

WINDSOR LOCKS PUBLIC SCHOOLS



BOARD OF EDUCATION MEETING

Special Meeting

April 27, 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 because we want all students to feel a sense of accomplishment to pursue their passion.

Board of Education
Town of Windsor Locks
Special Meeting - Agenda
April 27, 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. Moment of Silence - in honor of Ronald King
 - D. Student Representative Report
 - E. 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. 4 Exhibit III
 - March 23, 2023 Regular Meeting
- IV. Personnel Report:
 - A. Non-Tenured Non-Renewals: **Vote Needed** p. 12 Exhibit IV A
 - B. Resignation: **Vote Needed** p. 13 Exhibit IV B
 - C. Holiday Schedule: **Vote Needed** p. 14 Exhibit IV C
- V. Committee Reports:
 - A. Finance Committee
 - 3/20/23 Meeting Minutes: **Vote Needed** p. 15 Exhibit V A
- VI. Business Office Report p. 17 Exhibit VI
- VII. Board of Education CAFE Workshop Discussion: **Vote Possible** p. 18 Exhibit VII
- VIII. FY 2023-2024 Budget Discussion: **Vote Possible**
- IX. Board and Superintendent Comment
- X. Public Audience (General)
 - A. *In Accordance with BOE Policy 1100 - The Windsor Locks Board of*

Education (Board) Chairperson shall recognize speakers, request proper identification and maintain proper order. The Board shall hear only concerns, views and opinions on topics within the jurisdiction of the Board. The appropriateness of the subject being presented, the suitability of the time for such presentation, the number of speakers, and the time to be allowed for public comment will be determined by the Chairperson. The public is advised that any discussion of specific employees will not be allowed at meetings and should be addressed to the employee's immediate supervisor or the Superintendent.

XI. 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 Superintendent Contract

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

1. Members of the Board of Education
2. Superintendent of Schools
3. Human Resource Director

XII. Adjourn to Public Session

XIII. Action, if any, on Executive Session Item: **Vote Possible**

XIV. Adjourn Meeting

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

EXHIBIT III

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN L. PARKHURST, SUPERINTENDENT
DATE: APRIL 27, 2023
RE: APPROVAL OF MINUTES

March 23, 2023 Regular Meeting Minutes

Windsor Locks Board of Education

58 South Elm Street

Windsor Locks, CT 06096

MINUTES OF THE REGULAR MEETING,

March 23, 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 (arrived 6:11 p.m.)
and J. McGowan
Members Absent: J. Tria
Administrators: S. Parkhurst, S. Lee, A. Pierce, A. Goodwin, D. Prinstein,
C. Domler, R. Bissonnette (via zoom), M. Warner, M. Briggs,
G. Testani, J. Robinson and G. Weigert
Student Representatives: C. Mackey and C. MacDougald
Students: Members of the 2023 Class V Boys' Basketball team
Champs
Staff: D. Bole, D. Copes and P. Sibilica
Others: Parents and grandparents and some participating via Zoom
Press: None

I. Call to Order

Chairman Mr. Dennis Gragnolati called the Regular Meeting to Order at 6:03 p.m. held at the Media Center at the Windsor Locks High School and also via Zoom Meeting and live stream.

A. Roll Call for Quorum

All Board Members were present other than Ms. Margaret Byrne who arrived at 6:11 p.m. and Joe Tria was absent.

B. Pledge of Allegiance

All stood up and pledged allegiance to the flag.

C. Student Representatives

Mr. Caden Mackey, Student Representative, addressed the Board. He commented it has been an eventful week at the high school. He congratulated the Robotics Team winning their event last weekend. He congratulated the boys' basketball team for their championship run this season. He attended the games it was so much fun!

Miss Carley MacDougald, Student Representative, addressed the Board. She noted that spring sports have begun. The juniors took the SATs this morning at the high school. The high school is buzzing with the celebration of the basketball team!

D. Board of Education and Superintendent Communications

Mr. Shawn Parkhurst, Superintendent of Schools, addressed the Board. He echoed Miss MacDougald about the excitement surrounding the boys' basketball team. He congratulated the Robotics Team and noted they will be on their way to Houston to participate in a national competition. He commented on the unified sports program that played at half time during the championship basketball game. It made the district proud watching those students during half time. He mentioned the Theatre Club's performance of Tarzan last weekend. Ms. Shobert did an amazing job and Mr. Garcia did a wonderful job in his first starting role! He noted that he has been working with the Mr. Paul Harrington, First Selectman in a program called "Civic Leader for the Day", more information will be forthcoming as the program will begin small and will grow in the future.

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

_None both in-person and Zoom.

III. Board of Education Appreciation

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

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

IV. Division V Boys' Basketball State Championship Recognition

Mr. Parkhurst congratulated the Boys' Basketball team and their coach, Mr. Dan Copes, as they won the Division V Boys' Basketball State Championship at

Mohegan Sun on Saturday, March 18, 2023. He showed a video showing highlights of the championship game. He told the team he was very proud of their accomplishment as is the district and community. He announced to honor the team and their accomplishment, a celebration will take place on Sunday beginning with a parade from the south side of the high school and marching down Coolidge, Green Manor, South Elm Street back to the high school. The celebration will continue at the high school auditorium. The team and coach showed off their new hardware and was given a commemorative team picture as a small token of the Board's appreciation for a job well done!

Mr. Dan Copes, coach of the team, addressed the Board. He noted last year was difficult, but they way the community has supported the student athletes last year and this year has been amazing and he hopes it continues. He thanked the community, Board of Education, administrators, staff for their continued support. He noted Windsor Locks is a great place to be and he is grateful for everyone's support.

V. Approval of Minutes

March 9, 2023 – Regular Meeting

A typographical error was noted in the Minutes of March 9, 2023 Regular Meeting in Section XII. The change should be as follows:

“XII. Progress Towards Goas: “One Plan”

to

“XII. Progress Towards Goals: “One Plan”

It was **MOVED** (Byrne) and **SECONDED** (Christianson) and **PASSED** (U) that the Board of Education approves the March 9, 2023 Regular Meeting Minutes, as amended.

VI. Personnel Report

Ms. Sheri Lee, Director of Human Resources, addressed the Board. She indicated she has been notified that Ms. Robin Niemitz, an Elementary Instructional Specialist at South Elementary will retire effective June 30, 2023. At the time of her retirement, Ms. Niemitz will have served the students of Windsor Locks for twelve (12) years.

It was **MOVED** (Christianson) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education accepts Ms. Niemitz's notice of retirement effective June 30,

2023 and offer her our sincere appreciation for all of her efforts on behalf of the students of the Windsor Locks Public Schools.

VII. Committee Reports

A. Finance Committee

March 20, 2023 Meeting Report

Board Member Ms. Byrne gave a summary of the March 20, 2023 Finance Sub-Committee meeting. She noted there are some worrisome accounts, in particular, special education accounts as new residents in town is affecting those accounts. Other than that, overall the accounts look good.

VIII. Board of Education Forum Discussion and Update

Mr. Parkhurst indicated a meeting is scheduled for April 4, 2023 to finalize the forum topics and platform to bring back to the Board at their meeting on April 20, 2023. At that time, the Board will decide as to how to proceed.

IX. Healthy Food Certification

Ms. Alison Pierce, Business Manager addressed the Board. She indicated that the 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.

It was **MOVED** (Christianson) and **SECONDED** (Byrne) and **PASSED** (U) that pursuant to

C.G.S. Section 10-215f, the Windsor Locks Board of Education 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, 2023, through June 30, 2024. 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** (Byrne) and **PASSED** (U) that

the Windsor Locks Board of Education 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.

_X. F/Y 2023-2024 Budget Discussion/Appeal

Mr. Parkhurst gave to the Board Members a three page document listing BOE budget request, BOF approved budget, additional special education costs of four returning students, new requested budget request, reduced medical insurance line, reduced Chromebook line, and a line showing amount the BOE/leadership to cut. The remaining of the pages/lines were color coded showing priority, school or cost area, description of the line, the amount of line cut and total of budget after cut of the particular line. The proposed cuts were reviewed the administration. Green indicates first reductions; second tier reductions are yellow which indicates caution if cuts are made; and, red indicates those decreases could be critical to the district and would have to reduce staff and overall sting programs across the district. The night before, the Board of Finance made a decision that the town budget will increase overall by 8.1% with no increase to the mill rate. The Board of Education did not receive an increase and it was given the same from last year’s approved budget of \$32,165,201. The Board of Finance will hear appeals on Tuesday, March 28, 2023. Mr. Parkhurst noted the Board of Finance took \$2 Million Dollars off the district’s medical insurance line and also removed \$63,000 to CIAC budget. However, earlier in the day, the district was told that that four students are returning to outplacement; two new students already outplaced are coming from OOD. The cost of the special education costs will increase \$641,980. Therefore, the district has to cut \$2,185,637 to maintain a zero budget. It was asked why the Board of Finance only gave a flat budget and they were told there was no reason. Ms. Pierce noted that the Board of Finance were concerned over the State of Connecticut cap limit and if they exceed such a limit, they would be penalized fifty cents on the dollar on the municipal grant, in essence they would lose \$150,000.

A discussion began about the newest increase in special education and how fluid special education can be and how the district has no control over those costs, students being outplaced.

Mr. Parkhurst then began going down the list of proposed cuts. He noted that in the yellow there are two middle school teachers and a high school and an elementary teacher are some of the personnel to be eliminated. He noted after all the green and yellow decreases are complete, another \$1 Million Dollars still needs to be cut. He began to read the lines in the red which are the third tier reductions which are all

personnel positions, including four elementary interventionalists, two additional middle school teachers, three additional high school teachers, two pupil services teachers, administrative assistant, two library clerks – one in middle school and one in elementary school, part-time clerical aide; and sports CIAC requirements only (less games). Everything that he described would all have to be eliminated, in order to have a zero increase budget. Mr. Parkhurst noted that the leadership team were present to answer any questions.

A lengthy conversation was held discussing all of the suggested cuts in great detail, line by line.

It was **MOVED** (Byrne) and **SECONDED** (McGowan) that the Board of Education appeal to the Board of Finance the balance from the reductions of \$90,674.00 as discussed, and appeal \$2,095,000.

A lengthy discussion was held about the possible cuts and increased special education costs.

A vote was taken:

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

Opposed: D. Gragnolati

Motion **PASSED (3-1)**

XI. Board and Superintendent Comments

Board Member Ms. Byrne indicated that she will not be able to attend the Board of Finance meeting on Tuesday, but hopes the community will attend and support the Board of Education.

XII. Public Audience

Ms. Naomi Urquhart of 14 Center Street addressed the Board. She spoke to the Board as a resident not a teacher. Her house is across the street from the middle school and she is concerned about the sidewalks and crossing over to the middle school. At least one time per week, there are issues with cars going down the hill too fast and almost hitting students and the crossing guard. She has been trying to get the town to do something about the speeding on that street, particularly during the hours students are going and leaving school, either speed bumps or flashing lights.

A brief discussion was held.

XIII. Executive Session:

It was **MOVED** (Christianson) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education enters into Executive Session as permitted by Connecticut

General Statutes Section 1-225(a) for the following purposes as allowed by Section 1-200(6), that is:

A. Discussion of 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 by the Board of Education

Board moved into Executive Session at 7:51 p.m.

It was **MOVED** (Christianson) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education terminate Executive Session and reconvene into public session at 8:16 p.m.

XIV. Adjournment

It was **MOVED** (Christianson) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education adjourn the Regular Meeting of March 23, 2023 at 8:16 p.m.

Respectfully submitted,

Denise M. Piotrowicz

Recording Secretary

EXHIBIT IVI A

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHERI LEE, HUMAN RESOURCE DIRECTOR

DATE: APRIL 27, 2023

RE: PERSONNEL REPORT - NON-TENURED NON-RENEWALS

Connecticut General Statutes 10-151 require that non-tenured teachers be notified if their contract will not be renewed for the following school year. Therefore, in accordance with the statutory requirements, and on behalf of Shawn Parkhurst, Superintendent of Schools, the Director of Human Resources recommends that the Board of Education not renew the non-tenured teachers at the end of 2022-2023 school year.

BOARD MOTION: “**MOVE** that in accordance with the provisions of the Connecticut General Statutes Section 10-151, the contracts of the non-tenured teachers be non-renewed for the 2022-2023 school year. The Board of Education authorizes the Director of Human Resources, Sheri Lee, to advise these employees of this action in writing no later than May 1, 2023.”

EXHIBIT IV B

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHERI LEE, HUMAN RESOURCE DIRECTOR
DATE: APRIL 27, 2023
RE: PERSONNEL REPORT - RESIGNATION

Resignation:

James O'Brien, a PE/Health Teacher and the Athletic Director at the High School has resigned his Athletic Director position effective June 30, 2023. At the time of his resignation, Mr. O'Brien will have served the students of Windsor Locks as Athletic Director for twenty (20) years.

BOARD MOTION: “**MOVE** that the Board of Education accepts Mr. O'Brien's resignation as Athletic Director effective June 30, 2023 and offer him our appreciation for all of his efforts on behalf of the students of the Windsor Locks Public Schools.”

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHERI LEE, HUMAN RESOURCE DIRECTOR
DATE: APRIL 27, 2023
RE: HOLIDAY SCHEDULE

Juneteenth

In accordance with Connecticut Public Act 22-128, to add an additional Holiday to mark and celebrate the nineteenth day of June known as Juneteenth Independence Day. Therefore, with the statutory requirements, the Director of Human Resources recommends that the Board of Education add Juneteenth Independent Day, and to amend the collective bargaining unit agreements and Central Office/School Offices Holiday Calendars to reflect.

BOARD MOTION: “**MOVE** that in accordance with the provisions of the Connecticut Public Act 22-128, to add an additional Holiday to mark and celebrate the nineteenth of June known as Juneteenth Independence Day and to amend the collective bargaining agreement and the Central Office/School Offices Holiday Calendars.”

Windsor Locks Board of Education - Finance Committee Meeting

Minutes of 3/20/23

Present: Dennis Gragnolati, Margaret Byrne (via phone), Shawn Parkhurst & Alison Pierce

I. Call to Order at 4:00 pm

II. FY23 Expenditures were reviewed which included expenditures and encumbrances. Further discussion occurred stating that all PO's have to be entered into the system by April 6, 2023.

III. Utilities

a. Solar Panels @ North

Solar Panel contract signed on 12/6/2010 for a 25 year contract, expiring December of 2035. Analysis of past expenditures shows no significant electrical savings but rather a cost of approximately \$10,000 in charges plus a loan for lighting.

b. LED Project Districtwide

District-wide LED project is already showing savings in our electricity bills even with the loan payment.

SCHOOL	Jan - Feb MONTHLY SAVINGS	MONTHLY LOAN AMOUNT
HIGH	\$428	\$1,198.00
MIDDLE	\$489	\$592.00
SOUTH	\$23	\$581
NORTH	\$1,136	\$472

IV. State - School Construction Roof Projects

a. HS – Change Order Denial and WLPS Appeal

b. SES – Change Order Denial and WLPS Appeal

Discussed the amounts that were not covered due to the timeframe and agreed to the appeal letter that was drafted. Additionally, Shawn and Alison will work with town officials and reach out to our three legislators for their assistance with the appeal.

V. Non-Lapsing Accounts were discussed and several examples of policies from various districts were presented. All parties agreed that this would be reviewed again at a later date and if warranted brought to the policy subcommittee in September. This would need to also include discussion with the Board of Finance.

VI. FY24 Budget was discussed noting that the BOE may need to discuss appeals at the upcoming BOE meeting scheduled for Thursday 3/23/23

VII. Open Discussion occurred with regard to the upcoming Board of Finance meeting on Tuesday 3/21 regarding the BOE FY 24 budget

VIII. Adjourn Meeting at 4:40 pm

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: ALISON PIERCE, BUSINESS MANAGER

DATE: APRIL 27, 2023

RE: BUSINESS OFFICE REPORT

FY23 FINANCIALS

- YTD Expenditures
- Excess Cost Report

FACILITIES

- North Street – HVAC Update
- South Elementary – Window Update
- Middle – Scoreboard Update
- High – Security Update

FOOD SERVICES

- CEP District Status & Student Participation
- FSMC RFP

EXHIBIT VII

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN L. PARKHURST, SUPERINTENDENT
DATE: APRIL 27, 2023
RE: BOE CUBE WORKSHOP DISCUSSION

Dates CUBE is available to facilitate a Board Workshop:

Wednesday, May 10th: 12:00 - 4:00 pm

Monday, May 22nd: 3:00 - 7:00 pm

Wednesday, May 31st: 12:00 - 4:00; or 3:00 - 7:00 pm

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