didn't split the percentages due to COVID) and October 2021 through February, 2022 was shown, splitting up the percentages as to what percentage was due to quarantining and isolation due to COVID. Currently at the district level, absenteeism is at 27.8%. The district overall decrease in February; expansive uptick in COVID related absences districtwide in January. Mr. Parkhurst noted that the Windsor Locks continues to be the first in the lowest chronic absenteeism among Alliance Districts in 2021-2022.

B. iReady Progress Toward Goals

The next tables discussed was iReady Data on Usage and Lessons passed through March 4, 2022 in Reading and Math for Grades K-8. The data was grade level usages and lessons passed. He noted that all grade levels in reading and math are exceeding their percentage of lessons passed.

A brief discussion was held.

VII. 2022-2023 Budget Update

Mr. Parkhurst gave the Board an update on the budget process. The proposed budget was presented to the Board of Finance. The Board of Finance is scheduled to reach an approved number either by March 22, 2022 or March 23, 2022. The next Board of Education meeting is scheduled on March 24, 2022. The appeal to the Board of Finance is scheduled for March 29, 2022. He inquired if the Board would like to move the regular scheduled meeting to March 28, 2022 or would it prefer to keep the March 24, 2022 meeting date and have the leadership teams review the budgets and give examples of what percentage loss would mean to their budgets.

A brief discussion as held and it was the general consensus to keep the meeting on March 24, 2022 to discuss the leadership proposal for the appeal on March 29, 2022.

VIII. Board of Education Future Meetings

Mr. Parkhurst with the assistance of Mr. Andrew Goodwin, IT Director of Technology to discuss where to hold future BOE meetings. Mr. Goodwin has been working of the information obtained from Town Hall and their current setup. Currently, the district has the following equipment in order to move forward, which include: 6 - 27" Monitors; 1 - Logitech Conference Room camera with extended mic and mount; 4 - Dual Monitor desktop mounts; 1 - HDMI splitter for 8 monitors (includes projector and TV); and 1 - TV and Floor Stand. The microphone order that was placed at the beginning of the year continues to be backordered and therefore at the current time would be an obstacle for audio quality.

A discussion was held. Board Member Ms. Byrne noted, she did not feel it was necessary to have a big monitor for each Board Member as it is difficult to see other Board Members and in-person participants during a meeting. It was the general consensus to continue Board Meetings at the Town Hall until all of the audio system has arrived and can be installed.

IX. 2022-2023 Calendar

Mr. Parkhurst commented a copy of the draft of the school year calendar for 2022-2023 is in the Board's packets for their review and approval. The calendar was created with representatives from the Windsor Locks Administrators Associations, Windsor Locks Teachers Association and Windsor Locks ParaProfessionals Association. He discussed important dates and changes to the calendar, which were as follows:

- Staff returns on Wednesday, August 24, 2022
- First Student Day - Monday, August 29, 2022
- K First Student Day - Wednesday, August 31, 2022
- PreK First Student Day - Thursday, September 1, 2022
- PLC's shift from Monday to Wednesdays
- Professional Development Days - November 8 & January 20
- Wednesday, November 23, 2022 (day before Thanksgiving) is a No School Day
- Tentative Last Day is June 9, 2023
- Tentative Class of 2023 Graduation - June 9, 2023

A brief discussion was held.

It was **MOVED** (Christianson) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education approved the proposed calendar for the school year 2022-2023 with a graduation date of June 9, 2023.

X. Public Audience (General)

Mr. Kevin Stone of 406 South Elm Street addressed the Board. He inquired about a rumor he has heard that a past long-time principal in the district was forced to take a buyout from his contract. He inquired if this rumor was true. Chairman Mr. Gragnolati informed Mr.

Stone he could not respond to his question as it is a personnel issue. Mr. Stone remarked this is a rumor he heard. This person was a well-respected and has given many years of his life to this district. If this rumor is true, the person who is responsible should be ashamed.

Mr. Gragnolati asked if there were anyone on Zoom that would like to make a comment and Ms. Sheri Lee, indicated there is no one in the chat box. .

XI. Board and Superintendent Comment

None.

XII. EXECUTIVE SESSION:

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

A. Discussion of Superintendent of Schools' Contract (Mid Year Review)

That attendance in the Executive Session shall be limited to:

- Members of the Board of Education
- Superintendent of Schools

Board moved into Executive Session at 7:03 p.m.

It was **MOVED** (Christianson) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education terminates Executive Session and reconvenes into public session at 7:52 p.m.

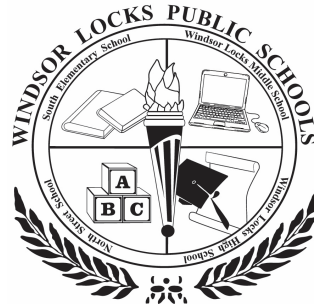
XIII. Adjournment

It was **MOVED** (Christianson) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education adjourns the Regular Meeting of March 10, 2022 at 7:52 p.m.

Respectfully submitted,

Denise M. Piotrowicz
Recording Secretary

Windsor Locks Public Schools



Board of Education Curriculum Committee

March 15, 2022 4:00 pm

Meeting Minutes

Attendance:

Shawn Parkhurst - Superintendent

Heather Earley, Kristen Krupa, Megan Parrette- Directors

Jim McGowen, Kylee Christensen- BOE Representatives

1. New Business

a. March 18, 2022 Professional Development - *Share PD Plan*

- PD plan was shared. Discussion was had around the change in format for the day as a response to staff feedback after November 2nd PD. The goal of the day is to meet staff needs both professionally and social emotionally
- Kristen explained how GooseChase works and how we have worked to create a balance of missions that will allow teams to pursue the work that they need to get done throughout the day
- Building administrators have created missions that align with their staff and what they would like to see accomplished during the day as well

b. CPM Conference Report

- Megan reported out on the conference that was attended by herself and representatives from WLMS and WLHS. The conference was beneficial for all participants as we move toward CPM implementation at the High School next year and as we look to refine implementation at the Middle School moving forward

2. Informational Items

- a. iReady/SBA Action Plan
 - Windsor Locks Middle School
 1. ELA and Math department at the Middle School have identified standards in need of more instruction prior to the administration of SBA in April
 2. Test taking strategies along with how to understand exactly what certain types of questions are asking is also being addressed with students
 3. Vocabulary continues to be an area of need- Kristen and Heather will be working on a comprehensive vocabulary plan for K-12 that will be presented in the fall
 - South Elementary
 1. Math standards have been identified in all grade levels. Teams are creating pacing plans to addresses major standards before SBA
 - In both buildings Standards Mastery Assessment through iReady is being utilized to assess students mastery after instruction
- b. SBA Student Incentive (Operation SBA)
 - Both David and Christine have agreed to be pied if there is 100% student engagement during testing
 - Daily prizes will be announced for students who teachers have recognized as giving their all during that days testing
 1. Local businesses have donated gift cards, Oriental Trading donated fidget toys
- c. Math Course Alignment for 2022-2023 School Year
 - After a discussion around alignment between CPM and the current course resources beyond Algebra 1 at the HS the HS math department along with Becca and Megan made the decision to utilize CPM resources for Geometry and Algebra 2
 - HS teachers are already seeing the benefits of CPM strategies with the Freshman class who really know how to discuss math based on their work with the program at the MS.
- d. Elementary Math Curriculum Committee Update
 - Committee met for the first time 3/15, and will be meeting monthly for the remainder of the school year.
 - Goal is to pilot at least 1 iReady Math unit in grades K-5 beginning after April break before end of the year
 - Will report on progress at next curriculum committee meeting
 -

BOE members shared that the emphasis must be on improving our scores among our students; we all own a piece of this accountability which must be a priority.

3. Adjourn at 4:40 pm

RECEIVED

FEB 15 2022

Windsor Locks Board of Education
Manual of Policies, Regulations, and Bylaws

Policy 6153
Field Trips, Recreational Trips and Other Trip Sponsored by the Schools
REGULATION/PROCEDURES/FORMS


WINDSOR LOCKS
BOARD OF EDUCATION

Regulation Page 1 of 8

FORMA - TEACHER REQUEST FOR SCHOOL SPONSORED TRIPS

Date of Field Trip Request 4/20-24/2022 Teacher Sponsor: Peter Davis

1. A "Request for School Sponsored Trips" form is to be completed in full by the teacher and submitted to the building principal in duplicate at least three (3) weeks prior to a day trip; ten (10) weeks prior to an overnight trip, and four (4) months prior to a school sponsored trip out of the country.
2. School sponsored trips should support and enrich curriculum-related goals. If a majority of a grade level is planning a trip, it should be open to all students at that grade level.
3. Upon principal's approval, the teacher will contact the bus company and make arrangements for the transportation. Arrangements should be made well in advance of the trip for students with disabilities to be transported with their peers. Smyth Bus Company is the district's contracted carrier (623-2211 or 623-8775). Arrangements with carriers other than Smyth Bus are allowable and follow the same procedure. Costs associated with any trip should be determined in advance by contacting the carrier directly.
4. Bus transportation for all field trips is paid through the Windsor Locks School Activity Account. A yellow disbursement form must be completed and submitted to the Business Office for payment.

School: WLHS	Grade(s): 9-12	Destination/Location: Avenida De Las Americas Houston, TX
Purpose/Curriculum Connection: <small>First Robotics Team Championship Competition Championship is a culminating, international event for our youth robotics competition season and an annual celebration of science, technology, engineering, and math (STEM)</small>		<small>Leave WLHS Time TBD depending on Flight. If early flight, students will secure individual transportation to the airport. Otherwise, we will obtain a bus from the HS. Transportation by nearest Hotel from the airport to the hotel. Students will walk from the hotel to the convention center a distance of 4 city blocks. Students will sleep either 2 or 4 to a room.</small>
Desired Date: 4/20-24/2022	Alternative Dates: 2. N/A 3. N/A	
Time of Trip From: <small>See Above Details</small> To:		Total Number of Students Attending: 15
<i>All school buses must return to school by 1:30 p.m. unless other arrangements have been made.</i>		
Indicate # of students who will be missing each lunch. <i>Notify Food Service</i>		
Lunch 1: 8	Lunch 2: 7	Lunch 3:
Chaperone in Charge: Peter Davis		
Chaperone certified to distribute medication: Peter Davis		
Chaperone List:		Ratio - Grades K-8 1:10 Ratio - Grades 9-12 1:15
Melissa Pascarelli WLHS Assistant Coach		
Arrangements for Students with Disabilities: Transportation: Smyth Bus Other:		
Cost per Student (include transportation and all other fees):		approximately \$1000 - \$1200
Name of Bus/Transportation Company Smyth Bus		
Approval of Principal: 		

Section:	INSTRUCTION	Definition:	POLICY
Title:	Field Trips, Recreational Trips and Other Trips Sponsored by the Schools	Number:	6153
		Page:	4 of 11

Windsor Locks Board of Education
Manual of Policies, Regulations, and Bylaws

Policy 6153
Field Trips, Recreational Trips and Other Trip Sponsored by the Schools
REGULATION/PROCEDURES/FORMS

Regulation Page 2 of 8

FORM B - TEACHER SPONSOR CHECKLIST

ALL items on this list must be supplied to the Principal, Superintendent,
and Parent/Guardian prior to departure for all field trips.

1. TRANSPORTATION INFORMATION				
NAME OF COMPANY	ADDRESS	PHONE NUMBER	CONTACT	PHONE NUMBER
Smyth Bus	50-60 Depot Hill Road Enfield, CT	8606232211	Jacky	
2. INDIVIDUALS PROVIDING TRANSPORTATION AND APPROVED TO TRANSPORT STUDENTS				
Students are NOT permitted to transport students A list of approved drivers is located in your school office.				
N/A				
3. TRAVEL AGENT INFORMATION (IF USED)				
NAME OF COMPANY	ADDRESS	PHONE NUMBER	CONTACT	PHONE NUMBER
N/A				
4. ACCOMMODATIONS (IF OVERNIGHT)				
NAME OF HOTEL	ADDRESS	PHONE NUMBER	CONTACT	PHONE NUMBER
Marriott Marquis Houston	1777 Walker Street, Houston USA Texas	77010 713-654-1777	Front Desk Staff	713-654-1777
5. SITE INFORMATION				
LOCATION	CONTACT	PHONE NUMBER	DATE	TIME
1001 Avenida De Las Americas Houston, TX, USA	Pete Davis	4134558579	4/20-24/2022	8 am- 6pm
	Melissa Pascarelli	8509833779	4/20-24/2022	24 hrs a day
6. CANCELLATION DEADLINES				
1.		2.		
3.		4.		

EXHIBIT VI

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: MARCH 10, 2022

RE: 2022-2023 CALENDAR

This evening, a revised 22-23 calendar is presented for your consideration for approval. This calendar was established in collaboration with representation from the Windsor Locks Administrators Association, Windsor Locks Teachers Association and Windsor Locks ParaProfessionals Association.

The recommended revision is to move the April vacation date to April 10-14, 2023 to align with neighboring districts, including the following:

- Ellington, Suffield, Enfield, East Windsor, Simsbury, Granby, South Windsor, Vernon, Windsor & Stafford

This information was not available to the committee at the time the WLPS 22-23 calendar was developed.

Early Release PLC Days	
North AM PreK	8:30-11:00
North PM PreK	12:15 - 2:45
North K-2	8:40-2:25
South 3-5	8:10-1:55
Spa, 1-5	8:30 - 2:30
Middle 6-8	7:40-1:25
PMA (Alternative)	8:45 - 1:45
High 9-12	7:30-1:15
RTCP	8:00 - 1:15

Windsor Locks Public Schools 2022-2023 School Calendar

Teachers 186 days/Students 181 days

**BOE Approved:
DRAFT 2/14/22**

August 2022 6/3				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

September 2022 21/21				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

October 2022 20/19				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

November 2022 18/17				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

December 2022 17/17				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

January 2023 20/20				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

August 2022	
24	New Employee Orientation
24	Convocation & PK-12 Prof/Staff Development
25, 26	PK-12 Prof/Staff Development
29	First Student Day
31	Kindergarten First Day of School
September 2022	
1	PreK First Day of School
5	No School - Labor Day
14, 21	PK-12 PLC
	South - Parent Information Night 5:00 - 7:00 pm
	North - Parent Information Night 5:00 - 7:00 pm
28	% Day Early Release PK-12 Prof/Staff Development
October 2022	
5, 19, 26	PK-12 PLC
	High - Parent Information Night 6:00 - 8:00 pm
	Middle - Parent Information Night 6:00 - 8:00 pm
10	No School - Columbus Day
11	No School - Pre-K - 12 Professional Development
November 2022	
2, 16	PK-12 PLC
8	No School - Election Day: Prof/Staff Development
11	No School - Veteran's Day
23-25	No School - Thanksgiving Break
30	% Day Early Release - Student-Led Conferences, and Evening Conferences
December 2022	
7	% Day Early Release - Student-Led Conferences, and Evening Conferences
14	PK-12 PLC
23	% Day Early Release - December Break
26-30	No School - December Break
January 2023	
2	New Year's Day
11, 25	PK-12 PLC
16	No School - Martin Luther King, Jr. Day
20	No School Students - PK-12 Prof/Staff Development
February 2023	
1, 15	PK-12 PLC
8	% Day Early Release PK-12 Prof/Staff Development
20	No School - President's Day
21	No School - Vacation Day
March 2023	
1, 8, 15, 22	PK-12 PLC
29	% Day Early Release - Student-Led Conferences, and Evening Conferences
April 2023	
7	No School - Good Friday
22	% Day Early Release PK-12 Student-Led Conferences
17-21	No School - Spring Break
26	PK-12 PLC
May 2023	
3, 17, 24	PK-12 PLC
10	% Day Early Release PK-12 Prof/Staff Development
29	No School - Memorial Day
June 2023	
8	% Day Early Release PK-12 (last 2 days of school will be PK-12 Early Release Days)
9	Last Day of School (Tentative) % Day Early Release PK-12
9	Graduation
*	Emergency/Snow Day Reserve: If it exceeds days in June, April Vacation will be shortened if necessary.

February 2023 18/18				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

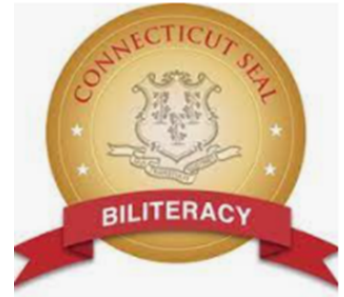
March 2023 23/23				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

April 2023 14/14				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

May 2023 22/22				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

June 2023 7/7				
M	T	W	Th	F
			1	2
5	6	7	8	9
12*	13*	14*	15*	16*
19*	20*	21*	22*	23*
26*	27*	28*	29*	30*

Board of Education Meetings



Connecticut Seal of Biliteracy Information Sheet

What is it?

Public Act 17-29 signed by the Governor on June 26, 2017 allows local or regional boards of education to affix the “Connecticut Seal of Biliteracy” on the diploma of students who have achieved a “high level of proficiency in English and one or more foreign languages.”

A recognition of students’ academic efforts, to see the tangible benefits of being bilingual and biliterate, and being prepared to live and work in the 21st century.

Who can Earn the Seal?

All Connecticut students, in either private or public schools, are eligible to receive the Seal of Biliteracy based on achieving the designated levels of language proficiency.

(Students must be in grades 10, 11, or 12 to be eligible to receive the Seal)

How do you Earn the Seal?

1. Students must complete all the English language arts requirements for graduation.
2. Students must demonstrate proficiency in a language other than English at a level comparable to Intermediate Mid on an assessment approved by the state.

What are the benefits of assessing for proficiency and awarding the Seal?

- Recognize best teaching practices, programs that teach for proficiency, and local boards of education and communities that support languages.
- Celebrate heritage and native speakers who have met proficiency targets in English and other languages.
- Provide colleges and employers information about students’ language abilities.

Windsor Locks Public Schools

www.wlps.org

Educational Leadership

Shawn Parkhurst
Superintendent of Schools 860-292-5000

Giovanna Testani, Principal
North Street School 860-292-5027

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South Elementary School 860-292-5021

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Windsor Locks Middle School 860-292-5012

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Windsor Locks High School 860-292-5032

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Director of Elementary Curriculum, Instruction, and Assessment

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