

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

**MINUTES OF THE REGULAR MEETING,  
July 20, 2023 at 5:00 p.m.**

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

Members Present:	D. Gragnolati, K. Christianson, and J. McGowan
Members Absent:	M. Byrne and J. Tria
Administrators:	S. Parkhurst, S. Lee, A. Pierce, J. Robinson and G. Weigert
Student Representatives:	None
Students:	None
Staff:	D. Bole
Others:	Some participating via Zoom
Press:	None

**I. Call to Order**

Chairman Mr. Dennis Gragnolati called the Regular Meeting to Order at 5:03 p.m. held at the Professional Development Room at the Windsor Locks High School and via Zoom.

**A. Roll Call for Quorum**

Two Board Members were absent, Ms. Margaret Byrne and Mr. Joe Tria, all others 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.

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

None both in-person and Zoom.

**III. Approval of Minutes**

**• June 22, 2023 Regular Meeting**

A correction was noted in the minutes. Ms. Alison Pierce, Business Manager, noted that in Section VII. Business Office Report, Sub-section A. Business Office/Special Services Transition the cost of the office transition was \$1,678.23 less than \$6,168.23, as the window was not purchased and installed in the office.

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

**IV. Personnel Report**

**A. Resignation**

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

Ms. 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.

Ms. Allegra Pin, a Music Teacher at South Elementary has resigned effective June 30, 2023. At the time of her resignation, Ms. Pin will have served the students of Windsor Locks for three (3) years.

Ms. Lora Andrada, a Library Media Specialist at North Street School has resigned effective June 30, 2023. At the time of her resignation, Ms. Andrada will have served the students of Windsor Locks for six (6) months.

Mr. Scott Ferguson, a Music Teacher at the Middle School has resigned effective July 10, 2023. At the time of his resignation, Mr. Ferguson will have served the students of Windsor Locks for three (3) years.

It was **MOVED** (Christianson) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education accepts Ms. O'Connor's, Ms. Pin's, Ms. Andrada's and Mr. Ferguson's resignation's effective June 30, 2023 and July 10, 2023 and offer them our appreciation for all of their efforts on behalf of the students of the Windsor Locks Public Schools.

#### **B. Leave of Absence Request**

Ms. Sheri Lee, Director of Human Resources, addressed the Board. Ms. Elizabeth Wicks, an ELL Teacher at South Elementary has requested a one (1) year Leave of Absence for the 2023-2024 School year.

A brief discussion was held.

It was **MOVED** (Christianson) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education approves Ms. Wicks one (1) year Leave of Absence for the 2023-2024 school year.

#### **C. 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.

### **V. Windsor Locks Administrative Assistant Union, Local 2001 Service Employees International Union Bargaining Unit Contract**

Ms. Sheri Lee, Director of Human Resources, addressed the Board. She indicated that the contract for the Windsor Locks Administrative Assistant Union, Local 2001 Services Employees International Union Bargaining Unit Contract for July 1, 2023 through June 20, 2026 has been sent to all Board Members for their review. She asked if there were any questions and requested the Board vote on the contract.

A brief discussion was held.

It was **MOVED** (Christianson) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education approves the Windsor Locks Administrative Assistant Union, Local 2001 Service Employees International Union Bargaining Unit Contract for July 1, 2023 through June 30, 2026.

### **VI. Committee Reports**

#### **A. 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**

A brief discussion was held and it was the general consensus to table the vote on the second read of those policies until the next meeting when there is a full Board to discuss and vote.

**VII. Proposed Revision to Committees**

- A. Policy**
- B. Curriculum**
- C. Finance**

Mr. Parkhurst commended that 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. He noted that the 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.

A brief discussion was held.

It was **MOVED** (Christianson) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education eliminated the three Board of Education committees and make them a part of the regular meeting reports each month, effective immediately.

**VIII. Business Office Report**

Ms. Alison Pierce, Business Manager, addressed the Board. She indicated that the approved general fund 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 24, 2023.

Ms. Pierce also discussed the grant update for grant funds to be utilized for the FY 2023-2024. She gave the Board Members a list which had three columns listed: Grant Award Name, Use, and Amount. The summary was the grant budget for FY 2023-2024 is \$2,814,511. The total budget including grant funds awarded is \$35,840,349.

A brief discussion was held.

**IX. Board of Education Workshop & Presentation**

- A. District Building Improvements**
- B. District and Building Safety and Security Improvements**

Mr. Gregory Weigert, Facilities Manager, addressed the Board. He gave a presentation of the Building Improvements, Safety and Security Spring – Fall 2023. He used a PowerPoint Slideshow describing all of the improvements and safety upgrades the district has or will be completing in the fall of 2023. He spoke about North Street School exterior door replacements, electromagnetic door holders, HVAC upgrades, food service equipment upgrades, and enhanced mantrap for security at the elementary school deliveries areas. South Street Elementary School window replacements and treatments, and exterior security camera expansion along with SISU Academy was re-imagined, installing individual learning centers and changing out old playground equipment. At the middle school, the courtyard window replacements are complete and the gymnasium acoustical panels and sound dampening enhancements are being completed. He spoke about the updated as the high school which included building access from exposed garages, locked entry when access doors are raised, and key card access to elevator. He spoke to the safety committee upgrades, which included quarterly meetings, building based safety committee, regular frequent drills and updated all hazards school security and safety plans which have to be submitted to the State of Connecticut. Actual updates included, emergency procedure

binders and cards for all staff; Raptor Alert Platform, reviewed approach to safety and security; continue using RULER as an Social Emotional curriculum, and DESSA screener three times a year to access potential risks area

A brief discussion was held.

**X. October 2023 BOE Schedule**

Mr. Parkhurst commented that 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, he requested that the Board consider the following options either move October 12, 2023 meeting to Tuesday, October 10, 2023 or conduct one meeting in October on October 26, 2023 and cancel October 12, 2023.

A brief discussion was held.

It was **MOVED** (Christianson) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education moves the October 12, 2023 Regular Meeting to October 10, 2023.

**XI. Board and Superintendent Comments**

Mr. Parkhurst noted the finalization of the SRO MOU is in the works. He also noted the there are changes with the website and he thanked Mr. Goodwin for all of his work on the website. The spoke to the SROs that have been hired. He reminded the Board the next Board Meeting is scheduled for August 10, 2023 at 5:00 p.m.

**XII. Public Audience**

None in-person and Zoom.

**XIII. Adjournment**

It was **MOVED** (Christianson) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education adjourn the Regular Meeting of July 20, 2023 at 5:40 p.m.

Respectfully submitted,

Denise M. Piotrowicz  
Recording Secretary