

WINDSOR LOCKS PUBLIC SCHOOLS



BOARD OF EDUCATION MEETING

Special Meeting

August 11, 2022

6:00 p.m.

Windsor Locks High School - Library Media Center

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

[Click Here to Register](#)

Windsor Locks Board of Education

Dennis Gragnolati, Chairman

Kylee Christianson, Vice Chairwoman

Margaret Byrne

Jim McGowan

Joe Tria

Superintendent of Schools

Shawn Parkhurst

DISTRICT THREE YEAR VISION & MISSION

All students will meet or exceed grade level standards because we help students love rigorous learning.

CORE VALUES

- Work in Process

Board of Education
Town of Windsor Locks
Special Meeting - Agenda
August 11, 2022 - 6:00 p.m.
Windsor Locks High School - Library Media Center
In Person Attendance Open
Optional Public Attendance via Zoom, [Click Here to Register](#)

- I. Call to Order
 - A. Roll Call
 - B. Pledge of Allegiance
 - C. Board of Education and Superintendent Communications

- II. Public Audience (only on Agenda Items)
 - A. *In Accordance with BOE Policy 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
 - 6/9/22 Special Meeting
 - 6/9/22 Regular Meeting
 - 6/14/22 Special Meeting
 - 6/20/22 Special Meeting
 - 6/23/22 Special Meeting

- IV. Personnel Report:
 - A. Staff Resignations: **Vote Needed** p. 17 Exhibit IV A
 - B. Staff New Hires p. 18 Exhibit IV B
 - C. Discussion on Substitute Teacher Requirements: **Vote Possible**

- V. Business Office Report p. 19 Exhibit V
- VI. Opening Professional Development Days p. 21 Exhibit VI
- VII. Board Committee Assignments
 - A. Policy
 - B. Finance

VIII. Board and Superintendent Comment

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. Executive Session: To adjourn the meeting to Executive Session as permitted by Connecticut General Statutes Section 1-225(a) for the following purposes as allowed by Section 1-200(6), that is:

A. Discussion of Collective Bargaining Unit Negotiations

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

- Members of the Board of Education
- Superintendent of Schools
- Director of Human Resources
- Business Manager
- Others as Requested to Attend

XI. Adjourn to Public Session

XII. Action, if any, on Executive Session Items: **Vote Possible**

XIII. Adjourn Meeting

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

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN L. PARKHURST, SUPERINTENDENT
DATE: AUGUST 11, 2022
RE: APPROVAL OF MINUTES

Special Meeting	6/9/22
Regular Meeting	6/9/22
Special Meeting	6/14/22
Special Meeting	6/20/22
Special Meeting	6/23/22

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

**MINUTES OF THE SPECIAL MEETING,
June 9, 2022**

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

Members Present: D. Gragnolati, K. Christianson, J. McGowan, M. Byrne (arrived at 4:05 pm) and J. Tria

Administrators: S. Parkhurst, S. Lee, R. Bissonnette

I. Call to Order

Chairman Mr. Dennis Gragnolati called the Special Meeting to Order at 4:04 p.m. held at the Windsor Locks High School Professional Development Room.

A. Roll Call for Quorum

B. Pledge of Allegiance

All stood up and pledged allegiance to the flag.

- II. It was **MOVED** (Christianson), **SECONDED** (Gragnolati) and **PASSED** (U) that the Board of Education enter into Executive Session for the purposes of interviewing candidates for the Assistant Principal position at Windsor Locks High School. Attendance in Executive Session shall be limited to the Board of Education Members, Superintendent of Schools, Director of Human Resources, Principal of Windsor Locks High School, and selected candidates.

- III. It was **MOVED** (Christianson), **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education adjourn executive session at 5:35 pm. and enter into public session.

IV. Adjournment

It was **MOVED** (McGowan), **SECONDED** (Byrne) and **PASSED** (U) that the Board of Education adjourn the Special Meeting of June 9, 2022 at 5:36 pm.

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

**MINUTES OF THE REGULAR MEETING,
June 9, 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, D. Solin, A. Goodwin, D. Prinstein, R. Bissonnette, M. Briggs, G. Testani, J. Robinson, C. Domler, C. Apanovitch, H. Earley and G. Weigert
Student Representatives:	C. Mackey and R. Lucas
Students:	Many students from all schools
Staff:	D. Bole and D. Copes
Others:	M. Warner and many parents, grandparents and some participants or 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 commented since the last meeting, spring sports have concluded. The high school baseball team made it to the second round in the State Tournament. Step-up Day was held at the high school this past week. The scavenger hunt activities with the upcoming eighth grade class was fun!

Miss Ryan Lucas, Student Representative, addressed the Board. She explained the seniors have been enjoying end of the year activities, including the senior outing, senior banquet, graduation rehearsal and Project Inspire. It is an exciting time for the Class of 2022!

D. Board of Education and Superintendent Communications

Board Member Mr. Jim McGowan commented that he participated in the Annual North Street School Memorial Day Parade. He attended the RISE field trip to Sony's Place and everyone had a great time. He attended the Dollars for Scholars

Ceremony. A total of \$133,000 was given in scholarships and he attended the NCCC Track Meet which students from Windsor Locks did very well.

Mr. Shawn Parkhurst, Superintendent of Schools, addressed the Board. He began speaking about spring sports concluding and a successful awards night was held on Tuesday. End of the year assessment have been in progress and the data will be analyzed in the upcoming weeks. He reminded everyone of graduation which is scheduled for Monday, June 13, 2022 at 5:00 p.m. As this is the last Board of Education meeting of the school year, he thanked the administrators, staff and support staff for a great school year!

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

None.

III. Student Recognition

A. Valedictorian and Salutatorian – Class of 2022

Mr. Parkhurst announced the valedictorian and salutatorian for the Class of 2022. He gave a brief bio of each student's accomplishments and future education plans and wished them well in their future endeavors.

Ryan Lucas, Valedictorian
Nicole DiPoppo, Salutatorian

B. Boys Basketball – State Division V Final Four Finish

Mr. Parkhurst congratulated the boys basketball team and their coach, Mr. Dan Copes, for their outstanding season and told the boys they should be very proud of their accomplishment. With the assistance of Windsor Locks High School Principal, Ms. Rebecca Bissonnette, they gave each player, manager of the team, coach and Board Members, a mini basketball commemorating the State Division V Final Four Finish.

C. Windsor Locks Middle School CAS Scholar Leaders

Mr. Parkhurst announced the Windsor Locks Middle School CAS Scholar Leaders. He gave a bio of each student's accomplishments. Those students were:

Mickael Ouellette
Abigail Rockwell

D. Windsor Locks High School Scholar – Athletes

Mr. Parkhurst announced the Windsor Locks Middle School CAS Scholar Leaders. He gave a bio of each student's accomplishments. Those students were:

Alex Fryszer
Ryan Lucas

E. Board of Education Student Representatives

Lastly, Mr. Parkhurst thanked the Miss Ryan Lucas, Mr. Caden Mackey and Miss Carley MacDougald, Student Representatives for their attendance at Board of Education meetings and their participation during discussions.

IV. Approval of Minutes

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

It was **MOVED** (Christianson) and **SECONDED** (Tria) and **PASSED** (U) that the Board of Education approves the May 12, 2022 Regular Meeting Minutes, May 26, 2022 Special Meeting Minutes and June 6, 2022 Special Meeting Minutes as presented.

V. Personnel Report

A. Staff Recognition

Ms. Sheri Lee, Director of Human Resources, commented that 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. A list of those celebrating those milestones, along with this year's retirements, was given to the Board Members for review.

B. Resignation

Ms. Sheri Lee, Director of Human Resources, announced a resignation in the district, Mr. 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.

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

C. Anticipated Appointment of WLHS Assistant Principal

Mr. Parkhurst was pleased to announce that the final candidate for the Assistant Principal position at the high school has been chosen after two rounds of interviews, and a final interviews which included members of the Board of Education, he

introduced Mr. Matthew Warner. He gave a brief bio of Mr. Warner which included his educational background and experience. He is slated to begin on July 1, 2022.

A brief discussion was held.

It was **MOVED** (Byrne) and **SECONDED** (Tria) and **PASSED** (U) that the Board of Education appointments Mr. Matthew Warner as the Assistant Principal of Windsor Locks High School beginning on July 1, 2022.

Board Recessed: 6:26 pm.

Board Reconvened: 6:31 p.m.

VI. Committee Reports

A. Finance

1. June 1, 2022 Finance Committee Minutes

Board Member Ms. Byrne explained the last Finance Committee Meeting in attendance were the Chairman Mr. Gragnolati, Mr. David Solin, Business Manager. The meeting was held on June 1, 2022. Mr. Solin reviewed the accounts and a list of projects which may be funded at the end of the year. She thanked Mr. Solin for his service and wished him well in his future endeavors.

It was **MOVED** (Byrne) and **SECONDED** (Gragnolati) and **PASSED** (U) that the Board of Education accepts the June 1, 2022 Finance Sub-Committee Meeting Minutes as presented.

VII. Request for Early Graduation

Mr. Parkhurst introduced to the Board Miss Nashalie Rivera. She is a student in 11th grade at Pine Meadow Academy and she is on target to earn 25 credits by the end of the school year. Miss Rivera has utilized Edgenuity Online courses to advance her studies with the goal to graduate early. She 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. She gave a brief presentation to the Board using a PowerPoint presentation explaining her journey and her future plans. She was very energetic!

It was **MOVED** (Christianson) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education approves the early graduation request as presented and wish Miss Rivera well in her future endeavors.

VIII. Windsor Locks Administrators' Association MOA Request

Ms Sheri Lee, Director of Human Resources, indicated the Windsor Locks Administrators' Association has requested that a Memorandum of Agreement (MOA) that is in the Board Members packet. She noted that a representative from the Administrators was in attendance and if anyone had any questions. The MOA basically gives the Superintendent options during inclement weather or other such closures of the schools. This topic was discussed recently at the Board of Education Retreat; however, this document has been changed slightly since the Board Retreat.

A brief discussion was held and it was the consensus of the Board to table the discussion and approval of the MOA for a future meeting.

IX. Elementary Mathematics Core Program

Mr. Parkhurst noted that 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. Mrs. Heather Early, Elementary Director of Curriculum, Instruction and Assessment, explained this request is to replace the current instructional programing, Bridges Mathematics. Bridges has been in place at the district for the past six years; however, student growth has not been what was expected. Members of the pilot teams felt that this program Ready Mathematics is better aligned with the instruction for our students. The procedures within Ready Math align with the districts focus on accountable talk and academically productive talk.

A lengthy discussion was held regarding the cost of the program, how it would affect the budget, and the possibilities of having a demonstration of the new program in the fall, once students and teachers begin using it.

It was **MOVED** (Byrne) and **SECONDED** (Christianson) and **PASSED** (4-1)(In Favor: D. Gragnolati, K. Christianson, M. Byrne, and J. McGowan; Opposed: J. Tria) that the Board of Education approves the adoption of the Elementary Mathematics CORE Resource as presented.

X. Food Service Contract Extension Waiver

Mr. Parkhurst explained the district has requested a Food Service Extension Waiver from the Connecticut State Department of Education. It has been confirmed the State has authorized the district to waive the RFP for a new food service contract for one year 2022-2023. The process of drafting an RFP is time consuming and this will give the district an opportunity to write the RFP for the food service contract next year.

A brief discussion was held.

It was **MOVED** (Byrne) and **SECONDED** (Christianson) and **PASSED** (U) that the Board of Education approves the filing of the Food Service Contract Extension Waiver as discussed.

XI. Budget Transfers

Mr. Parkhurst noted in the Board Packet is a listing of proposed budget transfers. The transfers were discussed at the Finance Committee Meeting on June 1, 2022. Mr. David Solin, Business Manager, was introduced to discuss the proposed transfers. He noted that the transfers are two general categories, utilities due to higher energy costs from special education due to outplacements and tuition.

A brief discussion was held.

It was **MOVED** (Byrne) and **SECONDED** (Tria) and **PASSED** (U) that the Board of Education approves transfers as presented and listed on document entitled "Proposed Budget Transfers for 06/09/22 BOE meeting".

XII. End of the Year Budget List

Mr. Parkhurst showed on the screen a list of projects, recommended by the leadership team, to be funded by the end of the year. He noted that members of the administrators and Mr. David Solin were in attendance if anyone had any questions. It was noted that the funds that are remaining for the end of the year projects is approximately \$432,953. Mr. Solin noted some of the funding comes from the general fund and special services. On the top of the list was the bleachers at the high school, there are only two more sections remaining to be replaced. Mr. Parkhurst went through the list and explained each potential project. If something shall happen and the funds are not available, those projects that are less a priority will not be completed.

A brief discussion was held.

It was **MOVED** (Byrne) and **SECONDED** (Tria) and **PASSED** (U) that the Board of Education approves the End of the Year Budget List within permeators as presented.

XIII. Finalized 22-23 Budget Lines

Mr. Parkhurst indicated the 2022-2023 budget lines have to be finalized. The budget reduction lines were presented for the final Board review. Mr. Parkhurst had the breakdown of the budget reductions on the screen for the everyone to read. Mr. Solin indicated that once the liens are approved, he will be able to set up the budget lines before his departure at the end of the fiscal year.

A brief discussion was held.

It was **MOVED** (Christianson) and **SECONDED** (Tria) and **PASSED** (U) that the Board of Education approves the 2022-2023 budget lines as presented.

XIV. Public Audience (General)

None.

XV. Board and Superintendent Comment

As this is the last meeting of the school year, Mr. Parkhurst thanked the administrators for the hard work over the last year and looks forward to next year! He also thanked the Board of Education for their support over the past year and appreciates all of the hours they volunteer in supporting the students of Windsor Locks. Mr. Parkhurst reminded everyone that graduation is scheduled for Monday, June 13, 2022 at 5:00 p.m. He asked the Board Members to be at Central office no later than 4:30 p.m. He announced that the last Board of Education meeting scheduled for June 23, 2022 has been cancelled.

XVI. Adjournment

It was **MOVED** (McGowan) and **SECONDED** (Christianson) and **PASSED** (U) that the Board of Education adjourns the Regular Meeting of June 9, 2022 at 7:31 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,
June 14, 2022**

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

Members Present: D. Gragnolati, K. Christianson, M. Byrne, J. McGowan
Administrators: S. Parkhurst, S. Lee
Staff: D. Bole

I. Call to Order

Chairman Mr. Dennis Gragnolati called the Special Meeting to Order at 4:05 p.m. held in the Windsor Locks High School Professional Development Room.

A. Roll Call for Quorum - Member Joe Tria was absent

B. Pledge of Allegiance

All stood up and pledged allegiance to the flag.

- II. It was **MOVED** (Gragnolati), **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education enter into Executive Session at 4:15 p.m. for the purpose of interviewing candidates for the Business Manager position in the Windsor Locks Public Schools. Attendance in Executive Session shall be limited to the Board of Education Members, Superintendent of Schools, Director of Human Resources, Executive Assistant to the Superintendent, and selected Candidates.
- III. It was **MOVED** (Gragnolati), **SECONDED** (Christianson) and **PASSED** (U) that the Board of Education adjourn executive session at 6:30 pm. and enter into public session.
- IV. **Adjournment**

It was **MOVED** (Gragnolati), **SECONDED** (Christianson) and **PASSED** (U) that the Board of Education adjourn the Special Meeting of June 14, 2022 at 6:31 pm.

Windsor Locks Board of Education
58 South Elm Street Windsor Locks, CT 06096
MINUTES OF THE SPECIAL MEETING
June 20, 2022

Members Present: D. Gragnolati, K. Christianson (via zoom), M. Byrne (via zoom), J. McGowan

Administrators: S. Parkhurst, S. Lee

- I. Mr. Dennis Gragnolati called the Special Meeting to Order at 4:19 p.m. held in the Windsor Locks High School Professional Development Room.
 - A. Roll Call for Quorum - Member Joe Tria was absent
 - B. Pledge of Allegiance All stood up and pledged allegiance to the flag.
- II. It was **MOVED (McGowan), SECONDED (Christianson) and PASSED (U)** that the Board of Education enter into Executive Session at 4:21 p.m. for the purpose discussion of candidates for Business Manager position in the Windsor Locks Public Schools. Attendance in Executive Session shall be limited to the Board of Education Members, Superintendent of Schools, and Director of Human Resources.
- III. It was **MOVED (McGowan), SECONDED (Byrne) and PASSED (U)** that the Board of Education adjourn executive session at 5:06 pm. and enter into public session.
- IV. It was **MOVED (Christianson), SECONDED (McGowan) and PASSED (U 4-0)** to extend an offer in accordance with agreed upon terms to Alison Pierce for the Windsor Locks Business Manager position.
- V. It was **MOVED (Christianson), SECONDED (McGowan) and PASSED (U)** that the Board of Education adjourn the Special Meeting of June 20, 2022 at 5:07 pm.

Windsor Locks Board of Education
58 South Elm Street Windsor Locks, CT 06096
MINUTES OF THE SPECIAL MEETING
June 23, 2022

Members Present: D. Gragnolati, K. Christianson, M. Byrne (via zoom), J.
McGowan and J. Tria
Administrators: S. Parkhurst, S. Lee
Others: Alison Pierce

- I. Call to Order Chairman
Mr. Dennis Gragnolati called the Special Meeting to Order at 5:02 p.m.
held in the Windsor Locks High School Professional Development Room.
 - A. Roll Call for Quorum - all members present
 - B. Pledge of Allegiance All stood up and pledged allegiance to the flag.
- II. A review of the current and proposed revisions to the Staff Accountant Job Description was reviewed by Superintendent Parkhurst and Human Resource Director Lee. The Board provided input, corrections and deletions.

It was **MOVED (Christianson)**, **SECONDED (Tria)** and **PASSED (U 5-0)** that the Board of Education approve the staff accountant/grant manager job description with the changes discussed.
- III. Adjournment It was **MOVED (McGowan)**, **SECONDED (Tria)** and **PASSED (U 5-0)** that the Board of Education adjourn the Special Meeting of June 23, 2022 at 5:42 pm.

EXHIBIT IV A

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHERI LEE, DIRECTOR OF HUMAN RESOURCES
DATE: AUGUST 11, 2022
RE: PERSONNEL REPORT

Resignation:

Hanna Brownlee-Holbrook, a Science Teacher at the High School has resigned effective June 30, 2022. At the time of her resignation, Ms. Brownlee-Holbrook will have served the students of Windsor Locks for one year (1) year.

Jason Conn, a Science Teacher at the Middle School has resigned effective June 30, 2022. At the time of her resignation, Mr. Conn will have served the students of Windsor Locks for three years (3) years.

Kristina (Gigi) DiGiuseppe, an English Teacher at the High School has resigned effective June 30, 2022. At the time of her resignation, Ms. DiGiuseppe will have served the students of Windsor Locks for seven years (7) years.

Heather Earley, an Elementary Director of Curriculum, Instruction and Assessment has resigned effective August 28, 2022. At the time of her resignation, Ms. Earley will have served the students of Windsor Locks for six (6) years.

BOARD MOTION: “**MOVE** that the Board of Education accepts Ms. Brownlee-Holbrook’s, Mr. Conn’s, and Ms. DiGiuseppe’s resignations effective June 30, 2022 and Ms. Earley’s resignation effective August 28, 2022 respectively and offer them our sincere appreciation for all of their 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: AUGUST 11, 2022
RE: PERSONNEL REPORT

Name: Jeffrey Bernabe
Assignment: Science Teacher-Windsor Locks High School
Education: 6th Year from Central Connecticut University, Master of Education Leadership from Central Connecticut University, Bachelor Molecular Biology, Florida Institute of Technology
Years of Exp: 12 years teaching in Connecticut

Name: Jonah Garcia
Assignment: Music Teacher at Windsor Locks High School
Education: Master of Arts from the University of Connecticut, Bachelor of Science from the University of Connecticut
Years of Exp: 1 year teaching in Connecticut

Name: Stacy Kluczwski
Assignment: American Sign Language Teacher at Windsor Locks High School
Education: Master of Science from Central Connecticut University, Bachelor of Science from Central Connecticut University
Years of Experience: 11 years teaching in Connecticut In addition to, 4 years teaching at the University of Connecticut

Name: Debra Jeffers
Assignment: English Interventionist at Windsor Locks High School
Education: Master in Curriculum and Instruction from University of Saint Joseph, Bachelor of Arts from Eastern Connecticut State University
Years of Exp: 17 years teaching in Connecticut

Name: Kevin Gemmell
Assignment: Science Teacher at Windsor Locks Middle School
Education: Master of Education from the University of Bridgeport, Bachelor of Science from Post University
Years of Exp: 7 years teaching in Connecticut

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: ALISON PIERCE, BUSINESS MANAGER
DATE: AUGUST 11, 2022
RE: BUSINESS OFFICE REPORT

Business Office Staff:

Marina Pandolfi has been hired as our new Payroll & Benefits Administrative Assistant and will officially start on Monday, August 15, 2022. Marina brings over 2 years of Payroll, HR, and Benefits experience with municipalities and Boards of Educations, as well as other valuable accounting and audit experience. Marina completed 4 hours of training on Saturday, August 6, 2022 with the former Payroll & Benefits Administrative Assistant, Gina Cusson. We are very happy to have Marina join the business office team.

Valeria Breda has been hired as our new Staff Accountant/Grants Manager and will officially start on Monday, August 15, 2022. Valerie was an internal candidate and the former Administrative Assistant to the Director of Special Education, and brings with her over 15 years of business office experience, and 6 years of grant management experience. We are very happy to have Valerie join the business office team.

FY21

I have been working with the auditors to certify our FY21 EFS of \$31.3 million

Grants (eGMS)

- We were awarded \$5,198,605.00
- We have received \$2,978,205.00
- The remaining amount to be received is \$2,220,400.00

FY22

We are finalizing our FY22 expenditures and preparing paperwork for the FY22 audit.

Grants (eGMS)

- We were awarded \$1,944,272.00
- We have received \$1,521,978.82
- The remaining amount to be received is \$422,293.18

FY23

We have opened up our FY23 purchasing

New contracts with Pitney Bowes Postage Machines

Grants (eGMS)

- Currently writing grants and budget narratives

Facilities

- SS Roof project – final walk-through and punch list approved. Waiting for final report from Roger LaFleur.
- HS Roof project – in progress.
- 6 Bay Storage Unit – completed. Asphalt completed 8/3/22. (Move in date of 8/15/22).
- LED Lighting Project – completed. New loan agreements signed. Loan term begins with the next bill cycle, 60 months of payments for new LED lighting equipment and installation.
 - VFD – Hood lighting for kitchens.
 - Final walk-through and approval TBD.
- Bleachers – Gym bleachers completed on North side (big side).
 - South Side (small side) to be installed in November (specific date TBD)
- Pool Boiler – Retrofit boiler to burner will begin to be installed on Monday, August 8, 2022.

EXHIBIT VI

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN PARKHURST, SUPERINTENDENT
DATE: AUGUST 11, 2022
RE: OPENING DAYS - PROFESSIONAL DEVELOPMENT

Staff will return on Wednesday, August 24, 2022 beginning with Convocation at 8:00 am at Windsor Locks High School. The day will continue with building based faculty meeting time, resetting, and sharing building visions along with classroom preparation time.

Thursday, August 25, 2022 and Friday, August 26, 2022 will be a mixture of classroom preparation time, Ready Math Resource for Elementary staff, new IEP Training for Special Education Staff, Resources for Reading Instruction, and Elementary meet and greet for families/students.

All Board Members are invited and welcome to attend Convocation on Wednesday, August 24, 2022 starting at 8:00 am in the Windsor Locks High School Auditorium.

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 Bissonette, Principal, Matt Warner, 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

Alison Pierce
Business Manager 860-292-5741