

# WINDSOR LOCKS PUBLIC SCHOOLS



## BOARD OF EDUCATION MEETING

**Regular Meeting**

**May 12, 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  
May 12, 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
  - 4/28/22 Regular Meeting
  - 5/4/22 Special Meeting
- IV. Personnel Report:
  - A. Retirement: **Vote Needed** p. 14 Exhibit IV A
  - B. Resignations: **Vote Needed** p. 15 Exhibit IV B
  - C. Selection of BOE Representatives for Administrator Negotiations

- V. Committee Reports
  - A. Policy
    - 1. Policy/Regulation 2nd Read: **Vote Needed** p. 16 Exhibit V A 1
  - B. Finance
    - 1. 4/26/22 Minutes: **Vote Needed** p. 20 Exhibit V B 1
- VI. Healthy Food Certification: **Vote Needed** p. 21 Exhibit VI
- VII. Progress Toward Goals p. 22 Exhibit VII
  - Chronic Absenteeism
  - iReady Usage and Lessons Passed
- VIII. Discussion of 22-23 Operating Budget: **Vote Possible** p. 24 Exhibit VIII
- IX. 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.*
- X. Board and Superintendent Comment
- XI. 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: MAY 12, 2022  
RE: APPROVAL OF MINUTES

April 28, 2022 Regular Meeting

May 4, 2022 Special Meeting

**Windsor Locks Board of Education  
58 South Elm Street  
Windsor Locks, CT 06096  
MINUTES OF THE REGULAR MEETING,  
April 28, 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, J. McGowan and J. Tria

Members Absent: None

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

Student Representatives: R. Lucas, C. Mackey and C. MacDougald

Students: Many students

Staff: D. Bole, L. Ciaffaglione and a few others

Others: J. Roche K. Stone and many parents and grandparents and other participants on Zoom Meeting

Press: None

I. Call to Order

Chairman Mr. Dennis Gragnolati called the Regular Meeting to Order at 6:01 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.

B. Pledge of Allegiance

All stood up and pledged allegiance to the flag.

C. Student Representative Report

Mr. Caden Mackey, Student Representative, addressed the Board. He spoke about the prom which will take place on Friday, May 6 at the Brass Rail in Southwick. There is an Instagram Page for the prom pictures. He also spoke about the boys' baseball team playing at Dunkin Donuts Park in Hartford.

Miss Carley MacDougald, Student Representative, addressed the Board. She spoke about the National Honor Society Ceremony that recently took place. It was a nice ceremony. Congratulations to all of the students who were inducted.

Miss Ryan Lucas, Student Representative, addressed the Board. She spoke about the National Honor Society fundraiser for the Ronald MacDonald House. She congratulated the Robotic Team for making the national semi-finals!

## D. Board of Education and Superintendent Communications

Board Member Ms. Byrne attended a finance sub-committee meeting discussing the transfers. She apologized to everyone who has been on Zoom Meetings in the past. She was a participant in a Zoom Meeting and now she understands the difficulty in listening to the meeting and all the background noises.

Vice-Chair Ms. Christianson also echoed the comments of Miss MacDougald about the National Honor Society Ceremony, Ms. Rasmussen did an amazing job planning and coordinating the event.

Board Member Mr. McGowan attended the Bingo For Books at North Street School. It was nice to see families engaging, it was a good time. He went to Rise and Shine with Mr. Parkhurst and Ms. Christianson. Great job Sky, Brian and Frankie! Keep up the good work!

Mr. Shawn Parkhurst, Superintendent of Schools, addressed the Board. He began speaking about spring assessments have started in the district. He gave the Board an update on visits from the Alliance Grant representatives, they come three times per year and recently sent to the high school and South Elementary School. They were pleasantly surprised how students engage in the classrooms. He thanked the Board Members and administrative team during the budget appeal process. The budget will go to a town vote on May 17, 2022. The high school band marched in the Windsor Locks Little League opening day parade and celebration. A parent advisory meeting was held, little attendance. The next meeting will be held later at 6:00 p.m. in hopes more parents will be able to attend.

## 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. Student Recognitions

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

of the CAFE Student Leadership Awards for the high school and middle school. Mr. Parkhurst gave a brief instruction of each winner. Those students were: • Windsor Locks Middle School Aparna Acharya – Grade 8 Nicolas Burton – Grade 8 • Windsor Locks

High School Ryan Lucas – Senior Benjamin Palmer – Freshman B. CAS Outstanding Arts Awards Alexander Bushnik - Senior Luis Vazquez - Senior C. Irish Canal Poetry Contest Winner Selected by Irish Studies Alliance at UConn Jace Parsons – Grade 2 D. New England Wrestler – Class M 3rd Place and State Open 6th Place Ghassan Saleh – Senior E. Connecticut High School Coaches Association Basketball All Star Selection Tristin Oberg – Senior F. Miss Junior High Scholarship Pageant Selection Rebekah Urquhart – Grade 7 Board Recessed: 6:18 p.m. Board Reconvened: 6:20 p.m. IV.  
Approval of Minutes

- March 24, 2022 Regular Meeting

It was MOVED (Christianson) and SECONDED (Tria) and PASSED (U) that the Board of Education approves the March 24, 2022 Regular Meeting Minutes as presented.

- March 29, 2022 Special Meeting

It was noted an error in the minutes in Section III. Discussion of the 2022-2023 Budget, Paragraph 12, Line 1 as follows:

“Ms. Diane \_\_\_\_\_ a current second grade ... “

to

“Ms. Diane Yourous, a current second grade ... “

It was MOVED (Christianson) and SECONDED (McGowan) and PASSED (U) that the Board of Education approves the March 29, 2022 Special Meeting Minutes as amended.

- March 31, 2022 Special Meeting

It was MOVED (McGowan) and SECONDED (Tria) and PASSED (U) that the Board of Education approves the March 31, 2022 Special Meeting Minutes as presented.

## V. Personnel Report

### A. Non-Tenured Non-Renewal

Ms. Sheri Lee, Director of Human Resources explained pursuant to Connecticut General Statutes Section 10-151 requires that non-tenured teachers be notified if their contract will not be renewed for the following school year. Therefore, in accordance with the statutory requirements. Ms. Lee recommended that the Board of Education not renew the non-tenured teachers at the end of 2021-2022 school year. The letters are ready to be given to those non-tenured teachers by their respective principals. If and when, the budget is passed on May 17, 2022 at the Town Meeting, will determine those if those non-tenured teachers will receive letters rescinding the first letters of non-renewal.

A brief discussion was held.



It was MOVED (McGowan) and SECONDED (Tria) and PASSED (4-1)(In Favor: J. McGowan, J. Tria, M. Byrne and D. Gragnolati; Opposed: K. Christianson; Abstain: None) that in accordance with the provisions of the Connecticut General Statutes Section 10-151, the contracts of the non-tenured teachers be non-renewed for the 2022-2023 school year. The Board of Education authorizes the Director of Human Resources, Sheri Lee, to advise these employees of this action in writing no later than May 1, 2022.

## VI. Committee Reports

### A. Policy-Next Meeting – May 4, 2022

#### 1. Approval of Minutes of April 6, 2022

It was MOVED (Christianson) and SECONDED (McGowan) and PASSED (U) that the Board of Education accepts the April 6, 2022 Curriculum Sub-Committee Meeting Minutes as presented

#### 2. Policy/Regulation Second Read

Mr. Parkhurst noted this policy was originally brought to the Board on February 24, 2022 Regular Meeting; however, it was inadvertently not listed at the March 10, 2022 Regular Meeting for the second reading and approval. Board Member Ms. Byrne noted there was language missing on Page 24, Paragraph E. A brief discussion was held regarding the language missing and it was the consensus to make the changes and bring the policy back at the next meeting for approval.

### B. Curriculum – Next Meeting May 24, 2022

### C. Finance – Next Meeting April 26, 2022

## VII. 2022-2023 Budget Update

Mr. Parkhurst gave to the Board Members and shared on the screen for the Zoom participants a spreadsheet showing different lines of the budget, budget item, cost, total budget, increase and percentage of increase. He explained he had meetings with the leadership teams to discuss ways to make cuts in the budget to achieve the 2.5% increase. In terms of staff only two positions, a Grade 2 teacher and one teacher in residence will not be filled. He discussed using ARP Grant money and Alliance Grant money for some lines in the operating budget. He discussed decreases in lines for supplies, field trips, special education transportation, reducing tutor days by five days by not requiring those tutors to attend professional development days within the district. Vice-Chair Ms. Christianson and Board Member Ms. Byrne requested having a sheet showing total cost grants vs. budget, a breakdown of which grants are being marked for which expenses.

A brief discussion was held. It was agreed to have Mr. Parkhurst bring the proposals back to the Board for approval. It was noted the budget has not yet been approved by

the townspeople. The Town Meeting is scheduled for May 17, 202.

#### VIII. Request for Commemorative Recognition

Chairman Mr. Gragnolati invited Mr. James Roche to address the Board. Mr. Roach is a member of the Windsor Locks High School Class of 1963, Windsor Locks Historical Commission and Windsor Locks Historical Society. His class will be celebrating their 60-year anniversary in 2023; however given the logistics and gathering classmates from around the country, it has been decided not to have a reunion. The last reunion the class held was for their 50th anniversary and the reunion committee have funds remaining and would like to dedicate a memorial to their guidance counselor Ms. Lois Reynolds. They plan to purchase a granite bench, approximately six feet long, honoring Ms. Reynolds. They would like the bench to be placed in the middle school courtyard, as that was their high school.

A brief discussion was held.

It was MOVED (Byrne) and SECONDED (McGowan)) that the Board of Education imitates the process to recognize this individual and create a five-member committee that includes two Board of Education members.

A discussion was held. Board Members Ms. Byrne cautioned the Board about honoring individuals by naming fields and/or buildings as it can become common practice. Mr. Parkhurst noted the Board can review the Board Policy to update.

A vote took place:

In Favor: M. Byrne, J. McGowan, J. Tria, K. Christianson, and D. Gragnolati

Opposed: None

Motion passed.

Mr. Gragnolati asked if any Board Members would like to be on the committee. Mr. Jim McGowan and Mr. Dennis Gragnolati volunteered.

#### IX. Budget Transfers

Board Member Ms. Byrne commented she recently attended a sub-finance committee meeting and Mr. Solin, Business Manager provided the current status of the finances. He explained line transfers to make line-item adjustments. Those line items were listed specifically in their meeting packet. The total amount of transfers were \$208,258.

It was MOVED (Byrne) and SECONDED (Tria) and PASSED (U) that the Board of Education makes the proposed count number transfers as described in the Board Exhibit No. 9 dated April 28, 2022.

#### X. Board of Education Future Meetings Update

Mr. Parkhurst gave the Board an update on the audio equipment. Mr. Andrew Goodwin,

IT Director of Technology had indicated the microphones are in, but the amp has not yet been delivered. It is hoped to have the amp at the end of the year, they might be able to use the old amp. It was suggested have the summer meetings at the high school to test the microphones.

#### XI. Community Based Health (CBH) Partnership

Mr. Parkhurst introduced Ms. Lisa. Ciaffaglione, Mr. David Prinstein and a couple of others to discuss the Community Based Health Partnership. They explained the current need for emotional, mental and physical health in the district. They have had many meetings with different providers and different sites as so the district can provide the services that are in demand in the district. Currently, the district has a provider one day a week at each of the schools, other than North Street School. The demand has increased. The current program began about five years ago and the district has outgrown the program It is time the district moves to the next phase and team up with a new provider that will offer the district physical, mental and dental services, five days per week. The main offices will be located at the high school and those services will be available to students and families within the district. They explained the advantages of the program and housing the professionals at the high school during the school day and for afterschool services. It will be more convenient for families to participate in services.

A lengthy discussion was held.

It was MOVED (Byrne) and SECONDED (Christianson) and PASSED (U) that the Board of Education endorses creating the relationship with CHC for clinicians at the schools and creating a health center at the high school.

#### XII. Board of Education and Leadership Advance Meeting Discussion

Mr. Parkhurst noted that a tentative leadership advance meeting and Board of Education Retreat will be scheduled. He inquired with the Board as to what subject matter that they would like to discuss. It was suggested scheduling meetings between the Board Members and the leadership teams. It was also suggested that the Board have a retreat to discuss workshops, governance, and a meeting with the leadership team without the superintendent in attendance.

A brief discussion was held.

#### XIII. Public Audience (General)

Chairman Mr. Gragnolati asked anyone who would like to make a public comment either in-person or in attendance in the Zoom Meeting.

Mr. Brian Sherman, a student at RISE, addressed the Board. He wanted to thank the Board Members that came out to his job, Rise and Shine, coffee shop. He enjoyed seeing everyone at his shop. He enjoys working there and seeing all the customers. He hopes to see the Board Members and others come out to his shop!

Mr. Kevin Stone, 406 South Elm Street, addressed the Board. First, he wanted to voice

his concerns with the student activities accounts which are at zero or extraordinarily little balance and some activities many not be able to take place. He is requesting if the Board could somehow find extra money to fund the end of the year activities for students, he would be grateful. Mr. Parkhurst noted he will work with Mr. Prinstein to see what they can find, including any grants that may be available.

Secondly, he discussed the budget and the budget process and why everything is an argument with the Board of Finance. He is suggesting maybe reaching out to the Board of Finance during the budget process with the Board of Education and to have the public more involved during the process. He inquired how early does the Board begin working on the budget. He was instructed the budget process begins early in November and the first actual Board workshop meeting usually takes place in January.

#### XIV. Board and Superintendent Comment

Board Member Ms. Byrne commented on the budget process and how for many years, the Board of Finance has insisted a zero-increase budget. The operating budget financed by \$2 Million dollars of grant funds and the district cannot sustain using grant monies for the operating budget and not for onetime expenses.

#### XV. Adjournment

It was MOVED (Christianson) and SECONDED (Tria) and PASSED (U) that the Board of Education adjourns the Regular Meeting of April 28., 2022 at 7:46 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**

**May 4, 2022 at 5:00 p.m.**

Members Present: D. Gragnolati, K. Christianson, J. McGowan and J. Tria  
Members Absent: M. Byrne  
Administration: S. Parkhurst, J Robinson  
Staff: None  
Students: None  
Others: None

**I. Call to Order**

Chairman Dennis Gragnolati called the Special Meeting to Order at 5:00 p.m., in the Windsor Locks Public School's Professional Development Room.

**II. Executive Session**

It was **MOVED** (K. Christianson) and **SECONDED** (J. Tria) and **PASSED** (U), that the Board of Education enters into Executive Session to conduct a student expulsion hearing to preserve the confidentiality of student records, and that the following be invited to attend the executive session to offer testimony: Superintendent of Schools and the Director of Pupil Services.

The Stipulation of Facts and Terms of Expulsion Period were presented by Superintendent Parkhurst followed by questions from the Board of Education Members.

It was **MOVED** (K. Christianson) and **SECONDED** (J. McGowan) and **PASSED** (U) that the Board of Education terminates Executive Session and reconvenes into public session.

**III. Action Regarding Expulsion**

It was **MOVED** (K. Christianson) and **SECONDED** (J. McGowan) and **PASSED** (4-0) that the Windsor Locks Board of Education (1) accepts the Stipulation of Facts presented and discussed in executive session; and find that the Student shall be expelled from the Windsor Locks Public Schools, including all school-related activities, curricular or otherwise, for a period of one calendar year, and (2) that as a consequence of said conduct, the Student shall be expelled in accordance with the terms and conditions of the Stipulation of Facts and Terms of Expulsion Period agreement.

**IV. Adjournment**

It was **MOVED** (K. Christianson) and **SECONDED** (J. Tria) and **PASSED** (U) that the Board of Education adjourns the May 4, 2022 Special Meeting at 5:22 p.m.

Respectfully Submitted,  
Shawn Parkhurst

MEMORANDUM TO: MEMBERS OF BOARD OF EDUCATION  
FROM: SHERI LEE, DIRECTOR OF HUMAN RESOURCES  
DATE: MAY 12, 2022  
RE: PERSONNEL REPORT

**Retirement**

Judy Schober (DOH 12/13/2010), a Music Teacher at the High School will retire effective June 30, 2022. At the time of her retirement, Ms. Schober will have served the students of Windsor Locks for eleven and a half (11.5) years.

**BOARD MOTION:**

**“MOVE** that the Board of Education accepts Ms. Schober’s notice of retirement effective June 30, 2022, and offer her our sincere appreciation for all of her efforts on behalf of the students of the Windsor Locks Public Schools.”

**EXHIBIT IV B**

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION  
FROM: SHERI LEE, DIRECTOR OF HUMAN RESOURCES  
DATE: MAY 12, 2022  
RE: PERSONNEL REPORT

**Resignations:**

Carrie Apanovitch, Assistant Principal at the High School has resigned effective June 30, 2022. At the time of her resignation, Ms. Apanovitch will have served the students of Windsor Locks for six years (6) years.

David Solin, the Business Manager for the District has resigned effective June 17, 2022. At the time of his resignation, Mr. Solin will have served the District of Windsor Locks for one and a half (1.5) years.

**BOARD MOTION:**

**“MOVE** that the Board of Education accepts Ms. Apanovitch and Mr. Solin’s resignations effective June 30, 2022 and June 17, 2022 respectively and offer them our appreciation for all of their efforts on behalf of the students of the Windsor Locks Public Schools.”

## **Personnel - Certified and Non-Certified**

### **R4118.231/4218.231—Staff Use and Possession of Smoking Products, Tobacco Products, Drugs and Alcohol**

Employees violating the Board of Education's (Board) alcohol, drug and tobacco policy may be subject to disciplinary action as indicated below.

#### **Alcohol and Drugs**

In accordance with state and federal law, the Board is required to provide written explanation of the consequences of violating the Board's policy which prohibits the unlawful manufacture, possession, use, dispensing, or distribution of illicit, controlled drugs and alcohol on school premises or as part of any school activities.

"Controlled drugs" are those drugs which contain any quantity of a substance which has been designated as subject to federal narcotic laws, or which has been designated as a depressant or stimulant drug pursuant to federal food and drug laws, or which has been designated by the public health council and Commissioner of Consumer Protection pursuant to Section 19-451 as having a stimulant, depressant, or hallucinogenic effect upon the higher functions of the central nervous system and as having a tendency to promote abuse or psychological or physiological dependence - or both. Controlled drugs are classifiable as amphetamine-type, barbiturate-type, cannabis-type, cocaine-type, hallucinogenic, morphine-type, and other stimulant and depressant drugs. Specifically excluded from controlled drugs are alcohol, nicotine and caffeine.

The Superintendent, with necessary Board assistance and support, will provide a drug-free workplace in accordance with state and federal regulations.

The District will establish a drug-free awareness program to inform employees about the dangers of drug and alcohol abuse in the workplace; the District's policy of maintaining a drug-free workplace; any available drug and alcohol counseling, rehabilitation and employee assistance programs; and penalties which may be imposed on employees for drug or alcohol abuse violations occurring in the workplace.

#### **Employees Funded by Federal Grant**

Any employee who is funded by a federal grant, in an amount greater than \$25,000, is required to be given a copy of this policy and regulation concerning a drug-free workplace.

All employees will be notified that, as a condition of employment under the grant, the employee must abide by the terms of the statement and will notify the District of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.



If an employee who worked on a federal grant is convicted, the federal agency will be notified within ten (10) days after the employer receives notice from an employee of such conviction.

One of the following actions will be taken within thirty (30) days of receiving notice with respect to any employee who is so convicted:

1. Take appropriate personnel action against such an employee, up to and including termination;
2. Require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by federal, state or local health law enforcement, or other appropriate agency.

The Windsor Locks School District shall make a good faith effort to continue to maintain a drug-free and alcohol-free workplace through implementation of this regulation.

### **Disciplinary Action for Violation of Alcohol and Drug Policy**

These procedures should be followed if an employee of the District is found to have violated the alcohol and drug policy.

#### **1. Employees observed selling, possessing, or transferring of controlled drugs and alcohol:**

~~A. Employees will be reported to the building principal immediately;~~

~~B. The Superintendent will become responsible for holding any suspicious materials and will issue a signed receipt for them;~~

~~C. The police will be notified and the material turned over to them for analysis and disposition in exchange for a written receipt. Any further action will be left to the police. No employee shall act in a law enforcement capacity.~~

~~D. Consistent with local, state and federal law, employees found to be in possession of, using or distributing illicit drugs or alcohol on school premises may be subject to termination of employment and prosecution.~~

~~E. Information about drug and alcohol counseling and rehabilitation and re-entry programs will be made available to employees and the completion of an appropriate rehabilitation program will be required as a condition of continued employment.~~

- A. An employee who violates this policy may be subject to disciplinary action, consistent with applicable state and federal laws, up to and including termination. Enrollment and successful completion of an appropriate drug-or alcohol-abuse, employee-assistance rehabilitation program may be required at the discretion of the administration, at the employee's expense. Nothing in this policy will be construed to guarantee reinstatement of any employee who violates this policy, nor does the District incur any financial obligation for treatment or rehabilitation required as a condition of eligibility for reinstatement.

- B. Disciplinary action will include, at a minimum, a letter of reprimand and may include, but is not limited to suspension or termination from employment.
- C. The Board shall take disciplinary action with respect to an employee convicted of a drug offense in the workplace within thirty (30) days after receiving notice of the conviction.
- D. Should District employees be engaged in the performance of work under a federal contract or grant, or under a State contract or grant of \$5,000 or more, the Superintendent shall notify the appropriate State or Federal agency from which the District receives contract or grant monies of the employee's conviction within ten (10) days after receiving notice of the conviction.
- E. The District may notify law enforcement agencies regarding a staff member's violation of this policy as the District deems appropriate.

## **2. Employees suspected to be under the influence of drugs or alcohol.**

- A. Employees shall be taken to the nurse and shall be treated as a person who is ill. The Superintendent shall be notified by the principal. In case of emergency or if there is a clear and present danger to an employee's health, he/she will be transferred immediately to the hospital.
- B. Consistent with local, state and federal law, employees found to be in possession of, using or distributing illicit drugs or alcohol on school premises may be subject to termination of employment and prosecution.
- C. Information about drug and alcohol counseling and rehabilitation and re-entry programs will be made available to employees and the completion of an appropriate rehabilitation program will be required as a condition of continued employment.

## **3. Discovery of Controlled Drugs and Alcohol by an employee**

- A. An employee finding such material will deliver it to the principal.
- B. The principal will investigate the matter and notify the Superintendent of the incident.
- C. If the material is found to be or is suspected of being a controlled drug, the building principal will turn over the material to the police for analysis in exchange for a written receipt.

4. The Superintendent will designate one staff member, who handles all disciplinary matters regarding personnel, to review, monitor and recommend to the Superintendent disciplinary action.

## **Sanctions for Violation of Smoking Policy**

**1. First Offense.** Upon the first violation, an employee found to be smoking in the school building or on the school grounds during regular school hours will be warned orally that

he/she is violating the school smoking ban policy and that further violation will lead to a written warning and further disciplinary action.

**2. Second Offense.** Employees who are found to violate the policy a second time will receive a written warning. A copy of this written warning will be placed in the employee's personnel file.

**3. Third Offense.** Upon the third violation, an employee will receive a second written warning. A copy of this written warning will be the employee's personnel file.

**4. Fourth Offense.** If the employee violates the smoking policy a fourth time, the employee will be referred to the Superintendent for further disciplinary action.

Legal Reference:

Drug-Free Workplace Act. 102 Stat. 4305-4308.  
Drug-Free Schools and Community Act, P.L. 99-570, as amended  
by P.L. 101-226 (1991)  
21 U.S.C. 812, Controlled Substances Act, I through V, 202.  
21 C.F.R. 1308.11 through 1308.15 regulation.  
54 Fed. Reg. 4946 (1989)  
Connecticut General Statutes  
19a-342 Smoking prohibited in certain places.

Regulation Approved: October 2018

Proposed Change: April 2022

Minutes from Board of Education Finance Subcommittee Meeting

April 26, 2022

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

1. The meeting was called to order at 2:10 PM.
2. Business Manager David Solin gave an update regarding the Food Service RFP. The proposals are due May 2<sup>nd</sup> and will be evaluated by the selection committee on May 10<sup>th</sup>.
3. Budget transfers were reviewed and will be brought forth to the 4/28 Board of Education meeting
4. A budget status update was given.
5. The Special Revenue Account was reviewed.
6. Discussion in regards to the end of year spending process followed.
7. The meeting adjourned at 2:48 pm.

David Solin

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: MAY 12, 2022

RE: HEALTHY FOOD CERTIFICATION

The BOE must vote “yes” or “no” for implementing the healthy food option of C.G.S. Section 10-215f. The motion and board-approved meeting minutes must include the exact language below:

**Board Motion:** “**Move** that Pursuant to C.G.S. Section 10-215f, the Board of Education for the Windsor Locks Public Schools certifies that all food items offered for sale to students in the schools under its jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will comply with the Connecticut Nutrition Standards during the period of July 1, 2022, through June 30, 2023. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to school stores, vending machines, school cafeterias, culinary programs, and any fundraising activities on school premises sponsored by the school or non-school organizations and groups.”

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

## EXHIBIT VII

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: MAY 12, 2022

RE: PROGRESS TOWARD GOALS

### Chronic Absenteeism:

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

Chronic absenteeism by district and school cumulatively through April 30, 2022 for all learners (*definition of chronic absenteeism is missing 10% or more days of school*)

School	September 2021	October 2021 Cumulative Year to Date	November 2021 Cumulative Year to Date	December 2021 Cumulative Year to Date	January 2022 Cumulative Year to Date	February 2022 Cumulative Year to Date	April 2022 Cumulative Year to Date
District	28.9%	27.2%	26.7%	28.4%	30.5%	27.8%	23.4%
WLHS	32.0%	40.8% <b>*19%</b>	37.4% <b>*13.9%</b>	38.9% <b>*14.8%</b>	40.7% <b>*20.8%</b>	36.0% <b>*25.9%</b>	30% <b>*24%</b>
WLMS	24.5%	19.7% <b>*12.34</b>	20.7% <b>*13.9%</b>	27.2% <b>*14.2%</b>	27.8% <b>*12.93%</b>	23.0% <b>*17.0%</b>	20% <b>*15%</b>
South	28.6%	22.4% <b>*13%</b>	18.5% <b>*11%</b>	17.1% <b>*12%</b>	18.7% <b>*8.9%</b>	14.8% <b>*12.6%</b>	13% <b>*12%</b>
North	23.4%	20.5% <b>*18%</b>	19.4% <b>*18%</b>	22.3% <b>*15%</b>	25.4% <b>*18%</b>	25.3% <b>17.0%</b>	18% <b>*14%</b>

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

- District rate is decreased by over 4%
- WLHS rate is decreased by 6%
- WLMS rate is decreased by 3%
- South is holding steady
- North rate is decreased by over 7%

*iReady Progress Toward Goals*

*Grade Level Usages & Lessons Passed Cumulative through April 30, 2022*

<b>Reading</b>			<b>Math</b>		
<b><u>Grade Level</u></b>	<b><u>% Usage 30-49 minutes</u></b>	<b><u>% Lessons Passed</u></b>	<b><u>Grade Level</u></b>	<b><u>% Usage 30-49 minutes</u></b>	<b><u>% Lessons Passed</u></b>
<b>K</b>	<b>94%</b>	<b>78%</b>	<b>K</b>	<b>93%</b>	<b>89%</b>
<b>1</b>	<b>92%</b>	<b>88%</b>	<b>1</b>	<b>90%</b>	<b>95%</b>
<b>2</b>	<b>93%</b>	<b>85%</b>	<b>2</b>	<b>93%</b>	<b>93%</b>
<b>3</b>	<b>93%</b>	<b>80%</b>	<b>3</b>	<b>92%</b>	<b>92%</b>
<b>4</b>	<b>97%</b>	<b>83%</b>	<b>4</b>	<b>94%</b>	<b>89%</b>
<b>5</b>	<b>94%</b>	<b>80%</b>	<b>5</b>	<b>93%</b>	<b>88%</b>
<b>6</b>	<b>86%</b>	<b>79%</b>	<b>6</b>	<b>83%</b>	<b>82%</b>
<b>7</b>	<b>98%</b>	<b>80%</b>	<b>7</b>	<b>90%</b>	<b>79%</b>
<b>8</b>	<b>89%</b>	<b>77%</b>	<b>8</b>	<b>80%</b>	<b>72%</b>
<b>Goal</b>	<b>100%</b>	<b>70%</b>	<b>Goal</b>	<b>100%</b>	<b>70%</b>

- All grade levels in reading and math are exceeding the % of lessons passed goal
- Usage is near the goal area in all grade levels

		Budget Item	Cost	Total Budget	\$ Increase	% Increase	Funding Detail	Total by Category
1	Department	BOE Recommended budget to BOF		\$33,125,125.40	\$1,744,441.24	<b>5.56%</b>		
2	District	Insurance <b>Increase</b> 6.5% over 21-22 budgeted amount	\$209,005.49	\$33,334,130.89	\$1,953,446.73	6.22%	Increase	
3	District	Adult Education (our portion determined after budget)	\$26,366.49	\$33,360,497.38	\$1,979,813.22	6.31%	Increase	\$235,371.98
4	Technology	Student Issued Technology (Alliance)	\$63,480.00	\$33,297,017.38	\$1,916,333.22	6.11%	Alliance	
5	Technology	Tech Equipment Supplies & Repairs (Alliance)	\$41,000.00	\$33,256,017.38	\$1,875,333.22	5.98%	Alliance	
6	District	Reduce Technology Software & Supplies (Alliance)	\$24,026.96	\$33,231,990.42	\$1,851,306.26	5.90%	Alliance	
7	NSS	Interventionist (portion into Alliance)	\$66,489.02	\$33,165,501.40	\$1,784,817.24	5.69%	Alliance	\$194,995.98
8	Facilities	HVAC Supplies (ARP)	\$27,000.00	\$33,138,501.40	\$1,757,817.24	5.60%	ARP	
9	Facilities	Custodial Supplies (ARP)	\$100,000.00	\$33,038,501.40	\$1,657,817.24	5.28%	ARP	
10	Facilities	Plumbing Repairs (ARP)	\$15,000.00	\$33,023,501.40	\$1,642,817.24	5.24%	ARP	
11	Facilities	Maintenance Training (ARP)	\$7,500.00	\$33,016,001.40	\$1,635,317.24	5.21%	ARP	
12	Facilities	Custodial Overtime (ARP)	\$51,000.00	\$32,965,001.40	\$1,584,317.24	5.05%	ARP	
13	WLMS	MS Guidance Summer Hours (ARP)	\$2,184.00	\$32,962,817.40	\$1,582,133.24	5.04%	ARP	
14	WLHS	HS Guidance Summer Hours (ARP)	\$6,500.00	\$32,956,317.40	\$1,575,633.24	5.02%	ARP	
15	District	Auditorium/Gym Purchases/Maintenance (ARP)	\$25,000.00	\$32,931,317.40	\$1,550,633.24	4.94%	ARP	
16	District	(3) Directors of Curriculum, Instruction & Assessment (ARP)	\$343,807.49	\$32,587,509.91	\$1,206,825.75	3.85%	ARP	\$577,991.49
17	NSS	1.0 Elementary Teacher (Grade 2)	\$73,966.10	\$32,513,543.81	\$1,132,859.65	3.61%	Eliminate	
18	Special Svcs	Nurse Aide	\$26,533.86	\$32,487,009.95	\$1,106,325.79	3.53%	Eliminate	
19	District	1.0 Nurse	\$53,033.06	\$32,433,976.89	\$1,053,292.73	3.36%	Eliminate	
20	SES	1.0 Additional Elementary Teacher	\$69,000.00	\$32,364,976.89	\$984,292.73	3.14%	Eliminate	\$222,533.02



21	District	OPEB	\$12,906.00	\$32,352,070.89	\$971,386.73	3.10%	Reduce	
22	Special Svcs	Sped Other District Reimbursement	\$85,792.37	\$32,266,278.52	\$885,594.36	2.82%	Reduce	
23	Special Svcs	Reduce postage	\$1,500.00	\$32,264,778.52	\$884,094.36	2.82%	Reduce	
24	Special Svcs	Reduce RISE Travel Expenses	\$500.00	\$32,264,278.52	\$883,594.36	2.82%	Reduce	
25	Special Svcs	Reduce Special Ed Evaluations	\$5,400.00	\$32,258,878.52	\$878,194.36	2.80%	Reduce	
26	NSS	Reduction of Instructional Supplies	\$10,000.00	\$32,248,878.52	\$868,194.36	2.77%	Reduce	
27	WLMS	Reduce Office Supplies, Classroom Materials & Equip.	\$16,470.00	\$32,232,408.52	\$851,724.36	2.71%	Reduce	
28	WLMS	Reduce Art Equipment	\$500.00	\$32,231,908.52	\$851,224.36	2.71%	Reduce	
29	WLMS	Reduce Art Supplies	\$1,000.00	\$32,230,908.52	\$850,224.36	2.71%	Reduce	
30	WLMS	Reduce Music Field Trips	\$452.00	\$32,230,456.52	\$849,772.36	2.71%	Reduce	
31	Special Svcs	Reduce RISE Pupil Transportation	\$19,171.55	\$32,211,284.97	\$830,600.81	2.65%	Reduce	
32	Special Svcs	Reduce Special Education Transportation	\$11,815.52	\$32,199,469.45	\$818,785.29	2.61%	Reduce	
33	SES	Tech Supplies Math, Supplies Music, Equip. Repair	\$1,728.85	\$32,197,740.60	\$817,056.44	2.60%	Reduce	
34	Special Svcs	Reduce Para Substitutes (based on historical data)	\$1,800.00	\$32,195,940.60	\$815,256.44	2.60%	Reduce	
35	Special Svcs	Reduce from 186 to 181 days - Tutors	\$2,739.34	\$32,193,201.26	\$812,517.10	2.59%	Reduce	
36	Special Svcs	Big Picture Learning Coordinator Stipend	\$5,000.00	\$32,188,201.26	\$807,517.10	2.57%	Reduce	
37	Special Svcs	Safety Care Specialist Stipend	\$3,000.00	\$32,191,201.26	\$804,517.10	2.56%	Reduce	
38	NSS	Reduce 1.0 Teacher in Residence (TIR)	\$20,000.00	\$32,171,201.26	\$784,517.10	2.50%	Reduce	\$199,775.63

**Windsor Locks Public Schools**

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

**Educational Leadership**

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

**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

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**Brian Deming, President**  
Windsor Locks Teachers' Association 860-292-5012

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**Central Office**

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

**Kristen Krupa**  
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