

WINDSOR LOCKS PUBLIC SCHOOLS



BOARD OF EDUCATION MEETING

Regular Meeting

July 20, 2023

5:00 p.m.

Windsor Locks High School - PD Room

**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
Regular Meeting - Agenda
July 20, 2023 5:00 pm
Windsor Locks High School - Professional Development Room
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. 4 Exhibit III
 - June 22, 2023 Regular Meeting

- IV. Personnel Report:
 - A. Resignation: **Vote Needed** p. 11 Exhibit IV A
 - B. Leave of Absence: **Vote Needed** p. 12 Exhibit IV B
 - C. Open Positions Status/Update p. 13 Exhibit IV C

- V. Windsor Locks Administrative Assistant Union, Local 2001 Service Employees International Union Bargaining Unit Contract: **Vote Needed** p. 14 Exhibit V

- VI. Committee Reports:
 - A. Policy Review - Second Read: **Vote Possible** p. 15 Exhibit VI
 - 1. Revise:**
 - a) 2420 Vandalism
 - b) 5123 Promotion and Retention of Students
 - c) 5131.1 Suspension of Student Transportation Services - Policy and Regulation
 - d) 5131.11 Video Cameras on School Buses - Policy and Regulation
 - e) 5131.21 Intimidating Threats/Acts - Policy and Regulation
 - f) 5145.71 Surrogate Parent Program

2. New:

a) 6162.51 Surveys of Students: Student Privacy

- VII. Proposed Revision to Committees: **Vote Possible** p. 37 Exhibit VII
 - A. Policy
 - B. Curriculum
 - C. Finance
- VIII. Business Office Report p. 38 Exhibit VIII
- IX. Board of Education Workshop & Presentation p. 41 Exhibit IX
 - A. District Building Improvements
 - B. District and Building Safety and Security Improvements
- X. Board of Education October Meeting Discussion: **Vote Needed** p. 52 Exhibit X
- XI. Board and Superintendent Comment
- XII. 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.*
- XIII. 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: JULY 20, 2023
RE: APPROVAL OF MINUTES

June 22, 2023 - Regular Meeting

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

**MINUTES OF THE REGULAR MEETING,
June 22, 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 (via Zoom)
Members Absent: None
Administrators: S. Parkhurst, S. Lee, and A. Pierce
Student Representatives: None
Students: None
Staff: J. Garcia
Others: Some participating via 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 at the Windsor Locks High School and via Zoom Meeting and livestream.

A. Roll Call for Quorum

All Board Members were present, other than Board Member Mr. Joe Tria who was in attendance via Zoom.

B. Pledge of Allegiance

All stood up and pledged allegiance to the flag.

C. Board of Education and Superintendent Communications

Vice-Chair Mrs. Christianson thanked Mr. Parkhurst, Mr. Wiegert and the grounds staff for all their hard work in preparing for the graduation ceremony. It was a huge success! She commented that it was a beautiful ceremony, and everything was perfect!

Board Member Ms. Byrne echoed Mrs. Christianson's comments.

Board Member Mr. Jim McGowan noted he attended the RISE cookout with Mr. Parkhurst. A few diplomas were given out that day. It was a good time.

Mr. Shawn L. Parkhurst, Superintendent of Schools, addressed the Board. He too echoed Mrs. Christianson's and Ms. Byrne's comments about graduation. The last few weeks were a whirlwind of events and celebrations. Students and teachers are enjoying a needed rest, but the district is gearing up for the next school year, including interviewing and hiring new staff members. He briefly discussed the Parks and Rec summer programs being held at the high school and it is running smoothly thus far. Cleaning of all the buildings has begun as well.

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

None both in-person and Zoom.

III. Approval of Minutes

June 8, 2023 Regular Meeting

It was **MOVED** (Christianson) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education approves the June 8, 2023 Regular Meeting Minutes, as presented.

IV. Personnel Report

A. Resignation

Ms. Sheri Lee, Director of Human Resources addressed the Board. She informed the Board two resignations, the first was Ms. Naomi Urquhart, a Social Studies Teacher at Pine Meadow Academy has resigned effective June 30, 2023. At the time of her resignation, Ms. Urquhart will have served the students of Windsor Locks for nine and one half years (9.5) years.

It was **MOVED** (Christianson) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education accepts Ms Urquhart's resignation effective June 30, 2023 and offer her our appreciation for all of her efforts on behalf of the students of the Windsor Locks Public Schools.

The second resignation was Ms. Melissa Bard, a Math interventionist at North Street School, has resigned effective July 5, 2023. At the time of her resignation, Ms. Bard 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. Bard's resignation effective June 30, 2023 and offer her our appreciation for all of her efforts on behalf of the students of the Windsor Locks Public Schools

B. Open Positions Status/Update

Ms. Sheri Lee, Director of Human Resources, addressed the Board. She noted a list of all the open positions were given to each Board Member in their packet. She has interviewed a few candidates and is waiting to speak to Mr. Josh Robinson to discuss how many paras are needed for next year.

A brief discussion was held.

V. Committee Reports

A. Policy: Approval of Minutes 06/14/2023

It was **MOVED** (Christianson) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education approves the June 14, 2023 Policy Sub-Committee Meeting Minutes, as presented.

B. Policy Review – First Read

Vice-Chair Mrs. Christianson commented that at the Policy Subcommittee Meeting on June 14, 2023 it was agreed upon to move the following policies to the full Board of Education for a first read and review. Those revised and new policies are as follows:

● Revise Current Policies:

- **2420 Vandalism**
- **5123 Promotion and Retention of Students**
- **5131.1 Suspension of Student Transportation Services
- Policy and Regulation**
- **5131.11 Video Cameras on School Buses - Policy and Regulation**
 - **5131.21 Intimidating Threats/Acts - Policy and Regulation**
- **5145.71 Surrogate Parent Program**

● New Policy:

- **6162.51 Surveys of Students: Student Privacy**

A brief discussion was held and those policies will be reviewed and discussed at a second read at the next meeting.

VI. Legislative Updates

Mr. Parkhurst commended in the Board packet is a list of Legislative updates on Pages 36 and 37. Most of the updates are effective for fiscal year 2024-2025. This summer the leadership team will be discussing the updates and working through those that will require additional funding and working on revising programs to accommodate those new mandates.

A brief discussion was held.

VII. Business Office Report

A. Business Office/Special Services Transition

Ms. Alison Pierce, Business Manager addressed the Board. She thanked everyone for all of their support during her first year as Business Manager. She discussed the long range plans with the collaboration with the Superintendent, long range planning of planning with three goals:

- Eliminate all rental/leased properties (RISE Transition Academy)
- Better utilization of existing space & buildings
- Reduce maintenance and operational costs through energy efficiencies

She listed the costs of moving the pupil services and the business office, she gave a detail of what is going to be done, the cost along with how those costs were to be paid. She indicated that the costs would be approximately \$6,168.23.

A brief discussion was held.

FY 24 Budget Presentation

Ms. Pierce and Mr. Parkhurst gave a PowerPoint presentation entitled “Review of FY 24 Approved Budget \$33,025, 838”. As they went through the presentation giving an explaining the increased funding of 2.68% along with insurance support from the town of \$2.5 Million Dollars or 10.45% increase and stopping the underfunding of education. They described the budget categories and showed a pie graph showing the different categories, with Instruction being the biggest piece and Maintenance being the smallest. The presentation continued giving more detail of each category and the increase and decreases through the budget of \$33,025,838.

A brief discussion was held.

B. FY 24 Budget Detail

Ms. Pierce noted in the packet is a line-by-line detailed description of the budget that was presented.

A brief discussion was held.

It was **MOVED** (Christianson) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education approves the FY 24 Budget Detail totaling \$33,025,088 as presented.

VIII. New Staff Orientation Schedule

Mr. Parkhurst commented that in preparation for the annual new staff orientation, and with the feedback received from new hirers over the past two years, a new three-day new staff orientation will take place on August 14, 15 and 16, 2023. Each day will have a different activity, lunch provided by building administrators and

mentors, technology sessions, and the last day classroom preparations and work time in each respective building. He gave a detailed agenda for each day to the Board for their review.

IX. Board of Education July Meeting Discussion

He discussed the Board of Education next meeting scheduled is July 20, 2023 at 6:00 p.m. He inquired if the Board would like to move the meeting or change the time due to any vacation schedules,

After a brief discussion, it was agreed to have the July 20, 2023 meeting to be moved to 5:00 p.m. rather than the original time of 6:00 p.m.

X. Board and Superintendent Comments

Mr. Parkhurst noted that dates for the upcoming CABE Conference are November 17 and November 18, 2023. He commented that during the legislative updates , new Board Members will be required to attend CABE workshops and those members wh have been on the Board over the last three years may be required to attend as well. He reminded the Board that it is a great opportunity for Board members.

XI. Public Audience

None in-person and Zoom.

XII. Executive Session:

It was **MOVED** (Christianson) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education enter 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 Multiple Collective Bargaining Unit Negotiations:
 - 1. Connecticut Health Care Associates, National Union of Hospital and Healthcare Employees, AFSCME
 - 2. UE Local 222, CILU/CIPU, CILU #4 – Para-Educators

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

- a. Members of the Board of Education
- b. Superintendent of Schools
- c. Director of Human Resources
- d. Business Manager
- e. Others as Requested to Attend

The Board entered Executive Session at 6:48 p.m.

It was **MOVED** (Christianson) and **SECONDED** (Tria) and **PASSED** (U) that the Board of Education adjourn Executive Session and enter into Public Session at 7:04 p.m.

No action taken from executive session.

XIII. Adjournment

It was **MOVED** (Christianson) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education adjourn the Regular Meeting of June 22, 2023 at 7:05 p.m.

Respectfully submitted,

Denise M. Piotrowicz
Recording Secretary

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHERI LEE, DIRECTOR OF HUMAN RESOURCES
DATE: JULY 20, 2023
RE: PERSONNEL REPORT - RESIGNATION

Resignation:

Monica Connors, a Social Worker at North Street School has resigned effective June 30, 2023. At the time of her resignation, Ms. Connors will have served the students of Windsor Locks for four years (4) years.

BOARD MOTION: “**MOVE** that the Board of Education accepts Ms. Connors’ resignation effective June 30, 2023 and offer our sincere appreciation for all of her efforts on behalf of the students of the Windsor Locks Public Schools.”

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHERI LEE
DATE: JULY 20, 2023
RE: PERSONNEL REPORT - LEAVE OF ABSENCE REQUEST

Leave of Absence:

Elizabeth Wicks, an ELL Teacher at South Elementary has requested a one (1) year Leave of Absence for the 2023-2024 School year.

BOARD MOTION: “**MOVE** that the Board of Education approve Ms. Wicks one (1) year Leave of Absence for the 2023-2024 school year.”

EXHIBIT IV C

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHERI LEE, DIRECTOR OF HUMAN RESOURCES

DATE: JULY 20, 2023

RE: PERSONNEL REPORT - OPEN POSITIONS STATUS UPDATE

As we enter the hiring season, the following positions are open for the 23-24 school year.

PMA/RISE	High School	Middle School	South Elementary	North Street School	District
Coordinator of Alternative Services	Special Education Teacher	Math Interventionist Teacher	Food Services Second Cook	Bilingual Spanish Teacher .2 FTE	Paraeducators (10)
Long Term Substitute Social Worker (PMA)			Music Teacher	Teacher in Residence (3)	

EXHIBIT V

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: JULY 20, 2023

RE: WINDSOR LOCKS ADMINISTRATIVE ASSISTANT UNION,
LOCAL 2001 SERVICE EMPLOYEES INTERNATIONAL
UNION BARGAINING UNIT CONTRACT

Tonight the Board of Education will vote on the Windsor Locks Administrative Assistant Union, Local 2001 Service Employees International Union Bargaining Unit Contract for July 1, 2023 through June 30, 2026.

Possible Board Motion: “**MOVE** that the Board of Education approve the Windsor Locks Administrative Assistant Union, Local 2001 Service Employees International Union Bargaining Unit Contract for July 1, 2023 through June 30, 2026.

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: JULY 20, 2023

RE: POLICY - SECOND READ

At the Board of Education meeting on June 22, 2023 it was agreed upon to move the following policies to the full Board of Education for a second reading and possible approval:

- Review for Discussion and Second Read:
 - **Revise Current Policies:**
 - 2420 Vandalism
 - 5123 Promotion and Retention of Students
 - 5131.1 Suspension of Student Transportation Services - Policy and Regulation
 - 5131.11 Video Cameras on School Buses - Policy and Regulation
 - 5131.21 Intimidating Threats/Acts - Policy and Regulation
 - 5145.71 Surrogate Parent Program
 - **New Policy:**
 - 6162.51 Surveys of Students: Student Privacy

Possible Board Motion: “**Move** that the Board of Education approve the policies as presented.”

Administration

2420 – Vandalism – Restitution

In cases where acts of vandalism occur to real or personal property owned or leased by the school district (property), the school district shall seek restitution. Offenders shall be invoiced for damages.

Vandalism includes, but is not limited to, the cutting, defacing or injuring in any way school/school district property.

The parent or guardian of any minor/un-emancipated child who engages in vandalism of school/school district property, shall be held liable for all damages up to the maximum amount allowed under state law.

The liability provided for under Connecticut General Statute 52-572 does not relieve the minor student of personal liability for such damage or injury. This liability of the parent for damages done by a minor child is in addition to any other liability which exists in law.

An adult student, eighteen years of age or older, shall be held personally liable for damage done to any real or personal property owned or leased by the school district.

Monies received as restitution for loss or damage to school property shall be collected, maintained and dispersed in accordance with relevant Board policies, regulations, and procedures, and state law.

A failure to make restitution for damaged textbooks, library materials or other educational materials may result in sanctions such as the withholding of grades, transcripts, or report cards in accordance with state law. The imposition of sanctions shall not interfere with the District's statutory obligation to transfer a student's educational records when a student enrolls in a new school.

If satisfactory restitution for damages is not received, the matter shall be referred to the town attorney.

Students who engage in vandalism may be subject to disciplinary action, up to and including, suspension or expulsion and/or referral to law enforcement.

Legal References:

Connecticut General Statutes

10-221(c) Board of Education to Prescribe Rules

10-222a Board to have use of funds from repayment and insurance proceeds for school materials and from payment for custodial services for use of school facilities

52-572 Parental Liability for Torts of Minor. Damage Defined.

Policy Adopted: October 1979

Revised: December 1985

Students

5123 - Promotion and Retention of Students

In keeping with state statutes, the Board of Education (Board) wishes to foster student achievement and reduce social promotion. To this end, the administration is directed to require students who have substantial academic deficiencies to attend summer school or other programs designed to assist students in remedying the deficiencies. At the elementary and middle school levels, if a student fails any one subject for two consecutive years, the student must comply with administrative recommendations for remediation or be considered for retention.

If a decision to retain a student or withhold credit has been made, a student and or his/her parents may appeal according to the process set forth in Board Policy.

Grades K-5

A student's achievement of skills for his assigned grade and readiness for work at a higher grade level shall be required before his/her promotion to the next higher grade.

All available information should be considered regarding a student's promotion or retention including the following: results of standardized and teacher-made tests including skill and content mastery; teacher observation of student potential and performance including work and study habits; social and emotional maturity; physical development, reading level, and attendance record (including number of tardy days). The effects of any identified handicapping conditions will be considered.

The Principal shall use established procedures for the promotion-retention of students that include provisions for: the written notification to the student and to parents by teachers of students being considered for retention; an examination of factors bearing upon a possible retention; recommendations of teachers involved in the student's instructional program; and conferences between teachers, parents and the Principal. ~~If a student has ten (10) or more unexcused absences, the student will be required to attend summer school or be retained in his/her current grade.~~

No later than March 31st, the Principal shall conduct a meeting with the parents and teacher(s) to review the student's progress. At this time, a tentative decision should be made. A final decision regarding retention judged to be in the best interest of the child will be made by the Principal by June 1st. Parents will be notified in writing of this decision. The Superintendent shall receive a copy of the written notification. ~~If the student scheduled to be retained successfully completes the full summer school basic skills program, or a similar pre-approved program, a re-evaluation of the student's status will be made upon completion of the program.~~

The student's folder shall contain a record of school and parental communications regarding any question of course failure or retention. Promotion requirements shall be delineated annually to students in the Windsor Locks Student Handbook.

Grades 6 - 8

For grades 7 and 8, a student must receive a passing grade in four of the five major subjects to be

promoted from one grade level to the next. The five major subjects are language arts, mathematics, social studies, science, and foreign language. At grade 6, a student must receive a passing grade in three of the four major subjects which include language arts, math, science, and social studies. If the student scheduled to be retained successfully completes the full summer school basic skills program, or a similar pre-approved program, a re-evaluation of the student's status will be made upon completion of the program. The effects of any identified handicapping condition will be considered. Students and parents will be notified if students will not receive credit for subjects due to unexcused absences.

The student's folder shall contain a record of school and parental communications regarding any question of course failure or retention. Promotion requirements shall be delineated annually to students in the Windsor Locks Middle School Handbook.

Grades 9 - 12

At the high school level to be granted a high school diploma, a student must satisfactorily complete graduation requirements as specified in Board of Education Policy 6146, Graduation Requirements. In accordance with Policy 6146, student will need to demonstrate achievement of all cross-curricular and content-area graduation standards before receiving a high school diploma. Graduation implies that a student has satisfactorily demonstrated the District's performance standards, assessed in part by the statewide mastery examinations, and that the student has fulfilled the legally mandated number of distribution of credits.

Only course credits earned in grades nine through twelve shall satisfy grade level and graduation requirements. The number of credits earned for a student to be considered a sophomore, junior or senior at Windsor Locks High School are delineated in policy. Students who have not met the requirements to graduate will not be eligible to participate in graduation exercises.

The student's folder shall contain a record of school and parental communications regarding any question of course failure or retention. Promotion requirements shall be delineated annually to students in the Windsor Locks High School Handbook.

Promotion and graduation requirements shall be delineated annually to students in the Windsor Locks High School Program of Studies and in the elementary and middle school student handbooks.

Legal References:

Connecticut General Statutes

10-221 (b) Boards of education to prescribe rules

10-265g Summer reading programs required for priority school districts. Evaluation of student reading level. Personal reading plans. (as amended by PA 01-173 and PA 06-135)

10-2651 Requirements for additional instruction for poor performing student in priority school districts; exemption. Summer school required; exemption (as amended by PA 99-288m, PA 01-173, PA 03-174 and PA 06-135)

PA 99-288 An Act Concerning Education Accountability

PA-17-42 An Act Concerning Revisions to the High School Graduation Requirements

Policy Adopted: March 28, 2013

Policy Revised: April 8, 2021

Students

Suspension of Student Transportation Services

District students shall have satisfactory behavior while on school transportation.

The school administration is authorized to suspend transportation services ~~from~~for any student whose conduct on buses, at a bus stop or while awaiting or receiving district provided transportation to and from school or a school sponsored activity or function endangers persons or property or violates a publicized policy of the Board of Education.

The Superintendent of Schools shall adopt regulations to accompany this policy addressing student conduct while using school transportation. Regulations for the Conduct of ~~Pupils~~ Students Riding on School Buses shall be communicated annually to each student. These regulations are applicable to all transportation services provided by the Windsor Locks ~~Windsor Locks~~ Board of Education.

“Suspension” means the exclusion from transportation services for no more than ten consecutive school days, provided each exclusion shall not extend beyond the end of the school year during which suspension was imposed.

~~“Exclusion” means the denial of transportation services to a student for disciplinary purposes.~~

Procedures for suspension from transportation ~~privileges~~ shall be followed ~~as established by the Board, “Suspension/Expulsion of Students.”~~ in accordance with Board Policy No. 5114, Conduct and Discipline.

Restitution for any damages due to ~~any~~ vandalism shall be sought from the offender and parents, pursuant to Board Policy 2420, Vandalism Restitution and Connecticut General Statute 52-572-

Legal References: Connecticut General Statutes

10-186 Duties of local and regional boards of education re school attendance.

10-220 Duties of boards of education.

10-221 Boards of education to prescribe rules.

10-233a Definitions

10-233c Suspension of students.

52-572 Parental liability for torts of minors.

Policy adopted: March 28, 2013

WINDSOR LOCKS PUBLIC SCHOOLS
Windsor Locks, Connecticut

Students

Regulation for the Conduct of Students Riding on School Buses

The safety of students riding on school ~~buses~~ transportation is a continuing concern. The responsibilities of the bus driver to transport students in a safe and secure manner are recognized. To accomplish that task, the bus driver requires cooperation and compliance of students with rules and regulations to assure safety and security. At all times while transporting students to and from school, and school sponsored activities or functions, the driver is in full charge of the bus and of all students riding therein. All rules and regulations for conduct adopted by the ~~school authorities~~ Board of Education ~~school administration~~ must be complied with ~~on~~ during school bus transportation.

The following rules shall be enforced regarding bus transportation:

Students must take a seat as they enter the bus and remain seated while the bus is in motion.

Students shall not move from one seat to another except by permission of the driver. Standing or walking while the bus is in motion is prohibited.

1.

~~1.~~ 2. Bus windows shall not be opened without permission from the driver. Emergency doors or windows on the bus shall not be tampered with and shall be used only in case of an emergency or as directed by the bus driver.

2.

~~2.~~ 3. Students must not at any time extend their arms or head out of the bus window. Students should refrain from throwing any objects out of the bus window.

~~3.~~ 4. The use, possession, or distribution of tobacco or any controlled substance (alcohol or drugs) or other contraband on the bus is prohibited ~~by~~ in accordance with applicable ~~s~~ State Law and Windsor Lock Board Policies.

~~4.~~ 5. Students shall assist in keeping the bus clean, ~~sanitary~~ and orderly; they shall refrain from damaging or abusing the bus, its cushions, or other equipment. Liability for damages shall be incurred by the student and/or parent/guardian pursuant to Connecticut General Statute 52-572.

~~5.~~ 6. No indecent or profane language shall be permitted on the bus nor shall there be any rowdiness or loud talking.

~~6.~~ 7. Upon entering or leaving the bus, students shall not crowd or disturb others.

~~7.~~ 8. Except in case of emergency, students ~~should~~ must enter or leave the bus through the front door.

~~8.~~ 9. Students required to cross a traffic highway after alighting from the bus must cross in front of the bus while bus drivers must remain parked at the spot with flashing lights operating until students have crossed the thoroughfare.

9. 10. Students must be on time to keep the bus on schedule.

10. 11. While waiting for the bus, students ~~should~~ shall exercise due respect for private property.

~~12.~~ 12. Students are required to get off the bus at their assigned stop unless they have requested and received prior permission from the school administration to get off at another location. The school shall arrange to notify bus drivers of such exceptions.

~~13.~~ 13. Students are prohibited from engaging in any conduct that violates board policy or poses a danger to self or others while awaiting, riding on, entering, or exiting the bus to or from school or a school sponsored trip, extracurricular activity, or other school activity or function such as a school field trip.

Students

Regulation for the Conduct of Students Riding on School Buses (continued)

To implement a strong safety program regarding bus transportation of students, the Board authorizes the building pPrincipal to suspend transportation services for any student whose conduct while awaiting or receiving transportation to and from school endangers persons or property or is violative of a publicized policy of the Board of Education. Video cameras may be used to monitor student behavior on school transportation vehicles transporting students to and from school and extracurricular activities. Students will be notified of the use of cameras in accordance with board policy and state law.

~~Due~~The process procedures specified in Board Policy No. 5114, Conduct and Discipline, shall be applicable in such cases, with notification to the parent/guardian and an opportunity for a parental hearing before the pPrincipal prior to any decision regarding suspension from transportation services. The length of suspension from transportation services shall be at the discretion of the pPrincipal, and may range from one to ten school days as deemed necessary by the pPrincipal to correct student conduct ~~as regards the privilege of bus during~~ transportation. The Superintendent shall be notified in writing of any such suspension and the reason(s) therefore.

The transportation carrier shall be advised that drivers must report to the building pPrincipal or his designee any accident or incident that threatens the safety of bus students.

Legal Reference: Connecticut General Statutes

10-186 Duties of local and regional boards of education re school attendance.

10-220 Duties of boards of education.

10-221 Boards of education to prescribe rules.

10-233~~(e)~~a Definitions

10-233c Suspension of students.

52-572 Parental liability for torts of minors.

Regulation approved: March 28, 2013

WINDSOR LOCKS PUBLIC SCHOOLS
Windsor Locks, Connecticut

Students

5131.11 - Video Cameras on School Buses

The Board of Education (Board) recognizes the ~~district's~~district's continuing responsibility to maintain and improve discipline, and to ensure the health, welfare and safety of its staff and students on school transportation vehicles.

~~The Board of Education, a~~After having carefully weighed and balanced the rights of privacy of students and staff with the district's duty to ensure discipline, health, welfare and safety of staff and students on school transportation vehicles, the Board supports the use of video cameras on ~~its~~school transportation vehicles.

Video cameras may be used to monitor student behavior on school transportation vehicles transporting students to and from school and ~~extra~~curricular~~school~~ activities.

Students in violation of ~~district~~district conduct rules shall be subject to disciplinary action in accordance with established Board ~~of Education~~ policy and administrative regulations governing student conduct and discipline.

~~The use of video recordings from surveillance equipment shall be subject to the other policies of the district including policies concerning the confidentiality of student and personnel records. district~~The district shall comply with all applicable state and federal laws related to the use, retention, and access to video recordings, ~~when, as determined by the district and in accordance with law, such recordings are considered for retention as a part of the student's behavioral records. Such records will also be subject to established district student records procedures including privacy, access, review and release of such records.~~

The Superintendent shall develop procedures for the notification of staff, students, parents and others as ~~necessary; pertaining~~necessary pertaining to the use of video cameras on school transportation vehicles and such other procedures as may be required for the implementation of this policy.

Legal ~~Reference:~~ References: _____

- _____ Connecticut General Statutes:

10-221 Board of Education to prescribe rules:

Federal law

Title I – Amendments to the Individuals with Disabilities Act (PL105-17)

Family Education Rights and Privacy Act (FERPA)

Policy adopted: _____ March 28, 2013
~~SCHOOLS~~
~~Windsor Locks, Connecticut~~

~~WINDSOR~~ ~~LOCKS~~ ~~PUBLIC~~

R 5131.11

Video Cameras on School Buses

Student Records

1. The district will comply with State and federal law regarding student records including the Family Education and Privacy Act and the Individuals with Disabilities Education Act (IDEA), as applicable, in the district's use and retention of video recordings ("Recordings"). Recordings considered for retention as a part of a student's school record will be maintained in accordance with established procedures governing access, review and release of student records and in accordance with Board Policy 5125, Confidentiality and Access to Student Records and other applicable board policies.
2. The district will include notice in parent/student handbooks that video and audio cameras ("Cameras") may be used on school transportation vehicles transporting students to and from curricular and extracurricular activities. The district will include, as a part of its notice procedures, a copy of the district's Camera policy and procedures to all students and parents. A separate notice will be sent to students and parents prior to the initial activation of the Cameras.
3. Students should assume that the Cameras are in operation at all times.
4. A notice shall be posted on each bus equipped with a Camera indicating that Cameras are on board and that the Cameras produce both video and audio recordings. Such notice will be posted in a conspicuous location.

Storage/Security

1. Recordings, and all copies thereof, will be stored and secured to ensure confidentiality.

2. After a period of thirty (30) days, Recordings will be erased unless otherwise identified to be preserved by the school administration.
3. Recordings held for review of student incident will be maintained in a digital format pending resolution. The Recording will then be either released for erasure or retained as necessary in accordance with state and federal law as a part of the student's record.

Use

1. Cameras will be used on school transportation vehicles as determined by the transportation supervisor/Superintendent or his/her designee.
2. Students are prohibited from tampering with or otherwise interfering with video camera equipment.
3. The operators of the buses (i.e., the bus company) are required to notify the drivers and outside parties who use the school district buses that audio and video recording will occur on the buses.

Viewing Requests

1. Requests for viewing Recordings will be limited to the appropriate vehicle driver, transportation supervisor, school administrator, parent or guardian or student 18 or older or others as deemed appropriate by the principal. Requests for viewing by parties other than those listed herein will only be granted as may otherwise be required by law.
2. Requests for viewing shall be made in writing to the principal within seven school days of the date of recording.

Video and Audio Recording on School Buses

1. Requests for viewing will be limited to those parents or guardians, students, district officials, employees, and drivers with a direct interest in the proceedings as deemed appropriate by the principal.
2. Only the portion of the Recording concerning a specific incident(s) will be made available for viewing; nature and extent of permissible viewing of a Recording shall be in accordance with state and federal law including the Family Educational Rights and Privacy Act (FERPA).
3. Approval/denial for viewing will be made in writing within no more than seven school days of receipt of request and so communicated to the requesting individuals(s).
4. Recordings will be made available for viewing within no more than five school days of the request approval.

Viewing

1. Actual viewing will be permitted at school related sites only, including the transportation office, schools, district office or as otherwise required by law.
2. All viewing will include the transportation coordinator and/or a school administrator.
3. A written log will be maintained of those viewing Recordings including date of viewing, reason for viewing, the date the recording was made, the specific vehicle and driver recorded, and the signature of the viewer.
4. Recordings remain the property of the district and may be reproduced only in accordance with law, applicable district student and personnel records policies and procedures, and applicable labor agreements.

Students

Intimidating Threats/Acts

~~The Board of Education recognizes that threats or acts of violence have become a major problem in schools throughout the country among young people and, consequently, is a concern to this school system and the community it serves. The Board recognizes that threats or acts of violence are complex and that, while the school may recognize potentially at risk youth, it cannot make clinical assessment of risk and provide in-depth counseling, but must refer the youth to an appropriate place for such assessment and counseling.~~

The Board of Education (Board) recognizes that threats or acts of violence have become a major problem in schools throughout the country among young people and, consequently, is a concern to this school system and the community it serves. The Board recognizes that threats or acts of violence are complex and that, while the school may recognize potentially at risk youth, it cannot make clinical assessment of risk and provide in-depth counseling, but must refer the youth to an appropriate place for such assessment and counseling.

Any student who threatens in any manner, including orally, in writing, online or on social media, harm to the person or damage to the property of a member of the school community, including, but not limited to students, teachers, administrators, any other employee or Windsor Locks Board of Education members, may be subject to disciplinary action which may include expulsion. In addition, the Superintendent or his/her designee may refer the matter to law enforcement officials for possible criminal prosecution, and shall take all available measures to ensure the safety of those in the school community in the event of the student's return to school.

~~The Board is committed to promoting positive relationships and a safe learning environment. It is the intent of the Board that diversity in the school be honored, understood and respected. Harassment, hazing, intimidation and/or any threats of harm to self and others, threatening behavior or acts of violence, including threats to severely damage school property committed by or against students shall not be tolerated.~~

Therefore, any school employee, Students, parents or others having knowledge of or witnessing an incident involving threats, threatening acts or violence against the school, students or school community members are encouraged to promptly report such information to the principal of the school or his/her designee.

School personnel who may have knowledge of or have witnessed or received a report of threats or violence shall promptly report this information to the principal. who may have knowledge of, or has witnessed or received a report of a threat or act of violence must take the proper steps to report this information to the principal. Upon receipt of such information from school personnel, a student, parent or others, school principal who will, in turn, notify the appropriate school officials, the student's family and appropriate resource services. a school investigation shall be promptly commenced and appropriate referrals and notifications shall be made.

Legal Reference:

Connecticut General Statutes

4-176e through 4-180a. Contested Cases. Notice. Record.

10-233a through 10-233f. Suspension, removal and expulsion of students, as amended by PA 95-304 and PA 96-244.

53a-3 Definitions.

53a-217b Possession of Firearms and Deadly Weapons on School Grounds.

PA 94-221 An Act Concerning School Discipline and Safety

GOALS 2000: Educate America Act, Pub. L. 103-227

PA 88-328, S.15

Federal law

18 U.S.C. 921 Definitions

Title III - Amendments to the Individuals with Disabilities Education Act

Sec. 314 (Local Control Over Violence).

Elementary and Secondary Act of 1965 as amended by the Gun Free Schools Act of 1994

P.L. 105-17 The Individuals with Disabilities Act, Amendment of 1997.

Policy adopted: March 28, 2013 WINDSOR LOCKS PUBLIC SCHOOLS.
Windsor Locks, Connecticut

~~Students shall be apprised of the responsibility to inform a teacher, counselor or administrator regarding any information or knowledge relevant to conduct prohibited by this policy. Parents and others will be encouraged to report such information to the Principal of the school or designee.~~

~~All reports of intimidation, hazing, harassment, threats or violence by or against students received by the school principal will be promptly investigated.~~

~~Students found in violation of this policy shall be subject to discipline up to and including expulsion. A referral to law enforcement shall be made for any infraction involving a student bringing, possessing, concealing or using a weapon or destructive device as prohibited by state and federal law and Board policy and for other threatening or violent conduct warranting such a referral.~~

R 5131.21 Intimidating Threats/Acts

When an administrator has evidence that a student has made an intimidating threat or committed a threatening act, the following guidelines shall be applied:

1. The building ~~p~~Principal may suspend the student.
2. The building ~~p~~Principal shall promptly report the incident to the Superintendent, and upon discussion with the Superintendent or Superintendent's designee, may refer the matter to the police.
3. The Superintendent, or designee, based upon further investigation, shall recommend expulsion, if appropriate. In an emergency, an immediate expulsion may be issued with a formal expulsion hearing to be held as soon after the expulsion as possible. Such a hearing shall be noticed and conducted in accordance with applicable state law.

If the student is expelled for engaging in making intimidating threats or committing threatening acts, or violence, the Board may require, prior to readmission, that the student provide competent and credible evidence that the student does not pose a risk of harm to others. The Board may require a psychological evaluation of the student immediately prior to or at the time of readmission to school.

In the case of special education students, the District will take all steps necessary to comply with the Individuals with Disabilities Education Act.

Students

Intimidating Threats/Acts (continued)

The building Principal shall ensure notification is provided to:

1. The parent/guardian of any student in violation of this policy and of the disciplinary action imposed;
2. The parent/guardian of a student when the student's name appears on a targeted list that threatens violence or harm to the students on the list or when threats of violence or harm to the student are made by another student;
3. Any school employee or volunteer whose name appears on a list, which targets him/her for violence or harm.

Notification to the above shall be attempted by telephone or in person as quickly as possible under all attending circumstances. A written follow-up notification shall also be sent. ~~sent with 24 hours of discovery of a targeted list or learning of a threat.~~

As part of the District's proactive safety efforts, the Superintendent, or designee will plan staff development activities designed to help prevent ~~hazing, harassment~~, threatening and intimidation of students and to alert staff to early warning signs of a student at potential risk for possible violent behavior. Appropriate referrals shall be made for a student so identified. Students so identified shall be referred to a counselor or multidisciplinary team for possible evaluation and follow-up.

~~Hazing is defined as any action which intentionally endangers the health or safety of a person for the purpose of initiation, admission into or affiliation with, or as a condition for continued membership in a group or school organization.~~

~~(cf. 5114 Suspension and Expulsion/Due Process)~~

~~(cf. 5131.7 Weapons and Dangerous Instruments)~~

~~(cf. 5144 Discipline/Punishment)~~

~~(cf. 5145 Search and Seizure)~~

Legal Reference: ~~Connecticut General Statutes~~

Connecticut General Statutes

4-176e through 4-180a. Contested Cases. Notice. Record.

10-233a through 10-233f. Suspension, removal and expulsion of students, as amended by PA 95-304 and PA 96-244.

53a-3 Definitions.

53a-217b Possession of Firearms and Deadly Weapons on School Grounds.

Students

Intimidating Threats/Acts

Legal Reference:

Connecticut General Statutes (continued)

PA 94-221 An Act Concerning School Discipline and Safety-

GOALS 2000: Educate America Act, Pub. L. 103-227-

Federal law

18 U.S.C. 921 Definitions-

Title III - Amendments to the Individuals with Disabilities Education Act-

Sec. 314 (Local Control Over Violence).

Elementary and Secondary Act of 1965 as amended by the Gun Free Schools Act of 1994-

P.L. 105-17 The Individuals with Disabilities Act, Amendment of 1997.

PA 88-328, S.15-

~~“Windsor Locks High School Student/Parent Handbook,” 2010-2011, pp-53-54.~~

Students

Surrogate Parent Program

Any child considered by the school district to require special education and whose natural parents are unavailable as defined by law, or who is a ward of the state, or such child is an unaccompanied and homeless youth, as defined in 42 USC 11434a, may be provided a surrogate parent appointed by the Commissioner of Education or -a designee in the manner provided by law.

"Surrogate parent" means the person appointed by the Commissioner of Education as a child's advocate in the educational decision-making process in place of the child's parents or guardian.

The function of the surrogate parent will be to act as the child's advocate in the educational decision-making process, which includes all special education identification, evaluation, placement, hearing, ~~mediation~~mediation, and appeal procedures conducted for the student.

In addition, the surrogate parent will also act as the child's advocate in the evaluation and planning procedures available to children under Section 504 of the U.S. Rehabilitation Act.

The surrogate parent shall have the same right of access as the natural parents or guardian to all records concerning the child, including, but not limited to, educational, medical, psychological and welfare records. Surrogate parents~~The Board shall provide surrogate parents with the same notifications provided to a student's natural parents or guardians. will be informed, by the Board as are regular parents~~Such notification shall include, but is not limited to, annual notification by of Board policies regarding student conduct and discipline and -if the Board suspends or expels a child, any suspension or expulsion hearing notices. -for conduct that violates Board policy and seriously disrupts the educational process, for carrying a weapon or for selling or distributing drugs.

The law makes provisions whereby a parent or legal guardian or the student for whom a surrogate parent has been appointed may contest the surrogate parent appointment.

- (cf. 3511 - Compliance with 504 Regulations)
- (cf. 5114 - Suspension and Expulsion/Due Process)
- (cf. 5131 - Conduct)
- (cf. 5144 - Discipline)
- (cf. 5145 - Civil, Legal Rights and Responsibility)
- (cf. 6171 - Special Education)

Legal Reference: Connecticut General Statutes
10-94f Definitions.
10-~~94g~~94g—Commissioner of Education to appoint surrogate parent;
Procedure for objection to or extension of said appointment. ~~(as amended by PA 00-48 & PA 06-18)~~
10-94h Duration of appointment as surrogate parent. Appointment of

~~successor surrogate parent. Term of surrogate parent.~~

10-94i Rights and liabilities of surrogate parents.

10-94j Regulations re appointment of surrogate parents. ~~(as amended by PA-00-48)~~

10-94k Funding of surrogate program.

~~10-233e Notice as to disciplinary policies and actions.~~

~~17a-110 Permanency plans for children. Contracts with private child-placing agencies. Funding.~~

~~PA 06-18 An Act Concerning Special Education
Section 504 U.S. Rehabilitation Act, 29 U.S.C. 791~~

~~PA 15-5, Sections 243-244 of June Special Session~~

~~Section 504 U.S. Rehabilitation Act, 29 U.S.C. 791~~

Policy adopted: March 28, 2013

WINDSOR LOCKS PUBLIC SCHOOLS
Windsor Locks, Connecticut

Instruction

Surveys of Students (Student Privacy)

In this policy, “surveys, analyses, or evaluations” refer to methods of gathering data for research purposes.

No student shall be required as part of any program wholly or partially funded by the U.S. Department of Education to submit to any survey, analysis, or evaluation that reveals information concerning:

- A. Political affiliations or beliefs of the student or the student’s parent;
- B. Mental or psychological problems of the student or the student’s family;
- C. Sex behavior or attitudes;
- D. Illegal, anti-social, self-incriminating, or demeaning behavior;
- E. Critical appraisals of other individuals with whom respondents have close family relationships;
- F. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- G. Religious practices, affiliations, or beliefs of the student or student’s parents/guardians; or
- H. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program without the prior written consent of the student’s parent/guardian. For the purpose of this policy, “instructional material” does not include academic tests or assessments.

All instructional materials, regardless of format, including teachers’ manuals, films, tapes or other supplementary material which will be used in connection with any such survey, analysis, or evaluation shall be available upon request for inspection by the student’s parent/guardian, or of the student, if he/she is 18 years of age or older. Academic tests and assessments are not included.

A parent may inspect, upon request, a survey created by a third party before the survey is administered or distributed to a student.

The Superintendent/designee will be responsible for implementing any procedures necessary to protect the privacy of participating students and to provide parents with access to surveys within a reasonable time before administration or distribution.

Prior to the administration of any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school not necessary to protect the immediate health or safety of the student or other students and not otherwise permitted or required by state law, a student’s parent/guardian will be notified and given an opportunity to opt their child out

of the exam. Hearing, vision and scoliosis screenings are not subject to prior notification.

The schools will notify parents of this policy at least annually at the beginning of the school year and within a reasonable time of any substantive change in policy. Insofar as practicable,* schools will also directly notify parents annually at the beginning of the school year when surveys, analyses, or evaluations are scheduled or anticipated. Parents shall have the opportunity to opt out of such surveys, analyses, or evaluations.

**"Insofar as practicable" acknowledges that there may be circumstances in which a research request is made or is approved only after the school year has begun. When this occurs, the school unit should notify parents far enough in advance for them to access surveys and related instructional materials and to opt their children out, if desired.*

(cf. 6161 – Equipment, Books and Materials: Provision/Selection)

(cf. 6161.12 – Reconsideration of Materials)

Legal Reference: Elementary and Secondary Education Act of 1965, 20 U.S.C. §1232h
 Regulation 34 CFR Part 98 (PPRA Regulations)

EXHIBIT VII

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: JULY 20, 2023

RE: BOE COMMITTEES

In order to provide an opportunity for all board members to be a part of the variety of topics related to curriculum, finance, and policy, a request was made to consider making these three previous committees standing agenda items at each BOE meeting, thereby allowing all board members to be a part of the work team and potential approval process. Board Policy 9130 states that committees shall be established as needed by a majority vote of the Board of Education, therefore if the Board agrees to make this part of the regular meeting each month there is no need to revise the current board policy 9103.

BOARD MOTION: “**MOVE** that the Board of Education eliminate the three Board of Education committees and make them a part of the regular meeting reports each month, effective immediately.”

EXHIBIT VIII

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: ALISON PIERCE, DIRECTOR OF OPERATIONS & FINANCE

DATE: JULY 20, 2023

RE: BUSINESS OFFICE REPORT

FY24 General Fund Update

The approved GF budget of \$33,025,838 was entered into the new fiscal year and the financial system will open for requisition and purchase orders on Monday, July 24th.

FY24 Grant Update - Active grant funds to be utilized in the 23-24 year.

<u>GRANT AWARD NAME</u>	<u>USE</u>	<u>AMOUNT</u>
ARP ESSER III	Consultant Services, Custodial OT, Housekeeper Salaries, Plumbing Services, HVAC Supplies, HVAC Maintenance, Maintenance Training, Security Upgrades/Safety Measures, Custodial Supplies, Student Transportation	\$530,254 remaining
ARP ESSER III HCY	Summer 2023 expenditures for basic needs for students experiencing homelessness	\$9,001
Alliance	1.0 Tutor, 6.5 Interventionists, Math Program Subscription	\$572,931
Choice Attendance	1.0 ELL Coordinator, 2.0 SES Teachers, .5 HS Receptionist, MS Athletics, 2.5 SROs, 15% of 1.0 Director of Curriculum, NS Clerical Aide, 21% of 1.0 Staff Accountant	\$380,802
Choice Early Beginnings	17% of 1.0 NS PreK Teacher	\$18,000
CT SEDS Implementation	PD for SpEd staff with CT-SEDS	\$15,000
IDEA -611 (Yr 1)	1.0 SpEd Teacher, 2.0 SpEd Tutors, 6.0 Para-Educators	\$327,257
IDEA -611 (Yr 2)	2.0 SpEd Teachers	\$115,598
IDEA -619	15% of 1.0 NS Pre-K Teacher, 33% of 1.0 Para-Educator	\$22,727

McKinney-Vento	Basic Supplies School Supplies, Transportation, Additional Supports for students experiencing homelessness	\$14,568
SBCH Medicaid	66% of 1.0 Pupil Services Admin Assistants, SNAP Health Software, Assistive Technology, SafetyCare Recertification Training, Audiology Services, SpEd Subscription Services, Accommodations for Curriculum Support	\$43,564* (Estimated based on past 3 year average. Subject to change as per CSDE)
School Readiness Enrollment	NS Pre-K Supplies	\$7,583
School Readiness	17% of 1.0 NS Pre-K SpEd Teacher, 2.0 Para-Educators, 2.0 NS Pre-K Teachers, NS Pre-K Supplies, 1.0 NS Housekeeper	\$226,800
School Readiness Enhancement	1.0 Parent Educator, Child Development Supplies	\$3,881
Sheff	NS, SES, MS, HS, PMA Enrichment Activities (<i>Enrichment Supplies, Transportation for Enrichment Activities</i>)	\$124,250
Sheff Enhancement	NS, SES, MS, HS, PMA Welcome Kits & STEM Kits	\$13,800
Title I (Yr 1)	3.0 NS Interventionists	\$292,157
Title I (Yr 2)	NS Books, NS Reading Program Subscription, 20% for students experiencing homelessness	\$7,443
Title II	Professional Development, State Mandated TEAM stipends, Required PDEC Committee Salaries for WLTA members	\$44,263
Title III EL	NS EL Supplies, 1.0 ESL Tutor, PD for EL Staff, Enrichment Activities for EL Students	\$13,836
Title III Immigrant	NS ESL Supplies, Enrichment Activities for Immigrant Students, Refreshments for Immigrant Family meetings	\$6,250
Title IV	NS, SES, MS, HS, PMA salaries for Afterschool Enrichment Programs	\$21,758
TEAM Mentor	Required TEAM Mentor Stipend	\$2,788
TOTAL FY24		\$2,814,511

Summary

The table below outlines the **Total FY24 Operating Costs** for Windsor Locks Public Schools

Operation Costs	Amount	Funding Source
FY 24 Approved General Fund Budget	\$33,025,838	Local Funding/Taxes
FY 24 Grant Budget	\$2,814,511	State/Federal Grant
Total FY24 Operating Costs	\$35,840,349	

Windsor Locks Public Schools Facilities and Maintenance Department



Building Improvements
Safety & Security
Spring - Fall 2023

North Street School



Exterior Door
Replacements

- Kindergarten Wing,
Media Center,
Gymnasium,
Corridors

Total Cost: \$111,783.76

**Funding Source: Grant
ARP/ESSER III - Security
Upgrades/Safety
Measures**





Physical Plant Upgrades



Electromagnetic Door Holders



Life Safety Adaptability



Total Cost:
\$16,230.00



Funding Source: Grant ARP/ESSER III
- Security Upgrades/
Safety Measures





H.V.A.C. Upgrades

- Air Conditioning
- Tempered Fresh Air
- Pre-K Wing, Specials, Cafeteria, Kitchen, Gymnasium, Hallways

Total Cost: \$1,400,000.00

Funding Source: Capital (CIAC) & FY 2025-2030 Fiscal Years





Food Services Equipment Upgrades

- Reach-In Refrigerators
- Reach-In Freezers
- Ice Machines
 - R290 Refrigerant

Total Cost:
\$2,544.69



Funding Source:
Grant
NS Food Services Equipment Repairs



Elementary School Deliveries

Food Services Deliveries

- Enhanced Mantrap Security

Total Cost: \$3,642.75

Funding Source: ARP/ESSER III - Security Upgrades/ Safety Measures



South Street Elementary School



Window Replacements and Treatments

- Blackout Shades > Blinds

Total Cost: \$2,910.93

Funding Source: Grant
ARP/ESSER III -
Security
Upgrades/Safety
Measures



Total Cost: \$30,458.17

Exterior Security Camera Expansion

Funding Source: Grant
ARP/ESSER III - Security
Upgrades/Safety
Measures



Sisu Academy... Re-Imagined

Total Cost: \$1,500.00



North Street School ABA Classroom

Individual Learning Centers
Location in former Sisu Academy

Funding Source:
Grant
ESSER II - Special Education Recovery Activities



Total Cost: \$19,445.89

Funding Source: Grant
SHEFF & Special Revenue -
Property/Equipment

Windsor Locks Middle School


Courtyard
Window
Replacements



Total Cost:
\$219,000.00

Funding Source:
Capital (CIAC)





Gymnasium
Acoustical Panels



Total Cost:
\$173,604.00

Funding Source:
Capital (CIAC)



Sound Dampening
Enhancements



Windsor Locks High School

Building Access from
Exposed Garages

- Locked Entry
when Access
Doors are
Raised

Total Cost: \$3,468.73

Funding Source: Grant
ARP/ESSER III -Security
Upgrades/Safety Measures





Key Card Access to Elevator

Building Management Usage Monitoring



Total Cost: \$6,380.00

Funding Source:
Grant
 ARP/ESSER III
 -Security Upgrades/Safety Measures and DS Elevator

Overview

Location	Action	Why?	Cost	Funding Source
NSS	Replace Exterior Doors	Eliminate door handles and glass double doors to reduce building access and vantage points	\$111,783.76	Grant
NSS	Install Electromagnetic Door Holders	Remain within fire code and enhance our life safety adaptability (fire and crisis response emergencies)	\$16,230.00	Grant
NSS	H.V.A.C. Upgrades	Complete air conditioning entirety of school building; deliver tempered fresh air into instructional spaces	\$1,400,000.00	Capital and FY 2025-2030 Fiscal Years
NSS	Purchase Sir Lawrence Reach-In Refrigerator	Replace antiquated failed unit; maintain all food storage and service requirements	\$2,544.69	Grant

Location	Action	Why?	Cost	Funding Source
NSS SES	Install Enhanced Mantrap Security in Food Services Delivery Areas	Eliminate vendor/delivery access to school building; have door on electromagnetic door holder close and lock inside of exterior entrance during a lockdown	\$111,783.76	Grant
SES	Install Window Treatments within Office Spaces	Reduce vantage points into the building on ground level	\$2,910.93	Grant
SES	Re-Construct Format/Layout of Sisu Academy Area	Create individual learning centers to accommodate ABA programming moving to within the space	\$1,500.00	Grant
SES	Install Additional Exterior Security Cameras	Cover exterior zones/alcoves that are blind spots in the system; recommendation of district's safety consultant	\$30,458.17	Grant
SES	Replace Spider Web Playground Equipment	Recommended removal and replacement by playground consultant during annual inspection; safety hazards	\$19,445.89	Grant and Special Revenue - Property/Equipment

Location	Action	Why?	Cost	Funding Source
WLMS	Replace Courtyard Windows	Antiquated, failing windows, many of which were no operable. Energy efficiency through keeping heat and cooling inside of the building	\$219,000.00	Capital
WLMS	Install Gymnasium Acoustical Ceiling Panels	Sound dampening enhancements allow for instructional benefits through better audio quality	\$173,604.00	Capital
WLHS	Install Door/New Locks within Garages	Enhanced security to remainder of school building when garage doors are open to move out vehicles/equipment; maintain fire code compliance following citation	\$3,468.73	Grant
WLHS	Install Key Card Access on Elevator	Reduce behaviors/vandalism within the elevator cart; ability to monitor elevator usage	\$6,380.00	Grant & DS Elevator



District Safety Committee Updates

- **Quarterly Meetings at the District Level**
 - Representatives: BOE, Administration, Teachers, Parents, Safety Personnel from Windsor Locks
- **Building Based Safety Committees**
 - Occur within the two weeks prior to District Safety Committee Meetings
 - Follow-Up Discussed at District Safety
- **Regular frequent drills** at the building level with District Safety staff present
- **Updated All-Hazards School Security and Safety Plan**
 - 2023-2024 School Year Submittal to State of Connecticut



District Safety Committee Updates

- **Emergency Procedure Binders and Cards** for all staff; ready reference on all badges
- **Raptor Alert Platform** in use for all drills and continued use of screening visitors at all schools
- **Reviewed philosophy approach to safety and security**; agreement from District Safety Committee was to move forward without a philosophy and update the All- Hazards Plan and train on the use of that resource
- Continued use of **RULER** as an Social Emotional curriculum
- **DESSA** screener three times a year to assess potential risk areas
- Convocation '23 keynote, Scarlett Lewis - *Choose Love Movement*

Security Infrastructure Assessment

- Exterior Assessment

- Access Control
- Camera Coverage
- Security Film
- Signage
- Parking Areas
- Door Lettering
- Classroom Windows
- Landscaping
- Bollards
- Warning Strobes



- Interior Assessment

- Main Entrance Doors
- Radios
- Classroom Doors
- Camera Coverage
- Security Personnel
- Visitor Management System
- Policy & Procedures

Windsor Locks Public Schools Facilities and Maintenance Department



Building Improvements
Safety & Security
Spring - Fall 2023

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: JULY 20, 2023

RE: OCTOBER 2023 BOE SCHEDULE

During the month of October the Board of Education is scheduled to meet on October 12 and October 26, 2023. Due to a scheduling conflict I am requesting that the Board consider the following options:

- Move October 12, 2023 meeting to Tuesday, October 10, 2023
- Conduct one meeting in October; October 26, 2023 and cancel October 12, 2023 meeting

Windsor Locks Public Schools

www.wlps.org

Educational Leadership

Shawn Parkhurst

Superintendent of Schools 860-292-5000

sparkhurst@wlps.org

Giovanna Testani, Principal

North Street School 860-292-5027

gtestani@wlps.org

Monica Briggs, Principal

South Elementary School 860-292-5021

mbriggs@wlps.org

David Prinstein, Principal, Christine Domler, Assistant Principal

Windsor Locks Middle School 860-292-5012

dprinstein@wlps.org cdomler@wlps.org

Rebecca Bissonnette, Principal, Matt Warner, Assistant Principal

Windsor Locks High School 860-292-5032

rbissonnette@wlps.org mwarner@wlps.org

Matt Sigall, President

Windsor Locks Teachers' Association 860-292-5032

msigall@wlps.org

Central Office

Kristen Krupa

Director of Secondary English Curriculum, Instruction, and Assessment

kkrupa@wlps.org

Megan Parrette

Director of Secondary Math Curriculum, Instruction, and Assessment

mparrette@wlps.org

Sheri Lee

Director of Human Resources 860-292-5744

slee@wlps.org

Joshua Robinson

Director of Pupil Services 860-292-5707

jvrobinson@wlps.org

TBD

Coordinator of Alternative Programs

Alison Pierce

Director of Operations & Finance 860-292-5709

apierce@wlps.org