

WINDSOR LOCKS PUBLIC SCHOOLS



BOARD OF EDUCATION MEETING

Regular Meeting

June 9, 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
June 9, 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. Student Recognition
 - A. Valedictorian and Salutatorian
 - B. Boys Basketball - State Division V Final Four Finish
 - C. Windsor Locks Middle School CAS Scholar-Leaders
 - D. Windsor Locks High School Scholar-Athletes
 - E. Board of Education Student Representatives

- IV. Approval of Minutes: **Vote Needed** p. 9 Exhibit IV
 - 5/12/22 Regular Meeting
 - 5/26/22 Special Meeting
 - 6/6/22 Special Meeting
- V. Personnel Report:
 - A. Staff Recognition - Years of Service p. 19 Exhibit V A
 - B. Staff Resignation: **Vote Needed** p. 21 Exhibit V B
 - C. Anticipated Appointment of WLHS Assistant Principal: **Vote Needed**
- VI. Committee Reports
 - A. Finance
 - 1. 6/1/22 Finance Committee Minutes: **Vote Needed** p. 22 Exhibit VI A 1
- VII. Request for Early Graduation: **Vote Needed** p. 23 Exhibit VII
- VIII. Windsor Locks Administrators' Association
MOA Request: **Vote Needed** p. 24 Exhibit VIII
- IX. Elementary Mathematics Core Program: **Vote Needed** p. 26 Exhibit IX
- X. Food Service Contract Extension Waiver: **Vote Needed** p. 29 Exhibit X
- XI. Budget Transfers: **Vote Needed** p. 30 Exhibit XI
- XII. End Of Year Budget List: **Vote Needed** p. 31 Exhibit XII
- XIII. Finalized 22-23 Budget Lines: **Vote Needed** p. 32 Exhibit XIII
- XIV. 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.*
- XV. Board and Superintendent Comment
- XVI. Adjourn Meeting

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

Windsor Locks High School Valedictorian - Ryan Lucas

The first words that come to mind when thinking of Ryan Lucas are from a quote taken from one of 20th century's most influential mathematicians, Stephan Banach, "**Mathematics is the most beautiful and most powerful creation of the Human Spirit!**" These words epitomize this incredible and remarkable young woman who is extremely brilliant in both her exemplary mathematical skills and her **Human Spirit!** Ryan has a maturity beyond her years and she has an eagerness and curiosity to continuously advance herself educationally and personally which have provided her with much success throughout her four-year high school career.

Before she even stepped foot into the high school as a freshman, a meeting was held with Ryan, her parents, the math instructional specialist, the director of school counseling, and the principal to discuss placement in AP Calculus for her 9th grade year at high school for the first time! Ryan came into the high school and hit the ground running. She has maintained an impressive and demanding course of studies all four years, exhausting every mathematics course at the high school level, completing 8 Advanced Placement courses, and taking a number of math courses on the collegiate level. Ryan never hesitates to take on new challenges, and her motivation and persistence have solidified her academic excellence! Her ability to learn and retain material quickly has allowed her to achieve a score of 5 on all of her AP math exams and she has received commendation from the National Merit Scholarship Corporation, as well as having achieved an impressive 1510 on her SATs.

Ryan's drive to excel extends far beyond the classroom! She is a true renaissance woman, managing to balance an extensive academic agenda all the while engaging in multiple extracurricular activities. Ryan has expressed that she is definitely a "music geek" as she has maintained her involvement in the high school's chorus and band since her freshman year, as well as her involvement in the high school's musical theater productions. Ryan is also a three-sport varsity athlete in soccer, track and field, and tennis, receiving the Coaches Award for tennis and serving as captain of her soccer team this past fall. Exhibiting strong and tireless leadership skills, Ryan has served as the Vice President of her graduating class for four years, President of the National Honor Society, Prom Committee Vice Chairperson her junior year, Youth Leadership Vice Chairperson, and as a student representative on the Windsor Locks Board of Education.

Ryan is an exemplary student and young woman. She is an individual who exhibits strong character, strong values, and a sense of commitment to bettering herself and helping others along the way. Ryan will be attending the University of Connecticut in the fall with the goal of majoring in Mathematics. Ryan Lucas is clearly an intelligent and dynamic "**Human Spirit,**" a spirit who will rise above and beyond to become a leader among her peers, a spirit who will have a positive and productive impact in society, a spirit with a successful future on her horizon!

Windsor Locks High School Salutatorian - Nicole DiPoppo

Four years...uncontested...President of the Class of 2022. That is Nicole DiPoppo. Approachable, kind, outgoing, go-getter, intelligent, self-directed, self-starter, natural born leader are words that come to mind when speaking about Nicole. Nicole is constantly upbeat, constantly working towards a goal, constantly leading her peers, constantly thriving in the classroom, and constantly doing the right thing for others.

Nicole has achieved community and state-wide recognition throughout her four years at Windsor Locks High School. Nicole has been a nominee and member of the National Honor Society, CABE Leadership Award, Brown Book Award, Scholar Athlete, FIRST Robotics Dean's List Award, AP Scholar with Honors, Captain of girls Varsity Tennis Team, and All-Conference for the 2021 tennis season, a recipient of the Good Citizen Award sponsored by the Daughters of the American Revolution and most recently, the "human player" and team captain of the First Robotics New England Championship 2022 Team. Nicole has taken advantage of every opportunity presented to her at Windsor Locks High School. The classroom, the community, the athletic fields, it does not matter, Nicole will always be front and center leading her class, leading her community, and leading her team.

During her high school career, Nicole has remained exceptionally open-minded and resilient through the introduction of new ways of teaching and new grading practices. Nicole has an optimistic approach to learning and rarely becomes entangled in doubt and negativity. She explores and seeks out the positive in almost every situation, especially when she was asked to create and implement an outdoor prom during a global pandemic. Nicole's next academic chapter will begin in the fall at Rensselaer Polytechnic Institute (RPI) majoring in Aeronautical Engineering. Nicole's post-secondary journey is where she will be able to exercise her true passion for "technology and engineering" which will further solidify her dream of becoming an aeronautical engineer.

WLMS Connecticut Association of Schools Scholar-Leaders

Mickael Ouellette

Over the past three years we have watched Mickael Ouellette transform from a very shy, independent young man to a positive and contributing member of his academic class. Mickael has worked hard to overcome his challenges and to find success academically and socially. During the three years he has spent at WLMS we can attest to his positive contributions and tremendous personal growth.

Mickael has felt academic success throughout his career at the middle school. He excels in all of his classes and has an extreme passion for math and science. Mickael rises to the occasion when faced with more challenging material. When Mickael is confronted with an academic challenge he does not shy away, he works even harder. He will access all of his resources to find a way to work through the challenge. As a 7th grader, he outscored all other 7th and 8th graders on the PSAT. When Mickael learns new materials, he enjoys sharing his findings with his classroom teachers and peers.

Mickael has shown a significant amount of behavioral and social growth over the past year. He demonstrates empathy to classmates that might be struggling with a personal or academic challenge, and is the first student to offer help when he sees a peer struggling academically. He is also the first to offer words of encouragement or congratulations when a peer has been successful.

Mickael has been a positive member of the Windsor Locks Middle School Robotics/Lego League for three years. His contributions and enthusiasm for STEM activities are unmatched. He enjoys the level of thinking that is required for creating and making different mechanics work. Mickael's ability to lead a team and provide valuable insight, feedback and information to the club has been invaluable. We are proud to recognize Mickael for his leadership and academic excellence.

Abigail Rockwell

Abby is described by her teachers as a dedicated worker and a skillful problem solver who pays very close attention to detail. In all of her classes, she demonstrates maturity in her thinking and through her actions, and has set high personal standards for her academic achievement.

Abby is very active in the school community, serving as the manager of both the girls' basketball and soccer teams, and playing Ultimate Frisbee. She served as a member of the Voice Club in 6th grade, planning and organizing community fundraisers that would benefit several community organizations. She is a member of the Debate Club and is honing her skills as a public speaker.

Abby is also an accomplished and versatile musician, playing clarinet, bass clarinet, and percussion as needed. She was cast as a lead in the school musical last year, and would have shared her talents as a thespian. Unfortunately, Covid intervened and we did not have the opportunity to witness her debut in a public setting.

In the greater community, Abby will be volunteering this summer to work with younger peers in a camp at Northwest Park in Windsor.

We are proud to recognize Abby for her commitment to respect for all, her consistently positive and inspiring outlook, her scholarship and work ethic, and her peer leadership.

WLHS Connecticut Association of Schools Scholar-Athletes

Alex Fryszer

Over the course of his four years, Alex has been a member of the varsity cross country, indoor and outdoor track teams. He has lettered three times in cross country, three times in indoor track, and twice in outdoor track. He has received the Coach's Award and Most Improved awards in track. For the past two years, Alex has been attending Asnuntuck Community College through our highly selective College Connections Partnership Program. Alex is considered to be one of the top students in the program

by his professors and will only be a semester or two away from his certificate in Advanced Manufacturing Machine Technology post-graduation.

Ryan Lucas

Over the course of her four years, Ryan has been a member of the varsity soccer and tennis teams. She has lettered twice in soccer and three times in tennis. She has received the Coach's award and Most Outstanding Doubles player in tennis. In addition to her participation in sports, Ryan has been the Vice President of her class for the past 4 years, President of the National Honor Society, Youth Leadership Vice-Chairperson, and student representative for the Windsor Locks Board of Education. Ryan is also the valedictorian of the Class of 2022.

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN L. PARKHURST, SUPERINTENDENT
DATE: JUNE 9, 2022
RE: APPROVAL OF MINUTES

May 12, 2022	Regular Meeting
May 26, 2022	Special Meeting
June 6, 2022	Special Meeting

Windsor Locks Board of Education

58 South Elm Street

Windsor Locks, CT 06096

MINUTES OF THE REGULAR MEETING,

May 12, 2022 at 6:00 p.m.

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

Members Present: D. Gragnolati, K. Christianson, and J. McGowan
Members Absent: M. Byrne and J. Tria
Administrators: (In-Person) S. Parkhurst, J. Robinson and A. Goodwin
(Virtual via Zoom) S. Lee, D. Prinstein, R. Bissonnette, M. Briggs, G. Testani, C. Domler, C. Apanovitch, H. Earley and G. Weigert,
Student Representatives: C. Mackey
Students: None
Staff: D. Bole
Others: 17 total 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 and Mr. Joe Tria

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 commented about the prom that took place last weekend. Everyone who attended enjoyed the food and danced all night. It seems everyone had a great time.

D. Board of Education and Superintendent Communications

Vice-Chair Mrs. Kylee Christianson also spoke about the prom and everyone looked fabulous! She attended the National Honor Society induction ceremony. Twenty-one students were inducted, and the ceremony was nicely done. She

discussed the fundraiser of creating a Locksopoly game. The auction for spaces on the game board was held recently and it was greatly attended. The game should be ready in the fall.

Board Member Mr. Jim McGowan indicated he attended a teacher fashion show at North Street School with the Mr. Parkhurst, Superintendent of Schools and Mr. Paul Harrington, First Selectman of Windsor Locks. It was entertaining. He also attended senior day for the Track team.

Mr. Shawn Parkhurst, Superintendent of Schools, addressed the Board. He began speaking about the prom, everyone looked great, and the rain held off for photographs. North Street School celebrated Arbor Day with planting of a tree which is sponsored by the American Legion. He attended a Health and Wellness meeting, wherein policies were discussed and they are preparing a report to be presented at a future Board of Education meeting. Staff Appreciation Week was celebrated in the district this past week. He publicly thanked everyone from the teachers, staff and all others who support the district. He thanked Vice-Chair Mrs. Christianson and Mrs. Laura Canon for all their hard work in making Locksopoly come to life and hosting the business auction. He commented about a collaboration with Ms. Wendy Knowles and Office of Family Engagement and Partnerships will be coordinating events for the school year 2022-2023 having family game night when introducing the Locksopoly game in the fall. He noted upcoming events including eighth grade car wash, National Honor Society fundraisers and the Town Meeting and budget vote on May 17, 2022. The last Parent Advisory Meeting is scheduled for May 19, 2022 at 6:00 p.m.

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

None.

III. Approval of Minutes

April 28, 2022 Regular Meeting

It was **MOVED** (Christianson) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education accepts the April 28, 2022 Regular Meeting Minutes as presented.

May 4, 2022 Special Meeting

It was **MOVED** (Christianson) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education accepts the May 4, 2022 Special Meeting Minutes as presented.

IV. Personnel Report

A. Retirement

Mr. Parkhurst announced that Ms. Judy Schober, 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. He noted she will be sorely missed as everyone has enjoyed her drama/musical productions over the years.

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

B. Resignation

Mr. Parkhurst announced two resignations in the district, the first being Ms. 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. The second being, Mr. 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

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

C. Selection of BOE Representatives for Administrator Negotiations

Mr. Parkhurst noted that the administrator negotiations are scheduled to begin on July 6, 2022. He needs two Board Members to sit on the committee. An invitation has been sent to the Board of Finance and they have selected their representative.

It was the consensus to table this discussion until the next meeting when all Board Members are in attendance.

V. Committee Reports

A. Policy

1. Policy/Regulation Second Read:

Mr. Parkhurst noted this is a second read of the revised Policy 4118.231/4218.231. He noted the changes which were done on Page 18 as discussed at the previous meeting.

A brief discussion was held.

It was **MOVED** (Christianson) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education approves the second read of Policy 4118.231/4218.231 as presented.

B. Finance

1. April 26, 2022 Minutes

It was **MOVED** (Christianson) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education accepts the April 26, 2022 Finance Sub-Committee Meeting Minutes as presented.

VI. Healthy Food Certification

Mr. Parkhurst commented the Board of Education must vote for implementing the healthy food option of C.G.S. Section 10-215f. This is done on a yearly basis and there are two motions that must read specifically pursuant Connecticut General Statutes.

A brief discussion was held.

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

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

VII. 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 April 30, 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 April, 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 30.5%. The district overall slight decreases in April; expansive uptick in COVID related absences districtwide in January. All schools are making improvements toward the goal of 10% when those in quarantine or isolations are removed. District rate has decreased over 4%, the high school decreased by 6% and middle school decreased by 3%. South Elementary School has been steady and North Street School decreased the most by 7%.

B. iReady Usages and Lessons Passed

The next tables discussed was iReady Data on Usage and Lessons passed through April 30, 2022 in Reading and Math for Grades K-8. The data was grade level usages and lessons passed. He noted all grade

levels in math and reading are exceeding the percentage of lessons passed goal and usage is near the goal area in all grade levels.

A brief discussion was held.

VIII. Discussion of 2022-2023 Operating Budget

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. As was requested at the last meeting, the sheet showed total cost grants vs. budget, a breakdown of which grants are being marked for which expenses 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.

After a brief discussion, it was the general consensus to hold off on voting on the budget proposal until the Town Meeting takes place, and the budget is officially passed or rejected. Further discussion will be held at the next meeting.

IX. Public Audience (General)

None.

X. Board and Superintendent Comment

None.

XI. Adjournment

It was **MOVED** (Christianson) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education adjourns the Regular Meeting of May 12, 2022 at 6:37 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
Board of Education Retreat
May 26, 2022**

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

Members Present:	D. Gragnolati, K. Christianson, M. Byrne, J. McGowan, J. Tria
Members Absent:	None
Administrators:	S. Parkhurst
Staff:	None
Others:	None
Press:	None

1. Call to Order – Chairman Dennis Gragnolati called the Special Meeting to Order at 5:35 p.m.
 - a. Roll Call for Quorum - All Board Members were present.
 - b. Pledge of Allegiance
2. Mr. Parkhurst indicated that negotiations will begin this summer for the Windsor Locks Administrators’ Association. The Board held a brief discussion and selected 2 representatives to serve in the process.
3. Mr. Parkhurst presented to the Board Members a Memorandum of Agreement that is being proposed by the Windsor Locks Administrators’ Association for their consideration. A brief discussion was held. The Board took no action.
4. The Superintendent discussed plans for the 22-23 school year, including the goals and vision for the district, and he and the Board Members engaged in a lengthy conversation. The Superintendent and the Board Members both agreed that they would like to hold another Retreat and invite the District’s Leadership Team.
5. Chairman Gragnolati moved the group into the next discussion regarding Board Governance Structure, and the Roles and Responsibilities of the Board Members and Policy 9005 was discussed.
6. Mr. Parkhurst provided a school safety update for each school, which included the progress/completion of current projects. Given the recent events of the latest school event in Texas, a brief discussion was held.
7. The Board of Education discussed Policy 9400, and conducted a self-evaluation assessment.

8. The Superintendent discussed the Budget Process, and asked for Board Member input as to the process, what worked well, what suggestions they might have in order to be proactive before the budget process begins for 23-24.
9. The Superintendent discussed the state waiver option for another year regarding Food Services. The Board agreed to allow the Superintendent to exercise the waiver right for the 22-23 school year.
10. The criteria for CAFE's Board Recognition Awards was discussed and the Board was given information regarding the different levels that could be attained in relation to; Board Leadership/Student Achievement, Board Member Professional Development, Policy, Community Relations, and Related Organizational Leadership. Board members were asked to review the criteria.
11. The Superintendent and the Board discussed Board of Education meetings for the next year, and it was a consensus that the Board should continue to have two (2) meetings a month (generally), with the first meeting of the month being used to conduct the business of the District, and the second meeting of the month to be used as a workshop to discuss the District's goals, vision, mission, and core beliefs in greater detail.
12. Executive Session
 - It was moved (McGowan), Seconded (Tria) and Passed (U) that the Board of Education adjourn the meeting to Executive Session at 8:05 p.m. as permitted by Connecticut General Statutes Section 1-225(a) for the following purposes as allowed by Section 1-200(6), that is:
 1. Discussion of the Superintendent of Schools' Contract
 - a) Members of the Board of Education
 - b) Superintendent of Schools
13. Adjourn to Public Session
 - It was moved (Christianson), Seconded (Tria), and Passed (U) that the Board of Education terminates Executive Session and reconvene in Public Session at 8:26 p.m.
13. Adjourn Meeting
 - It was moved (McGowan), Seconded (Tria), and Passed (U) that the Board of Education adjourned the Special Meeting of May 26, 2022 at 8:27 p.m.

Respectfully submitted
Donna Bole
Acting Recording Secretary

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

**MINUTES OF THE SPECIAL MEETING,
June 6, 2022 4:00 pm**

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

Members Present: D. Gragnolati, K. Christianson, J. McGowan, M. Byrne and J. Tria
Administrators: S. Parkhurst

I. Call to Order

Chairman Mr. Dennis Gragnolati called the Special Meeting to Order at 4:07 p.m. 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. It was **MOVED** (McGowan), **SECONDED** (Tria) and **PASSED** (U) that the Board of Education enter into Executive Session for the purposes of discussing a personnel matter, and the evaluation and contract of the Superintendent of Schools and invited the Superintendent when requested.**

Board Member Jim McGowan exited the Executive Session (in-person) at 5:00 pm and joined via phone.

- III. It was **MOVED** (Christianson), **SECONDED** (Tria) and **PASSED** (U) that the Board of Education adjourn executive session at 6:40 pm. and enter into public session.**

- IV. It was **MOVED** (Byrne), **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education extend the contract of the Superintendent of Schools through June 30, 2025 in accordance with the agreed upon terms.**

V. Adjournment

It was **MOVED** (Tria), **SECONDED** (Christianson) and **PASSED** (U) that the Board of Education adjourn the Special Meeting of June 6, 2022 at 6:45 pm.

EXHIBIT V A

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHERI LEE, DIRECTOR OF HUMAN RESOURCES
DATE: JUNE 9, 2022
RE: PERSONNEL REPORT - STAFF RECOGNITION

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

High School

Kathy Bloom	20 Years *Retiree
Michelle Knowe	15 Years
Josh LaForge	15 Years
Judy Schober	11.5 Years *Retiree
Melissa Lopes	10 Years
Kristen Smith	10 Years
Amanda Arnold	5 Years
Susan Dolan	5 Years
Irene Krasinski	5 Years
Marites Matusevich	5 Years

Middle School

Faith Gladden	20 Years
David Carlson	15 Years
Jennifer Hofmann	15 Years
Doug Knowe	15 Years
Tom Condon	10 Years
Santo Galatioto	5 Years
Rachel Hess	5 Years
Rita Ivanov	5 Years
Therese Shanks	5 Years
Jonathan Yackel	5 Years

North Street

Jane Mearman	25 Years
Sheri Parsons	25 Years
Jane Alford	24 Years *Retiree
Lisa Almada	5 Years
John Donohue	5 Years
Patricia Humiston	5 Years
David Nolan	5 Years
Andrea Peterson	5 Years

Pine Meadow

Janine Liddell	20 Years
Gloria Seery	5 Years

RISE

Marybeth Twitchell	15 Years
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South Elementary

Lynn Wepler	25 Years
Jennifer Dearborn	15 Years
Tim Jones	15 Years
Heather Ragion	15 Years
Suzanne Banton	10 Years
Monica Briggs	10 Years
Lisa Ciaffaglione	10 Years
Robin Niemitz	10 Years
Jessica Smith	10 Years
Amy Conniff	5 Years
Kari Percoski	5 Years
Amy Santerre	5 Years
Jeanette Tanner	5 Years

Central Office

Andrew Goodwin	15 Years
Paula Wetzell	15 Years
Gregory Weigert	10 Years
Heather Earley	5 Years

District

Craig Russillo	15 Years
Judy Guthrie	5 Years

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHERI LEE, DIRECTOR OF HUMAN RESOURCES
DATE: JUNE 9, 2022
RE: PERSONNEL REPORT - STAFF RESIGNATION

Resignation:

Joshua DeCerbo, a Science Teacher at the High School has resigned effective June 30, 2022. At the time of his resignation, Mr. DeCerbo will have served the students of Windsor Locks for four years (4) years.

BOARD MOTION: “**MOVE** that the Board of Education accepts Mr. DeCerbo’s resignation effective June 30, 2022 and offer him our appreciation for all of his efforts on behalf of the students of the Windsor Locks Public Schools.”

Minutes from Board of Education Finance Subcommittee Meeting

June 01, 2022

Members Present: D. Gragnolati, M. Byrne (via telephone)
Members Absent: None
Administrators: S. Parkhurst, D. Solin

1. The meeting was called to order at 3:09 PM.
2. Business Manager David Solin reviewed proposed budget transfers and after discussion the subcommittee reached consensus to move these transfers forward for full BOE review.
3. A 21-22 budget status update was given. A discussion in regards to making the reports directly from Infinite Visions more user friendly followed. A discussion occurred regarding obtaining accurate numbers and forecasts, and ensuring that all expenses or potential expenses are encumbered or released at the same date purchase orders are stopped for the respective fiscal year.
4. The end of year “wish list” was presented. Margaret Byrne asked about prioritization in the event that more or fewer funds become available. Central Office Cabinet and the Leadership Team will prioritize prior to Board of Education review.
5. The meeting adjourned at 3:50 pm.

David Solin

EXHIBIT VII

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN L. PARKHURST, SUPERINTENDENT
DATE: JUNE 9, 2022
RE: REQUEST FOR EARLY GRADUATION

Nashalie Rivera is a student in 11th grade. She is on target to earn 25 credits by June 17th. Nash has utilized Edgenuity Online courses to advance her studies with the goal to graduate early. Nash is planning on moving to Florida with her family and continuing her education in Cosmetology. She plans to work in a Salon while further developing her plans for a clothing line that is inspired by her faith.

Board Motion: “**MOVE** that the Board of Education approve the early graduation request as presented, and wish Ms. Rivera well in her future endeavors.”

EXHIBIT VIII

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHERI LEE, DIRECTOR OF HUMAN RESOURCES
DATE: JUNE 9, 2022
RE: WLAA MOA REQUEST

The Windsor Locks Administrators' Association has requested that the attached Memorandum of Agreement be presented to the Board of Education for their consideration.

**Memorandum of Agreement
Between
Windsor Locks Administration Association
And
Windsor Locks Board of Education**

This Memorandum of Agreement (*hereinafter referred to as "MOA"*) is entered between the Windsor Locks Administration Association (*hereinafter referred to as the "Association"*) And Windsor Locks Board of Education (*hereinafter referred to as the "Board"*) who are parties to a collective Bargaining Agreement for the period covering July 1, 2020 through June 30, 2023.

The purpose of this memorandum is to give the Superintendent options for the association members on inclement weather days. Options are:

1. to work remotely *if schools are closed*.
2. in the event that the state shuts down or roads are closed, association members would not work; and
3. in the event that students are dismissed early due to inclement weather, association members would be able to leave once respective buildings are cleared & *bus students have arrived home safely*.

The second purpose of this memorandum is to allow association members the ability to depart after buildings are cleared & *bus students have arrived home safely* on any scheduled early release days on the district calendar.

This Memorandum shall be attached to the Collective Bargaining Agreement Dated July 1, 2020 through June 30, 2023 and then be added to any future collective bargaining agreements.

Once signed by authorized officials of both groups, this MOA will become effective on the date listed below.

Signed by:

For the Windsor Locks Board of Education

Date

For the Windsor Locks Administration Association

Date

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN L. PARKHURST, SUPERINTENDENT
DATE: JUNE 9, 2022
RE: ELEMENTARY MATHEMATICS CORE PROGRAM

Throughout the winter/spring, representatives from each elementary grade level reviewed the potential adoption of a new Elementary Mathematics CORE Resource to support alignment to the CSDE Standards, the Smarter Balanced Assessment, and our intervention programming.

This evening, Elementary Director of Curriculum, Instruction and Assessment, Mrs. Heather Earley will join us to answer any questions you may have.

Board Motion: “**MOVE** that the Board of Education approve the adoption of the Elementary Mathematics CORE Resource as presented.”

Appendix A

<p>WINDSOR LOCKS PUBLIC SCHOOLS RECOMMENDATION FOR TEXTBOOK/INSTRUCTIONAL RESOURCE ADOPTION</p>
<p>Title of Recommended Textbook or Instructional Resource: i-Ready Classroom Mathematics</p>
<p>Author(s): Mark Ellis, Ph.D., Gladis Kersaint, Ph.D., Grace Kelemanik, M.S.T., Amy Lucenta, M.Ed.</p>
<p>Publisher: Curriculum Associates</p>
<p>Instructional Resource to be Used in Grade(s) or Course: K-5</p>
<p>Check all that apply:</p> <ul style="list-style-type: none"> <input type="checkbox"/> New Instructional Resource <input checked="" type="checkbox"/> Replacement for the Following Instructional Resource: Bridges Mathematics <input type="checkbox"/> Supplement to the Following Instructional Resource:
<p>Title and Copyright Date of Instructional Resource to be Replaced or Supplemented:</p>
<p>Rationale for the Addition, Replacement or Supplementation: Bridges has been in place for 6 years, throughout that time, student growth and achievement has not been what we expected it to be. Teachers feel that the lack of rigor in some portions of Bridges has hindered students' achievement on high stakes assessments like SmarterBalanced and universal screeners like iReady.</p>
<p>Additional Textbooks/Instructional Resource Considered During the Review Process: None</p>
<p>Selection Committee Members: Elizabeth Aube, Melissa Bard, Monica Briggs, Jessica Brown, Aimee Carter, Ann Marie Casselli, Tom Croyle, Donna Dennis, Heather Earley, Megan Ellis, Jessica Groleau, Jennifer Kerstetter, Danielle Nastri, Robin Niemitz, Heather Ragion, Laura Sullivan, Giovanna Testani, Sarah Vail, Kara Walachy, Lynn Wepler</p>
<p>Summary of Rationale for Selecting this Text: Members of the pilot team found the resources within Ready Mathematics to be better aligned with the instruction we are looking to provide our elementary students in math. The Try-Connect-Discuss procedures within Ready Math align nicely with our district focus on Accountable Talk and Academically Productive Talk. The procedure allows for students to work together to grapple with problems and determine their own best strategies for solving the problems they are presented with. There is the ability for our teachers to assign students specific lessons within iReady My Path that directly align with the Ready Math lessons so students can continue to practice and refine their skills during their iReady MyPath time. The online resources gives teachers access to all grade level materials so they can differentiate and enrich students beyond their current grade level.</p>

All certified teachers who instruct this course, class or subject endorse this Instructional Resource:

- Yes
- No

Purchasing Information (ie. pricing, quantity needed, etc.):

North-\$18,225.00- Teacher materials, student materials and online access for all classrooms K-2 (Diagnostic access included)

South- \$15,120.00- Teacher materials, student materials and online access for all classrooms 3-5 (Diagnostic access included)

Manipulatives kits for all K-5 classes- \$13,019.64

Signature: Chair of Selection Committee: *Heath Easley*

Signature: Superintendent of Schools:

REVIEWED BY WINDSOR LOCKS BOARD OF EDUCATION CURRICULUM COMMITTEE

Date of Review:

Curriculum Committee Members Present:

Summary of Instructional Resource Discussion:

Determination of Adoption

- New Instructional Resource Recommended for Adoption by Board of Education
- New Instructional Resource Not Recommended for Adoption by Board of Education- Further Review Required
- New Instructional Resource Not Recommended Adoption by Board of Education

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN L. PARKHURST, SUPERINTENDENT
DATE: JUNE 9, 2022
RE: FOOD SERVICE CONTRACT EXTENSION WAIVER

We have requested a Food Service Contract Extension Waiver from the Connecticut State Department of Education. They have confirmed our request, pending the approval of the Board of Education and the completion of the necessary forms.

CSDE Confirmation:

“Thank you for submitting your request to opt into the FSMC waiver. This is your confirmation the CSDE has received your request and CSDE’s authorization for your SFA to opt into the *Waiver of Food Service Management Contract Duration in the National School Lunch Program and Summer Food Service Program EXTENSION granted to the CSDE by USDA on May 19, 2022.*”

BOARD MOTION: “**MOVE** that the Board of Education approve the filing of the Food Service Contract Extension Waiver as discussed.”

Proposed Budget Transfers for 06/09/22 BOE meeting

5/25/2022

Transfer funds to:

Account #	Account Name	Amount	Notes
010.DS.140.1200.561.270	SPED Tuition-Public Schools	43,000.00	more outplacements
010.DS.140.1200.564.270	SE Tuition-Non Public	200,000.00	more outplacements
010.DS.520.2700.510.210	Reg transport - Spec SVS	30,000.00	line item split out after budget
010.DS.520.2700.511.260	SE Transportation	90,000.00	higher needs
010.SU.520.2700.511.263	SISU-SE transportation	35,000.00	higher needs
010.HS.6202620.490.700	HS Misc Services	10,000.00	vape detectors
010.NS.620.2620.490.700	NS Misc Services	10,000.00	enclosures around a/c units
010.HS.640.2610.621.700	HS Natural Gas	30,000.00	higher energy cost
010.MS.640.2610.621.700	MS Natual Gas	15,000.00	higher energy cost
010.NS.640.2610.621.700	NS Natural Gas	10,000.00	higher energy cost
010.SS.640.2610.621.700	SS Natural Gas	10,000.00	higher energy cost
Total		483,000.00	

Transfer funds from:

Account #	Account Name	Amount	Notes
010.DS.140.1000.562.290	Net Tuitions-Suffield Vo-Ag	65,000.00	lower outplacements
010.DS.213.1200.111.260	SE Teacher Salary	78,000.00	unfilled
010.DS.214.1200.112.260	Para-Educators	220,000.00	unfilled
010.DS.214.1200.112.261	ABA support salaries	20,000.00	lower replacements
010.DS.520.2700.515.290	Asnuntuck Welding Transportation	15,000.00	not used as much
010.HS.620.2620.462.700	HS Boiler Maintenance	10,000.00	more in-house work
010.HS.640.2610.622.700	HS Electricity	30,000.00	higher cost not yet flowed thru
010.MS.640.2610.622.700	MS Electricity	15,000.00	higher cost not yet flowed thru
010.NS.640.2610.621.700	NS Electricity	20,000.00	higher cost not yet flowed thru
010.DS.720.2640.660.700	DS Repair Supplies	10,000.00	more in-house work
Total		483,000.00	

BOARD MOTION: MOVE that the Board of Education approve the Budget Transfers as presented.”

EXHIBIT XII

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN L. PARKHURST, SUPERINTENDENT
DATE: JUNE 9, 2022
RE: END-OF-YEAR BUDGET LIST

Tonight, the Superintendent will present his end-of-year proposed budget list items for your consideration.

Board Motion: “**MOVE** that the Board of Education approve the use of end-of-year funds as presented.”

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN L. PARKHURST, SUPERINTENDENT
DATE: JUNE 9, 2022
RE: FINALIZED 22-23 BUDGET LINES

The 22-23 budget reduction lines are presented for a final board review and potential approval based on the approved 22-23 Town Budget.

Board Motion: “**MOVE** that the Board of Education approve the 22-23 budget lines as presented.”

		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	5.56%		
2	District	Insurance Increase 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

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

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

Central Office

Heather Earley
Director of Elementary Curriculum, Instruction, and Assessment

Kristen Krupa
Director of Secondary English Curriculum, Instruction, and Assessment

Megan Parrette
Director of Secondary Math Curriculum, Instruction, and Assessment

Sheri Lee
Director of Human Resources 860-292-5744

Joshua Robinson
Director of Pupil Services 860-292-5707

David Solin
Business Manager 860-292-5741