

WINDSOR LOCKS PUBLIC SCHOOLS



BOARD OF EDUCATION MEETING

Regular Meeting

February 9, 2023

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 Gagnolati, Chairman

Kylee Christianson, Vice Chairwoman

Margaret Byrne

Jim McGowan

Joe Tria

Superintendent of Schools

Shawn Parkhurst

DISTRICT 2022-2025 (3) THREE YEAR VISION

All students will meet or exceed grade level standards

Board of Education
Town of Windsor Locks
Regular Meeting - Agenda
February 9, 2023- 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. 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. WLHS & WLMS Overnight Field Trip
Requests: **Vote Needed** p. 4 Exhibit III
- IV. Approval of Minutes: **Vote Needed** p. 7 Exhibit IV
- 1/26/23 Regular Meeting
- V. Business Office Report p. 17 Exhibit V
- VI. HVAC Proposal for WLMS: **Vote Possible** p. 18 Exhibit VI
- VII. CIAC FY 2024 Requested Items p. 19 Exhibit VII
- VIII. WLAA Request for Weather Related Memorandum of Agreement: **Vote Possible** p. 21 Exhibit VIII
- IX. 23-24 Proposed School Calendar: **Vote Possible** p. 22 Exhibit IX
- X. Board and Superintendent Comment
- XI. Public Audience (General)
 - A. *In Accordance with BOE Policy 1100 - The Windsor Locks Board of Education (Board) Chairperson shall recognize speakers, request proper identification and maintain proper order. The Board shall hear only concerns, views and opinions on topics within the jurisdiction of the Board. The appropriateness of the subject being presented, the suitability of the time for such presentation, the number of speakers, and the time to be*

allowed for public comment will be determined by the Chairperson. The public is advised that any discussion of specific employees will not be allowed at meetings and should be addressed to the employee's immediate supervisor or the Superintendent.

XII. Adjourn Meeting

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

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: FEBRUARY 9, 2023

RE: WLHS & WLMS OVERNIGHT FIELD TRIP REQUESTS

Windsor Locks High School Principal Ms. Rebecca Bissonnette and members of the Robotics Team will be on hand to discuss their request to travel to Houston, Texas from 4/18/23 - 4/23/23 for a competition, and answer any questions the Board Members may have. This trip will be dependent on their success in local competition.

Windsor Locks Middle School Principal Mr. David Prinstein and Music Department Staff will also be on hand to discuss their request for the Wind Ensemble to travel to Hershey Pennsylvania from 6/2/23 - 6/3/23 to perform for adjudicators in a nationwide competition.

Per Board of Education field trip policy #6153 “overnight field trips require a vote by the Board of Education.”

Possible Motion: “**Move** that the Board of Education approve the WLHS Robotic team’s Field Trip to Houston Texas from April 18th to April 23rd as presented, and the WLMS Music Departments Field Trip to Hershey, Pennsylvania from June 2nd to June 3rd as presented.”

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

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

Regulation Page 1 of 8

FORMA - TEACHER REQUEST FOR SCHOOL SPONSORED TRIPS

Date of Field Trip Request April 18-23, 2023 Teacher Sponsor: Peter Davis

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

School: <u>WLHS</u>	Grade(s): <u>9-12</u>	Destination/Location: <u>Houston, TX</u>
Purpose/Curriculum Connection: <u>First Robotics Team World Competition Connection to STEM education including Math, Engl, Marketing, Design, CAD ..</u>		
Desired Date: <u>4/18 - 4/23/2023</u>	Alternative Dates: 2. <u>N/A</u>	3.
Time of Trip From: <u>6:30am</u> To: <u>6pm</u>		Total Number of Students Attending: <u>~15</u>
<i>All school buses must return to school by 1:30 p.m. unless other arrangements have been made.</i>		
Indicate # of students who will be missing each lunch. <i>Notify Food Service</i>		
Lunch 1: <u>7</u>	Lunch 2: <u>7</u>	Lunch 3:
Chaperone in Charge: <u>Peter Davis</u>		
Chaperone certified to distribute medication: <u>Peter Davis</u>		
Chaperone List:	Ratio - Grades K-8 1:10	Ratio - Grades 9-12 1:15
<u>Melissa Pascarella</u>	<u>WLHS</u>	
<u>Samantha Stanley</u>	<u>Suffield HS</u>	
Arrangements for Students with Disabilities: Transportation: <u>Not applicable at this time</u> Other:		
Cost per Student (include transportation and all other fees): <u>~\$900.00</u>		
Name of Bus/Transportation Company: <u>Dattco</u>		
Approval of Principal: <u>[Signature]</u>		

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

Policy 6153

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

FORM A – TEACHER REQUEST FOR SCHOOL SPONSORED TRIPS

Date of Field Trip Request: 2/7/23

Teacher Sponsor: Jennifer St. Sauveur-Dandurand

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

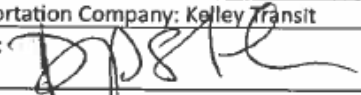
School: WLMS	Grade(s): 7th and 8th	Destination/Location: Hershey Park, Hershey PA Hampton Inn Harrisburg West, Mechanicsburg PA
Purpose/Curriculum Connection: to perform for adjudicators nationwide with our Wind Ensemble, receiving comments to better ourselves as individuals and as an ensemble, to be prepared for 9th grade Band, and to celebrate our years together in the Awards Ceremony and Hershey Park.		
Desired Date: 6/2-6/3 2023	Alternative Dates	2. _____ 3. _____
Time of Trip From: 6AM on 6/2/2023 To: 11:30PM on 6/3/2023		Total Number of Students Attending: 40
<i>All school buses must return to school by 1:30 p.m. unless other arrangements have been made.</i>		
Indicate # of students who will be missing each lunch. <i>Notify Food Service</i>		
Lunch 1: 38	Lunch 2: 2	Lunch 3: _____
Chaperone in Charge: Jennifer L. St. Sauveur-Dandurand		
Chaperone certified to distribute medication: Jennifer L. St. Sauveur-Dandurand		
Chaperone List: Ratio – Grades K-8 1:10 Ratio – Grade 9-12 1:15		
Mr. Bohne		
Mr. Byrnes		
Mrs. Babcock		
Mrs. Bilhn		
Arrangements for Students with Disabilities: n/a		
Transportation: n/a		
Other: n/a		
Cost per Student (include transportation and all other fees): \$300.00 (estimated)		
Name of Bus/Transportation Company: Kelley Transit		
Approval of Principal: 		

EXHIBIT IV

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN L. PARKHURST, SUPERINTENDENT
DATE: FEBRUARY 9, 2023
RE: APPROVAL OF MINUTES

January 26, 2023 Regular Meeting

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

**MINUTES OF THE SPECIAL MEETING,
January 26, 2023 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, A. Pierce, S. Lee, D. Prinstein, R. Bissonnette, M. Briggs, C. Domler, G. Testani, G. Weigert, J. Robinson, K. Krupa and A. Goodwin
Student Representatives: C. Mackey
Students: None
Staff: D. Bole and many others
Others: A few on Zoom
Press: None

I. Call to Order

Chairman Mr. Dennis Gragnolati called the Regular Meeting to Order at 6:00 p.m. held at the Media Center Library at the Windsor Locks High School and also via Zoom Meeting and live stream.

A. Roll Call for Quorum

All Board Members 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 congratulated both girls' and boys' basketball teams with their strong start to the season. The boys' team is 9-0. A big game against Suffield is scheduled for Friday night. As this is the first meeting of the year, he wished everyone a Happy New Year!

D. Board of Education and Superintendent Comments

Mr. Parkhurst, Superintendent of Schools, addressed the Board. He echoed Caden's comments about the basketball teams and encouraged everyone to go to a game and support the teams. He thanked parents and

guardians who attended the Parent Advisory Meeting hosted by the middle school. There were a few new faces at the meeting. He and his teams have been working hard on the budget and he thanked his team for all of their hard work over the past few months working on a budget. Lastly, he discussed the most recent site visit by the representatives from the Alliance Grant. They visited the middle school and North Street School and saw the return on their investment. Those visiting were very impressed with what they saw.

II. Public Audience (only on Agenda Items)

Ms. Robin Niemitz of 1639 King Street, Enfield, Connecticut. She is an instructional specialist at South Street School. She wanted to address staffing. Fewer kids in an elementary classroom, the student's needs can be addressed due to the current academic demands. Everyday assessment data has to be analyzed and reviewed for the needs of the children. Academic, behavioral and social/emotional support has to be scheduled to help and support the student, either Tier I or Tier II support. If the classroom has more children, more families need services but there will not be enough staff to help those children. The staff will always do what is best for the students and try to meet all their needs, but if there is an increase in the classroom some of the needs will not be able to be met. It is the job of the Board of Education moral not just fiscal. Eliminating resources and cutting teachers, will affect the students. How much more before someone says enough, seeing the whole picture down the road.

III. Approval of Minutes

· December 8, 2022 Regular Meeting Minutes

It was **MOVED** (Christianson) and **SECONDED** (Tria) and **PASSED** (U) that the Board of Education approves the December 8, 2022 Regular Meeting Minutes, as presented.

· January 5, 2023 Special Meeting Minutes

Vice-Chair Ms. Christianson requested to amend the minutes of January 5, 2023 in Section III. Public Audience, as follows:

“She is an interventionalist at South ...”

to

“She is an instructional specialist at South...”

AND

“She explained her busy day with her job as being an interventionist and how challenging it can be with different levels of intervention for each of the students.”

to

“She explained that it is already challenging with the interventionists we have to fully meet the needs of our students who receive tier 2 and tier 3 support. Some tier 3 groups are already over the 1:3 ratio that is recommended. Reducing interventionists will negatively impact our most struggling students.”

It was **MOVED** (Christianson) and **SECONDED** (Tria) and **PASSED** (3-1)(In Favor: K. Christianson, J. Tria, J. McGowan; Opposed: M. Byrne) that the Board of Education amend the Minutes of January 5, 2023.

It was **MOVED** (Christianson) and **SECONDED** (Tria) and **PASSED** (U) that the Board of Education approves the January 5, 2023 Special Meeting Minutes with amendment as noted.

IV. Personnel Report

A. Retirements

Ms. Sheri Lee, Director of Human Resources, addressed the Board. She indicated there are four retirements which are:

- Ms. Jayne Mearman, a Special Education Teacher at North Street School will retire effective June 30, 2023. At the time of her retirement, Ms. Mearman will have served the students of Windsor Locks for twenty-seven (27) years.
- Ms. Katharine Dutton, a Special Education Teacher at the RISE will retire effective June 30, 2023. At the time of her retirement, Ms. Dutton will have served the students of Windsor Locks for sixteen (16) years.
- Mr. Jeffrey Tedone, a Math Teacher at the high school will retire effective June 30, 2023. At the time of his retirement, Mr. Tedone will have served the students of Windsor Locks for twenty-five (25) years.
- Ms. Monique Tobet, a Math Interventionist at the middle school will retire effective June 30, 2023. At the time of her retirement, Ms. Tobet will have served the students of Windsor Locks for two (2) years.

It was **MOVED** (Christianson) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education accepts Ms. Mearman’s, Ms. Dutton’s, Mr. Tedone’s and Ms. Tobet’s notice of retirement effective June 30, 2023,

and offer them our sincere appreciation for all of their efforts on behalf of the students of Windsor Locks Public Schools.

B. Resignations

Ms. Lee indicated that she had one resignation. Ms. Bryanna Paskowitz, a Special Education Life Skills Teacher at the high school has resigned effective January 13, 2023. At the time of her resignation, Ms. Paskowitz will have served the students 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. Paskowitz's resignation effective January 13, 2023 and offer her our appreciation for all of her efforts on behalf of the students of the Windsor Locks Public Schools.

C. Staffing Updates

D. Open Positions

Ms. Lee commented that there are two teaching positions open currently, an art teacher for North Street School and a Life Skills Special Education teacher. There are two para positions open, one at the high school and one in the middle school and two tutor positions one at North Street School and one at RISE.

V. Board Assignments for WLPS Bargaining Unit Negotiations

Mr. Parkhurst indicated there are many bargaining unit negotiations that will be taking place and Board Members usually participate in those negotiations.

A. Food Service – Chairman Dennis Gragnolati

B. Para Educators – Ms. Margaret Byrne

C. Administrative Assistants – Mr. Joe Tria

D. Nurses – Mr. Jim McGowan, Vice-Chair Ms. Christianson

A brief discussion was held and it was the general consensus that if a Board Member cannot attend a meeting, all Board Members will be alternates.

VI. Committee Reports

A. Finance Committee Minutes 12/20/22

It was **MOVED** (Byrne) and **SECONDED** (Gragnolati) and **PASSED** (U) that the Board of Education approves the December 20, 2022 Finance Committee Meeting Minutes, as presented.

VII. Business Office Report

Ms. Alison Pierce, Business Manager, addressed the Board. She gave the Board an update on expenditures as of December 31, 2022 which is \$13,743,367 or approximately 42.73% of the budget. She noted that her department will be reviewing the general fund and has asked all of the leadership team to review what funds that are encumbered. In the first few weeks in February, all accounts will be reviewed and analyzed to make sure there will be enough funds to cover all salary and contractual obligations.

She discussed the budget preparations for FY2023-2024. After the January 5, 2023 meeting, they have been working line by line making sure any cuts that are made will affect the children the least. She spoke about the transportation and Bus 8 which is back into service. It was not running due to lack of drivers. She also discussed bus safety. She has been contacted that cars are passing busses while children are getting on and off the busses, including parents and staff. Ms. Pierce reached out to Smyth Bus and drivers were asked about safety issues. All drivers have indicated very often that cars are not stopping for children, mostly during the morning runs. She named the streets/stops where most of the violations are occurring in town. At North Street School and South Elementary School, parents and staff have been known to pass busses. South Elementary School hosts Park and Recreational after school programming and some of the Park and Recreational employees have seen passing busses in the parking lot. Safety is a high priority, and she will be sending a final report to the Windsor Locks Police Department and the First Selectman's office and asking for more patrols during those hours.

A brief discussion was held.

Ms. Pierce gave the Board an update on the middle school windows and the high school bleachers, which have been delivered and ready for install.

It was **MOVED** (Byrne) and **SECONDED** (Christianson) and **PASSED** (U) that the Board of Education add an Agenda Item to Section VII. Business Office Report, Completion of the South Elementary School Partial Roof Project.

Completion of the South Elementary School Partial Roof Project

Ms. Pierce noted that pursuant to the State guidelines, the Board needs to accept the South Elementary School Roof Project as completed.

It was **MOVED** (Byrne) and **SECONDED** (Tria) and **PASSED** (U) that the Board of Education accepts State Project No.: 165-0083RR, for the South Elementary School Partial Roof Replacement project as complete.

Ms. Pierce discussed the HVAC upgrade possibilities. She informed the Board the district was not awarded the grant for the HVAC but there might be an alternative. A joint venture with Resource Lighting and Eversource, the district can fund upgrades through this program and the district can pay as it goes when it comes to

upgrades for air conditioning buildings. A representative from Eversource was on the Zoom Meeting if the Board Members had any questions.

A brief discussion was held. It was the consensus to bring this back to the Board at a future meeting.

VIII. FY 23-24 Budget Discussion and Workshop

Mr. Parkhurst introduced Ms. Alison Pierce, Business Manager who assisted him in the presentation. He noted in the Board packets and available to audience members. He noted that there were additional sheets in the Board packets. He said Page 25 is a white piece of paper which gave an overview of the entire district and a column was added fixed costs/contractual obligations. Page 26 through Page 36 are breakdowns of the budget and on the upper right corner notes the budget section breakdowns, for example district was pink, pupil services yellow, SISU green, and so forth. He noted the budget is due to the Town on February 1, 2023 and the Board of Finance presentation is scheduled for February 15, 2023. He ran through his presentation again, using a PowerPoint presentation first two slides described what the responsibilities of the Board of Education according to Connecticut General Statutes Section 10-220 Duties of Boards of Education and what responsibilities are of the Superintendent of Schools, which included providing adequate instruction, equitable allocation of resources, proper maintenance of facilities and safe setting. The Superintendent is to collaborate with district leaders to propose a fiscally responsible budget, ensure equitable and developmentally appropriate educational experiences between schools, fulfill statutory obligations and to advance the Board of Education goals. He added a slide discussing building level leader's responsibilities which noted to collaborate with entire leadership team and staff to design a fiscally responsible budget; ensure programs and positions support the development of students academically and social emotionally; allow for advancement of the Board's goals; and recommend areas for reductions. He discussed the district goals and the budget process. The next slide discussed the cycle of underfunding education. The slide described low student achievement, staffing issues, increased class size, unwanted behaviors and students looking for programs elsewhere. He brought up the funding cliff the district is facing due to the years of underfunding the budget and using grant monies for funding operational budgets over the past few years. Another slide was added, which showed actions taken at the January 5, 2023 Board Meeting. It should the revisions the Board made and requested to reinstate two elementary interventionists, one special education teacher, partnerships and consultancies support, high school show choir, middle school show choir, and professional development for ABA, PMA and SISU and to reduce one custodian for special services. The total revisions is \$234,489. The next two slides, continued discussing the Board's action from the January 5, 2023 Board Meeting, which discussed the reductions and reinstatements which were made, which are: IEP, SISU, PMA Coordinator stipend, one special education teacher, one special education tutor, restructuring SISU Academy, virtual high school courses, instructional supplies, volleyball at the high school, freshmen boys' basketball,

math team, Veteran's Memorial Park fees, limited custodial overtime, reduction of seasonal housekeepers, reduction of five days for instructional specialist stipends for middle and high schools, reduction of ten days for instruction stipends elementary schools, director of curriculum, two elementary teachers, condense summer school to one building and one high school teacher. Those to remain in the budget was one assistant superintendent, one coordinator of alternative programming and services, three additional school resource offers and one part-time clerical aide for facilities manager. A total reduction of \$207,501.33. The next three slides discussed WLPS grants. The first slide discussing grants showed the ESSER II and ESSER III grant funds that were used for the operating budget for FY 2022-2023 and will have to be put back to the operating budget for FY 2023-2024 in the amount of \$1,859,564. The second and third slide showed all other grants and what those grants are used for in the budget. Total grant funding is \$3,787,619. The next added slide showed the figures from the recommended budget on January 5, 2023, the additions/reductions made by the Board at the January 5, 2023 meeting, adjustment of teacher salary and a total reviewed budget of \$35,771,858 plus grant funding of \$3,787,619, equals a total operating costs for FY 23-24 \$39,559,477. The next slide discussed the district salary obligations. They discussed the slide which discussed the snapshot of all contractual obligations and fixed costs. Contractual obligations were discussed as police services, sports insurance, dues and fees, sports/activities transportation, tuitions, legal, audit, financial systems, postage machines, copies, HR operations, IEP requirements, technology (hardware and software), printers, transportation, maintenance contracts, and insurance.

A lengthy discussion was held.

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

Ms. Devin _____ addressed the Board. She had questions for the Board. She was reminded by Mr. Parkhurst that public audience is not a question-and-answer session, just comments to the Board. She questioned the AARP COVID funds, if there was any money left from those grants. She questioned why an Assistant Superintendent is needed, what is the responsibilities of the Assistant Superintendent? As a parent, she is concerned that no educational field trips since COVID have happened at the middle school. She wonders if Hershey Park field trip will happen at the middle school or other field trips. As feedback, she has one child graduating and one in middle school and they are seriously looking into moving her middle schooler out of the district. She also commented about the SROs, asking why the district is waiting for next year for SROs, they should be in all the schools now.

Mr. Norman Boucher, Chairman of the Board of Finance addressed the Board. He first discussed his analysis of the cost to educate a student in Windsor Locks, which is \$25,000 per student. The median income of Windsor Locks is \$72,000 per year. This cost base analysis needs to be looked at. He asked Mr. Parkhurst

about Choice reimbursement. He spoke about buying out teachers' contracts that have been teaching 27 years. He noted that as teachers get older, they are not ready to run a marathon every day, not like people in the 30s and 40s. Teachers who have been teaching 25-27 years should be looked at to see if they would accept buyouts of their contracts. Younger teachers were bought into districts up in Massachusetts and now those schools are no longer Alliance schools and are doing much better. He suggested that Mr. Weigert can save money in the maintenance department with the cost of shoveling snow and cutting grass. He suggested that district cannot continue teaching they way they have been teaching, it has to be changed to make it better. He noted that two directors were hired for lining up the curriculum. Are teachers being held accountable and taken to the wood shed for what they are doing? He suggested possibly closing a school. He noted in 1975, the high school alone had 1,200 students in that school, currently there are the same number of students throughout the district. He also questioned about college graduates and how many of those who leave the high school, attend college and graduate.

Ms. Kristen Krupa, 262 Elm Street, addressed the Board. She is a parent of a fourth grader and a tenth grader, and a Director of Curriculum for the district. As a parent, teachers in the district have years of experience, are excited and passionate about teaching. It is a terrible that teachers are not supported by the town. The children of the town are a layer in this community. Teachers stay in the district because they care about the kids.

Ms. Nicole Saavadra, 34 Acorn Drive, addressed the Board. She noted that teachers cannot run the marathon if they don't have the money, they need to run the marathon. She suggested that Board of Finance Members come to the schools and walk around and see what goes on during a school day.

Ms. Lauren Daley, 29 Cypress Road, addressed the Board. She has a daughter in school. All teachers are passionate about teaching. After the past few years with COVID, kids are paying for those three years, in academics and social/emotional issues. This is the first year the children are all back to normal, in school full time. We need to support and the teachers need the resources to get the children back on track.

Ms. Robin Niemitz of 1639 King Street, Enfield addressed the Board. She understands that the Board of Finance has their role. The Board of Finance Board Members don't teach and have no idea the challenges for teachers. She invited the Board Members to the schools for a day and see for themselves. The Board of Finance should worry about the money and not the children.

It was asked if any Zoom participants wanted to speak during public audience. No one responded.

X. FY 23-24 Budget

It was **MOVED** (Byrne) and **SECONDED** (Tria) and **PASSED** (U) that the Board of Education accepts the Superintendent's Proposed Budget for FY 2023-2024 in the amount of \$35,772,858.

XI. Board and Superintendent Comments

Ms. Christianson thanked everyone who spoke during the public audience portion of the meeting.

Mr. Tria addressed Mr. Boucher. He went to this school too and he had a teacher Mrs. Smith that his mother had, it was her last class before she retired. No one messed around back then with the teachers, but it is different today. In his day, if the principal said something, you listened. If the superintendent said something, you listened. Parents and teachers are struggling today. Parents must get more involved. It is so important. He has changed his mind, feels sorry for the teachers. It is a different ballgame today. We need to put more money towards education.

Chairman Mr. Gragnolati thanked everyone for coming and encouraged everyone to be come to the Board of Finance meeting to support the budget process.

Mr. Parkhurst thanked the Board of Education for their support year after year during the budget process. He asked parents and community members to join him at the Board of Finance Meeting on February 15, 2023 for his presentation.

XII. Adjournment

It was **MOVED** (Christianson) and **SECONDED** (Tria) and **PASSED** (U) that the Board of Education adjourns the Regular Meeting of January 26, 2023 at 7:37 p.m.

Respectfully submitted,

Denise M. Piotrowicz
Recording Secretary

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: ALISON PIERCE, BUSINESS MANAGER
DATE: FEBRUARY 9, 2023
RE: BUSINESS OFFICE REPORT

FY23 FINANCIALS

- YTD AS OF 1/31/23: Expenditures and Percentage of Remaining Budget

TRANSPORTATION

- Bus Safety: Follow up on Bus Safety Concerns from the January 26th Board of Education meeting, and the February 7th meeting with Police Chief Osanitsch and First Selectman Harrington.

EXHIBIT VI

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: ALISON PIERCE, BUSINESS MANAGER

DATE: FEBRUARY 9, 2023

RE: WLMS HVAC PROPOSAL

Tonight, Garrett Cudgma from Resource Lighting will be on hand to discuss details for a proposed VRF/Mini-Split/Heat-pump HVAC project for Windsor Locks Middle School. This is an incentive program offered by Eversource for municipal entities in the State of Connecticut through Resource Lighting.

Possible Board Motion: “**MOVE** that the Board of Education agrees to enter into a partnership between Resource Lighting and Eversource for financing opportunities for HVAC upgrades to our schools as discussed not to exceed \$5,000,000 financed over 6 years.”

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: ALISON PIERCE, BUSINESS MANAGER
DATE: FEBRUARY 9, 2023
RE: CIAC FY 2024 REQUESTED ITEMS

As part of the BOE FY 24 budget presentation to the BOF, the following CIAC items will be included as part of that presentation.

Windsor Locks High School Auditorium

- New carpeting and seating
 - Safety Concern
 - Old and broken seats
 - No parts available due to age of equipment
 - Most cost-effective to replace carpet while replacing seating

Cost: Seating @ \$279,270.00
Carpeting @ \$35,176.26
TOTAL COST = \$314,446.26

Windsor Locks Middle School Gymnasium

- Acoustic Ceiling Panels
 - Safety Concern
 - To improve sound quality
 - Students and staff cannot hear instructions due to poor acoustics
 - MS has been waiting 20+ years for this improvement

Cost: \$173,604.00
TOTAL COST = \$173,604.00

Facilities & Maintenance 6-Bay Garage

- Electricity Hookup
 - Necessary Upgrades for Emergency Management & Preparedness
 - 2 Bays used by Town for Emergency Management

- Electricity needed for lighting to respond during emergency situations
- Minimum of 4 Double Outlets for radios, battery chargers, and other equipment needed in emergency situations
- Storage of food, water, etc for emergency shelters

Total Cost: \$34,000.00

TOTAL COST = \$34,000.00 plus ongoing cost of electricity paid by TBD (split Town/BOE)

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: FEBRUARY 9, 2023

RE: WLAA REQUEST FOR WEATHER RELATED MOA

The Windsor Locks Administrators’ Association has requested the Board’s consideration and approval of the following MOU as it relates to inclement weather:

**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 due to inclement weather*.
2. in the event that the state shuts down **due to inclement weather**, 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.

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

EXHIBIT IX

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN L. PARKHURST, SUPERINTENDENT
DATE: FEBRUARY 9, 2023
RE: 2023-2024 SCHOOL CALENDAR

Tonight the Superintendent will present the 2023-2024 School Calendar that was approved by the Calendar Committee for final Board approval.

Possible Board Motion: “**MOVE** that the Board of Education approve the 2023-2024 school calendar as presented.”

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

Windsor Locks Public Schools
2023-2024 School Calendar
Teachers 186 days/Students 181 days

BOE Approved: Draft

August 2023 7/4

M	T	W	Th	F
		1	2	3
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

September 2023 20/20

M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

October 2023 21/21

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

November 2023 18/17

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

December 2023 16/16

M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

January 2024 21/20

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

August 2023	
15, 16, 17	New Employee Orientation
23	Convocation & PK-12 Prof/Staff Development
24-25	PK-12 Prof/Staff Development
28	First Student Day - 1/2 Day Early Release Gr 1 - 12
29	1/2 Day Early Release Gr 1 - 12
31	Kindergarten First Day of School
September 2023	
1	PreK First Day of School
4	No School - Labor Day
12	High - Parent Information Night 6:00 - 8:00 pm
13, 20	PK-12 PLC
19	North - Parent Information Night 5:00 - 7:00 pm
21	Middle - Parent Information Night 6:00 - 8:00 pm
26	South - Parent Information Night 5:00 - 7:00 pm
27	1/2 Day Early Release PK-12: Prof/Staff Development
October 2023	
4	1/2 Day Early Release PK - 12: Traditional Evening Conferences 6:00 pm - 8:00 pm
9	No School - Columbus Day
18, 25	PK-12 PLC
November 2023	
1, 15, 29	PK-12 PLC
7	No School - Election Day: PK-12 Prof/Staff Development
10	No School - Veterans Day
22 - 24	No School - Thanksgiving Break
December 2023	
6, 13	PK-12 PLC
22	1/2 Day Early Release PK - 12: December Break
25 - 29	No School - December Break
January 2024	
1	No School - New Year's Day
10, 24, 31	PK-12 PLC
15	No School - Martin Luther King, Jr. Day
19	No School - PK-12 Professional Staff Development
February 2024	
7, 14, 28	PK-12 PLC
19	No School - President's Day
20	No School - Vacation Day
March 2024	
6	1/2 Day Early Release PK-12: Prof/Staff Development
13, 20	PK-12 PLC
29	No School - Good Friday
April 2024	
3, 17	PK-12 PLC
8 - 12	No School - Spring Break
24	1/2 Day Early Release PK-12: Student-Led Conferences
May 2024	
1	1/2 Day Early Release PK-12: Student-Led Conferences
8, 15, 22	PK-12 PLC
27	No School - Memorial Day
June 2024	
6	1/2 Day Early Release PK-12: (Tentative last 2 days of school will be PK-12 Early Release Days)
7	Last Day of School (Tentative) 1/2 Day Early Release PK-12
7	Graduation - 5:30 p.m.
*	Emergency/Snow Day Reserve: If it exceeds days in June, April Vacation will be shortened if necessary.

February 2024 19/19

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

March 2024 20/20

M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

April 2024 17/17

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

May 2024 22/22

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

June 2024 5/5

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

Board of Education Meetings
To Be Determined
 8/10
 9/14 and 9/28
 10/12 and 10/26
 11/16
 12/14
 1/11/24 and 1/25/24
 Rest TBD

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

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

Jason Scavotto
Coordinator of Alternative Programs

Alison Pierce
Business Manager 860-292-5709