

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

**MINUTES OF THE REGULAR MEETING,
August 10, 2023 at 5:00 p.m.**

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

Members Present:	D. Gragnolati, K. Christianson, M. Byrne, J. McGowan and J. Tria
Members Absent:	None
Administrators:	S. Parkhurst, S. Lee, A. Pierce, R. Bissonnette, M. Warner, D. Prinstein, C. Domler, and G. Weigert
Student Representatives:	None
Students:	Some members of WLHS girls' softball team
Staff:	D. Bole and M. Maltese
Others:	Some participating via Zoom
Press:	None

I. Call to Order

Chairman Mr. Dennis Gragnolati called the Regular Meeting to Order at 5:00 p.m. held at the Windsor Locks Town Hall, Ella Grasso Conference Room and via Zoom.

A. Roll Call for Quorum

All Board Members were present.

B. Pledge of Allegiance

All stood up and pledged allegiance to the flag.

C. Board of Education and Superintendent Communications

Mr. Shawn L. Parkhurst, Superintendent of Schools, addressed the Board. He mentioned the district is busy preparing for the opening of school. This coming Monday new staff will be arriving for a week of professional development. Staff is currently rewriting the teacher evaluation, three staff members attended the two-day training at CAS for that purpose. He will bring the Board updates as they come in.

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

None both in-person and Zoom.

III. Approval of Minutes

- **July 20, 2023 Regular Meeting**
- **August 7, 2023 Special Meeting**

It was **MOVED** (Christianson) and **SECONDED** (Tria) and **PASSED** (U) that the Board of Education approves the July 20, 2023 Regular Meeting Minutes and the August 7, 2023 Special Meeting Minutes, as presented.

IV. WLHS Softball Field Trip

Mr. Parkhurst introduced Dr. Rebecca Bissonnette, Principal of Windsor Locks High School and Ms. Melissa Maltese, Windsor Locks High School Softball Coach to discuss an overnight field trip for the Windsor Locks High School Softball Team. Ms. Maltese explained the team is requesting permission to go to Orlando, Florida on April 8, 2023 through April 12, 2023 to participate in a softball tournament at Universal Studios. Ms. Maltese was joined by players of the softball team in support of the trip, explaining the trip would help the team bond which would benefit the team in future games and the upcoming season. Ms. Maltese explained the

specifics of the trip, including the costs and fundraising opportunities. She explained the softball team has been fund raising for the past year in anticipation of the trip, having approximately \$6,000 thus far which would be used towards the deposit. They will have to have at least ten players to attend, however, she believes fourteen players will be attending along with coaches, chaperons, and parents.

A brief discussion was held.

It was **MOVED** (Byrne) and **SECONDED** (Christianson) and **PASSED** (U) that the Board of Education approves the application of the Windsor Locks High School girls' softball team to travel to Orlando, Florida with KSA Events on April 8, 2024 through April 12, 2024 and ask for additional information regarding trip insurance coverage for families sending anyone on the trip and cancellation insurance.

V. Personnel Report

A. Resignation

Ms. Sheri Lee, Director of Human Resources addressed the Board. She informed the Board four resignations, which were:

Mr. David Prinstein, Principal at the Middle School has resigned effective August 11, 2023. At the time of his resignation, Mr. Prinstein will have served the students of Windsor Locks for ten years (10) years.

Ms. Jessica Yates, a Science Teacher at the Middle School has resigned effective June 30, 2023. At the time of her resignation, Ms. Yates will have served the students of Windsor Locks for eight (8) years.

Ms. Katelyn Owens, a Special Education Teacher at North Street School has resigned effective September 1, 2023. At the time of her resignation, Ms. Owens will have served the students of Windsor Locks for fourteen (14) years.

Ms. Alicia Brennan, a Reading Teacher at the Middle School has resigned effective September 5, 2023. At the time of her resignation, Ms. Brennan will have served the students of Windsor Locks for seven (7) years.

It was **MOVED** (Christianson) and **SECONDED** (Tria) and **PASSED** (U) that the Board of Education accepts Mr. Prinstein, Ms. Yates, Ms. Owens, and Ms. Brennan's resignations effective August 11, 2023, June 30, 2023, September 1, 2023 and September 5, 2023 respectively and offer them our sincere appreciation for all of their 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 gave the Board a quick update on the most recent hirers and along with an update on open positions still available. She noted they have been very busy interviewing candidates.

C. WLMS Principal Search Update

Ms. Sheri Lee commented that the district received 20 resumes and four external and three internal candidates have been chosen. The next step will take place on Monday of next week and the final three candidates will meet at the Windsor Locks High School Media Center on Thursday, August 17, 2023 of parents, staff, and administrators with a question and answer session. The chosen candidate will be brought to the Board of Education on August 21, 2023 for approval.

D. Discussion of Facilities Attendant Job Description

Ms. Sheri Lee presented the proposed job description for the Facilities Attendant job that was approved for the FY 2023-2024 budget. She gave a copy of the description to all of

the Board Members for their review and comments. She noted that she would need the Board approval so the district may begin to look for candidates for the open position.

A brief discussion was held.

It was **MOVED** (Christianson) and **SECONDED** (Tria) and **PASSED** (U) that the Board of Education approves the Facilities Attendant Job Description as presented.

VI. 23-24 Grading and Reporting Proposal

Mr. Parkhurst invited Dr. Rebecca Bissonnette, Principal of Windsor Locks High School and Mr. Mark Warner, Assistant Principal of Windsor Locks High School to the discussion regarding the 2023-2024 Grading and Reporting Proposal. He indicated that the Leadership Team continually reflects and over the past year, there have been informal conversations and discussions about the current requirement that all students earn a 3.0 in order to receive credit. A recent meeting with the middle and high school administrations along with meetings with Instruction Specialists, it has been discussed the obstacle that is preventing the district to move forward and closer to the three year vision is grading and reporting. Dr. Bissonnette and Mr. Warner explained their proposal to consider for implementation for the 2023-2024 school year with regard to grading and reporting and how their proposals align with area districts and promotes momentum in moving toward the three year vision. They explained currently is a 3.0 or 80/B- to obtain credit and they are proposing to shift to 2.6 minimal passing or 78/C+ as graduation rate in Windsor Locks is lower than all of the referenced districts which the majority award credit with 1.0 or 60/D-.

Board Member Ms. Margaret Byrne exited the meeting at 6:00 p.m.

A lengthy discussion was held.

It was **MOVED** (Tria) and **SECONDED** (Christianson) and **PASSED** (U) that the Board of Education approves the 2023-2024 Grading and Reporting Proposal as presented.

VII. Policy

A. Policy Review – First Read

1. New:

a) 2400 Evaluation of Superintendent

This is the first read of Policy 2400 for the Board. If they have any questions or concerns, it could be brought to the attention of the Board during the next meeting at the second read.

B. Policy Review - 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**

It was **MOVED** (Christianson) and **SECONDED** (Tria) and **PASSED** (U) that the Board of Education approves the policies as presented.

VIII. Business Office Report

Ms. Alison Pierce, Director of Operations and Finance, addressed the Board. She indicated that the approved general fund budget of \$33,025,838.00, year total to date is \$688,541.85; remaining balance \$32,337,296.18; encumbrances \$16,549,309.03; budget balance \$15,787,987.14 or 47.80% of the FY2023-2024 budget is remaining.

Ms. Pierce explained budget line by line transfers she was proposing, which were listed in detail and given to the Board for their review.

A brief discussion was held.

It was **MOVED** (Christianson) and **SECONDED** (Tria) and **PASSED** (U) that the Board of Education approves the line item budget transfers as presented by the Director of Operations and Finance.

IX. Board of Education 2024 Meeting Calendar

Mr. Parkhurst indicated that the proposed Board of Education Meeting Calendar is in their packets for review and approval.

A brief discussion was held and it was suggested that the Board of Education Meeting in June should not be scheduled the day before graduation.

It was **MOVED** (Christianson) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education approves the 2024 Meeting Calendar as presented.

X. Safe School Climate Plan

Mr. Parkhurst addressed the Board indicating pursuant to state law, the District and School Safe School Climate Plan has been updated for FY 2023-2024. He noted that in the Board packet, the updated plan begins on Page 63. This outlines the district level support to promote a climate that is conducive to learning for all students. This additionally, outlines the steps to be taken in the event of complaint and outlines the responsibilities of the District Safe School Climate Coordinator as well as the Safe School Climate Specialists as each of our schools.

A brief discussion was held.

It was **MOVED** (Christianson) (Tria) and **SECONDED** (Tria) and **PASSED** (U) that the Board of Education approves the Safe School Climate Plan as presented.

XI. Opening of School Professional Development Schedule

Mr. Parkhurst commented that the 2023-2024 school year will welcome staff on Wednesday, August 25, 2023 with the annual Convocation beginning at 8:00 a.m. in the Windsor Locks High School auditorium. He invited all Board members to attend. The remainder of the day will provide time for staff meetings, team building, safety meetings, IT and nursing updates. The second day will feature ongoing professional development including family engagement utilizing ParentSquare, Foundations resources, iReady math updates, vision and core values, 90 day springs, Responsive Classroom Strategies and some time to sneak into classrooms for elementary students and families. The third and final day will be a full teacher preparation day for their learning spaces.

A brief discussion was held.

XII. 24-25 School Calendar Committee Board Representative

Mr. Parkhurst indicated that the formation of the 2024-2025 school calendar committee is representative by the WLTA, WLAA and the Para Unions. The committee is also requesting

a Board of Education representative. The first meeting is scheduled for October 17, 2023 at 3:00 p.m. at Central Office.

After a brief discussion, it was agreed that Chairman Mr. Gragnolati will be the Board representative on that committee.

XIII. Board and Superintendent Comment

Board Members thanked Mr. David Prinstein and wished him well on his new endeavor!

XIV. Public Audience (General)

None.

XV. Adjournment

It was **MOVED** (Tria) and **SECONDED** (Christianson) and **PASSED** (U) that the Board of Education adjourn the Regular Meeting of August 10, 2023 at 6:21 p.m.

Respectfully submitted,

Denise M. Piotrowicz
Recording Secretary