

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

**MINUTES OF THE SPECIAL MEETING,
October 10, 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 (via Zoom), J. McGowan and J. Tria
Members Absent:	None
Administrators:	S. Parkhurst, S. Lee, R. Bissonnette (via Zoom), M. Warner, C. Domler, M. Briggs, J. Robinson, M. Parrette and G. Weigert
Student Representatives:	Emma Norris
Students:	None
Staff:	D. Bole and P. Sibila
Others:	P. King, P. Sayers, P. Harrington, S. Storms, J. Savino and others participating via Zoom
Press:	None

I. Call to Order

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

A. Roll Call for Quorum

All Board Members were present, including Ms. Margaret Byrne via Zoom.

B. Pledge of Allegiance

All stood up and pledged allegiance to the flag.

C. Student Board Representative

Mr. Parkhurst introduced the new Student Representative, Ms. Emma Norris. She is a senior in the Class of 2024. She gave the Board an update on the fall sports noting the girls' soccer senior night will be on October 18, 2023 at 6:30 p.m. at Veteran's Park. She commented that the Homecoming Parade was moved to October 14, 2023, due to the rainy weather a few weeks ago. She noted the Robotics team has an upcoming competition in Old Lyme.

D. Board of Education and Superintendent Communications

Mr. Parkhurst welcomed Ms. Emma Norris as the Student Representative for the 2023-2024 school year. He congratulated Mr. Sibila and the Windsor Locks High School marching band for their performance this year at the Big E. He commented on the fall sports and spoke about the new Athletic Director who is very supportive of the athletes. He suggested everyone look at the website under athletics, which is informative of upcoming games and events. The calendar also coincides with the CIAC calendar. He thanked Vice-Chair Mrs. Christianson and Board Member Mr. McGowan for their help during the Dollar for Scholars mum sale, although the weather did not cooperate. All schools parent nights have been completed and successful. He reminded everyone the Homecoming Parade will be October 14, 2023 at 2:30 p.m. and following the parade the JV football game will be played. He reiterated the parade will be held weather permitting. Internet Safety Day was held as assemblies for the fifth graders, middle school and high school students. A parent evening event was offered and provided useful information.

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

None both in-person and Zoom.

III. Recognition and Celebration

A. Board Member Margaret Byrne

Mr. Parkhurst recognized Board Member Margaret Byrne for her 20 years of service on the Board of Education. She provided a steady voice and always had the students' best interests in mind. She was committed to the Board of Education and attended many professional learning opportunities at CAFE Conventions. She had a long tenure on the Board of Education, including many years as Vice-Chair and sitting on the finance subcommittees. She will leave a tremendous void. He thanked her for all of her years of service.

Mrs. Patricia King, former Chairwoman of the Board of Education, congratulated Ms. Byrne for her 20 years of tenure on the Board of Education. She thanked her for all of her support over the years and noted it was a privilege to serve and work with her for 18 years. She served on many committees including finance subcommittee and policy subcommittee and always provided good input and legal advice at those meetings. She was objective during expulsion hearings and always had the students' best interests at heart. She has been professional, knowledgeable, team player and she could go on and on. Through the years, they have become friends, and she was truly grateful and wished her success in her future.

Ms. Peggy Sayers also congratulated Ms. Byrne for her 20 years of service to the Board of Education and other Boards which she has served on over the years. She is grateful for her commitment. She has adopted Windsor Locks as her home town with her time on the Board of Finance, helping the Democratic Committee and work with elected offices. It is not often to have someone give that much service. She will be truly missed.

Mr. Josh Robinson, Director of Pupil Services, spoke for the administration. He thanked Ms. Byrne for all of her support, of him over the last fifteen years at RISE/PMA. Thank you for your dedication to the community.

Chairman Mr. Gragnolati thanked Ms. Byrne for all of her service. He noted the first time they met he was an employee of the district and they have worked together over the last six years. He thanked her.

Ms. Byrne thanked everyone and apologized she was not able to attend the meeting as she has another meeting to attend at 7:00 p.m. She will miss being a part of the board of Education, especially Dr. Seuss Day.

B. Board Member Joe Tria

Mr. Parkhurst recognized Board Member Joe Tria for his service over the last several years. His first term was in the fall of 2017 and remained until 2019 and returned back to the Board in November of 2021. Over the years, there have been many conversations where they have agreed to disagree but respect each other's opinions. Mr. Parkhurst wanted to give Mr. Tria a gift to share the math scores. In 2017, Windsor Locks was ranked 36 out of 36 districts. Fast forward to 2023, he was happy to report Windsor Locks was ranked 3 out of 36 districts. He also gave Mr. Tria a token of his appreciation to enjoy with his family.

Mrs. Patricia King congratulated Joe for his service on the Board of Education. She appreciates his ongoing commitment to the Board of Education as he left and came back for the students and citizens of Windsor Locks. He shared what he was hearing from parents and students in the community. It has been a privilege to serve with him. On a personal note, she remembers when she couldn't drive, he offered to drive her to the Board meetings and even called just to see how she was doing. She appreciates his friendship and thanked him for his commitment. She wished him well.

Ms. Peggy Sayers thanked Mr. Tria for all of his service and commitment to the Board and the community of Windsor Locks. She appreciates all of the free time he has given to the Board.

Ms. Christine Domler, Assistant Principal of Windsor Locks Middle School, commented she wasn't David, but she would have to do. She thanked him for being the Board liaison to the middle school. She will miss him coming into the school and visit. She appreciates the questions and the "aha" moments he had during Board meetings and visits to the middle school. It has been a pleasure to watch him learn and grow. She will truly miss him. She hopes he enjoys his retirement.

Ms. Sheri Lee noted it is not very often you are able to work with a family member. She has appreciated the time she was able to spend with him. She thanked him.

Chairman Mr. Gragnolati noted he has been on the Board for six years with Mr. Tria and he appreciates the opinions Mr. Tria had and his willingness to discuss topics and changes his opinion after the discussion and the courage to discuss topics. He wished him well and to enjoy his retirement.

Vice-Chair Mrs. Christianson emotionally commented that she will miss Mr. Tria and thanked him for his commitment to the kids and noted you can teach an old dog new tricks.

Mr. Tria thanked everyone for their kind comments.

Board Recessed: 6:23 p.m.

Board Reconvened: 6:32 p.m.

Board Member Margaret Byrne left the meeting at 6:30 p.m.

IV. Approval of Minutes

- **September 13, 2023 Special Meeting**
- **September 20, 2023 Special Meeting**

It was **MOVED** (Christianson) and **SECONDED** (Tria) and **PASSED** (U) that the Board of Education approves the Minutes of Special Meeting of September 13, 2023 and Minutes of Special Meeting of September 20, 2023, as presented.

V. Personnel Report

A. Resignation

Mr. Parkhurst announced that Ms. Sheri Lee, Human Resources Director has resigned effective October 27, 2023. At the time of her resignation, Ms. Lee has served the Windsor Locks Public School district for twelve (12) years as the Director of Human Resources.

It was **MOVED** (Tria) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education accepts Ms. Lee's resignation with regret, effective October 27, 2023 and offers her our appreciation for all of her efforts on behalf of the students and staff of the Windsor Locks Public Schools.

(a) Updated Job Description

Mr. Parkhurst and Ms. Lee commented on the updated job description. Ms. Lee indicated that the job description has not been updated in twelve years, and a few changes have been made. She noted they added a certification that is needed for the position along with deleting reporting to the Assistant Superintendent to the Superintendent.

A brief discussion was held.

It was **MOVED** (Christianson) and **SECONDED** (Tria) and **PASSED** (U) that the Board of Education approves the updated Director of Human Resources job description as presented.

(b) Vacancy Hiring Process & Timeline

Mr. Parkhurst reviewed the timeline in the hiring process for the Human Resources Director. The position will be posted on October 11, 2023; applications will be reviewed on October 30, 2023; first round interviews November 2, 2023; second round interviews November 9, 2023; Board of Education final interviews November 16, 2023; and appointment on November 20, 2023.

B. Change in Hours for Staff Accountant/Grant Manager

Mr. Parkhurst and Ms. Alison Pierce, Director of Finance and Operations, addressed the Board to explain their request for changing hours for the Staff Accountant/Grant Manager. Ms. Pierce noted that after analyzing the workload and hours of the Staff Accountant/Grant Manger, it has come to her attention the position should be increased 2 ½ hours each week; however, the district contract says 37 ½ hours. She noted there are times the position requires 40 to 50 hours per week and during busier times, the position could require 50 to 60 hours per week. She reminded everyone that the district budget is \$33 Million Dollars and there are many, many expenses that need to be logged and balanced, including 8 bank accounts, Café account and two other accounts.

A brief discussion was held between Vice-Chair Mrs. Christianson and Ms. Pierce. It was ultimately the consensus to table the request and to bring the job description of the Staff Accountant/Grant Manager.

First Selectmen Mr. Paul Harrington, Selectman Mr. Scott Storms and Selectman John Savino entered the meeting and apologized for being late as they had another commitment earlier in the evening. Mr. Harrington wanted to thank both Ms. Byrne and Mr. Tria for their commitment to the Board of Education, as a parent with kids in the system, he appreciates the thankless position.

Selectman Mr. John Savino thanked Mr. Tria and Ms. Byrne for all of their years of service to the Board of Education. He hoped they enjoy their retirement.

Selectman Mr. Scott Stores commented that he appreciates the time and energy of all Board Members. He thanked Ms. Byrne for her years of service and Mr. Tria for his second term. He wished both of them success in the future and behalf of the Board of Selectmen, thank you for all of the work done for the community and children of Windsor Locks.

VI. Business Office Report

Ms. Pierce and Mr. Greg Weigert, Facilities Director, discussed the roof repair for the principal's office at South Elementary School. The estimate for the roof repair is \$4,805.00 and the work will be performed by Greenwood Roof Services. It was asked about the warrantee of the work, which was answered the work is warranted for 30 years. The contractor was recommended by the district's roofing advisor, Garland Company.

Ms. Peirce also discussed the grant awarded for the food service upgrades at the middle and high schools in the amount of \$23,927.44.

She discussed the RFP which will be going out for transportation. She requested a Board Member to participate in the RFP Evaluation Committee. She noted that the committee will start in March. It was the general consensus that the appointment of a Board Member to the committee can be tabled until November or December as there will be new Board Members who may be interested.

Lastly, Ms. Pierce discussed a budget transfer. She is requesting transferring from the North Street Schol Instruction Supplies line to the North Street School Supplies – Social Studies lien for required curricular book titles for K-2 teachers. The amount of the transfer is \$750.00.

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

VII. Facilities Report and Update

Mr. Parkhurst explained that beginning this month and once a month throughout the 2023-2024 school year, a report and update on facilities, including ongoing maintenance costs will be provided. He introduced Mr. Greg Weigert to give the update to the Board. Mr. Weigert began discussing North Street School and the current project, including the HVAC upgrade; main office/principal office blackout shades have been installed; and, playground repairs. South Elementary School he discussed the flex program window replacements and office blackout shades. The middle school hot water heater has failed and currently the school is using the boiler for hot water. The first quote received was \$21,000 he is hoping for a few more quotes before a final decision is made. He noted that the boiler is providing the hot water needed at the school. Pine Meadow Academy the teacher's/storage room expansion is completed. He thanked Dave Carlson for his work in completing the project. The high school projects are vestibule and classroom window tinting; classroom/office transitions; tree removal will take place on or about October 12, 2023 and six trees will be planted; and, athletic field drainage will take place after the season.

A brief discussion was held regarding spaces at each school for the SRO offices.

VIII. 2023-2024 Grant Funds

Ms. Pierce provided to the Board of Education a listing of various grants, and the use of those grants throughout the 2023-2024 school year.

A brief discussion was held.

IX. Curriculum Status and Updates

Mr. Parkhurst introduced Ms. Megan Parrett, Director of Curriculum, to discuss the update and status of the curriculum in Windsor Locks Public Schools. She discussed the district's work in 2023 K-12 in science and noted that there are 70 standards and only three were missing, but thanks to the team, they are no longer missing. In the Arts, the music program at the high school will be robust. She discussed North Street School and how the district is seeing success in performance in reading and in math using iready program. South Elementary School math workshops and cross curricular with SBAC questions are embedded into the curriculum. She also discussed the high school and the first year of the sign language course, which had three sections and had 55 students attend the classes. The class is considered a language and does fulfill graduation requirements. AP Calculus and Pre-Calculus is being offered along with AP environmental science.

A discussion was held among Board Members, Ms. Parrett, and Ms. Bissonnette regarding AP classes and student attaining a 3 on the final exam as to be awarded college credit for those classes.

X. Discussion of October 26, 2023 BOE Meeting

Mr. Parkhurst commented that the Windsor Locks Youth Services has announced that their annual "Truck or Treat" will be held on Thursday, October 26, 2023 at Windsor Locks High School. Due to this, he asked the Board to consider moving the regular meeting scheduled for October 26, 2023 and move the meeting to a special meeting on October 23, 2023 at 6:00 p.m.

A brief discussion was held.

It was **MOVED** (Christianson) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education move the October 26, 2023 Regular Meeting to Monday, October 23, 2023 at 6:00 p.m.

XI. Discussion of Board of Education Training Dates

Mr. Parkhurst indicated he had a few dates to schedule the Board Member training. The dates for the training were: November 1, November 6, and November 13, 2023. The training would take place from 4:15 p.m. to 6:15 p.m.

A brief discussion was held, it was noted that the invitation will be extended to the new Board Members after the election.

It was **MOVED** (Christianson) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education set November 13, 2023 at 4:15 p.m. (in person) for the Board Training.

XII. Board and Superintendent Comments

Mr. Parkhurst wished the freshmen and sophomores good luck in anticipation of their taking of the PSAT later in the week.

XIII. Executive Session

It was **MOVED** (Tria) and **SECONDED** (Christianson) 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 are:

A. Discussion of UE Local 222, CILU/CIPU, CILU #4 - Para-Educators Bargaining Unit Negotiations

That attendance in the Executive Session shall be limited to:

- Members of the Board of Education
- Superintendent
- Director of Human Resources
- Director of Operations and Finance
- Others as Requested to Attend

B. Discussion of UPSEU Local 424 Unit 26 - Food Service Employees Bargaining Unit Negotiations

That attendance in the Executive Session shall be limited to:

- Members of the Board of Education
- Superintendent
- Director of Human Resources
- Director of Operations and Finance
- Others as Requested to Attend

The Board entered executive session at 7:27 p.m.

It was **MOVED** (Christianson) and **SECONDED** (Tria) and **PASSED** (U) that the Board of Education adjourn executive session and return to public session at 7:53 p.m.

XIV. Adjournment

It was **MOVED** (Christianson) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education adjourn the Special Meeting of October 10, 2023 at 7:54 p.m.

Respectfully submitted,

Denise M. Piotrowicz
Recording Secretary