

WINDSOR LOCKS PUBLIC SCHOOLS



BOARD OF EDUCATION MEETING

Regular Meeting

December 14, 2023

6:00 p.m.

Windsor Locks High School - Library Media Center

**In Person Attendance Open to All
Optional Public Attendance via Zoom,**

[Click Here to Register](#)

Windsor Locks Board of Education

Kylee Christianson, Chairwoman

Dennis Gragnolati, Vice Chairman

Jim McGowan

Lindsay Cutler

Alba Osorio

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
December 14, 2023 - 6:00 pm
Windsor Locks High School - Library Media Center
In Person Attendance Open
Optional Public Attendance via Zoom, [Click Here to Register](#)

- I. Call to Order
 - A. Roll Call
 - B. Pledge of Allegiance
- II. Student Board Representative
- III. Board of Education and Superintendent Communications
- IV. 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.*
- V. Approval of Minutes: **Vote Needed** p. 4 Exhibit I
 - November 13, 2023 Special Meeting
 - November 16, 2023 Regular Meeting
- VI. Personnel Report
 - A. Resignations: **Vote Needed** p. 15 Exhibit II
 - B. UPSEU Food Service Employees Contract: **Vote Needed** p. 16 Exhibit III
- VII. Business Office Report:
 - A. Review of FY24 Expenditures Year to Date p. 17 Exhibit IV A
 - B. HVAC Grant Update p. 19 Exhibit IV B
 - C. FY25 Budget Contractual Obligations p. 20 Exhibit IV C
 - D. FY25 Budget Timeline and Meeting Dates p. 34 Exhibit IV D
- VIII. Policy
 - A. Policy Review: **Second Read: Vote Needed** p. 36 Exhibit V
 - 4121 Substitute Teachers - **New** p. 37
 - 5145.53 Transgender and Gender Non-Conforming Youth - **New** p. 39
 - 6146A - Graduation Requirements for the Class of 2023-

Revise and Renumber to 6146

p. 45

- 7230.2 Indoor Air Quality/Heating, Ventilation, and Air Conditioning - **New**

p. 50

- IX. Board of Education Meeting Locations: **Vote Possible** p. 55 Exhibit VI
 - X. Board of Education School Liaisons p. 56 Exhibit VII
 - 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. Executive Session: To adjourn the meeting to Executive Session as permitted by Connecticut General Statutes Section 1-225(a) for the following purposes as allowed by Section 1-200(6), that is:
 - A. Superintendent Goals & Evaluation Process
 - That in attendance in the Executive Session shall be limited to:
 1. Members of the Board of Education
 2. Superintendent of Schools
 - XIV. Adjourn Executive Session
 - XV. Action, if any, on Executive Session Item: **Vote Possible**
 - XVI. Adjourn Meeting
- For the Chairperson of the Board of Education
Shawn L. Parkhurst - Superintendent of Schools
- Copy: Town Clerk - Please Post

EXHIBIT I

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN L. PARKHURST, SUPERINTENDENT
DATE: DECEMBER 14, 2023
RE: APPROVAL OF MINUTES

November 13, 2023	Special Meeting
November 16, 2023	Regular Meeting

**Board of Education
Town of Windsor Locks
Special Meeting
November 13, 2023 - 4:15 pm
Windsor Locks High School - Professional Development Room
In Person Attendance Open**

- I. Call to Order by Chairman Dennis Gragnolati at 4:30 pm
Roll Call - Present: Dennis Gragnolati, Kylee Christianson, Jim McGowan, Lindsay Cutler and Alba Osorio

Pledge of Allegiance
- II. Public Audience (only on Agenda Items) - There were no public comments.
- III. Attorney Rebecca Goldberg provided a detailed powerpoint and training on Sexual Harassment and fielded Board questions throughout.
- IV. Board and Superintendent Comment -
 - A. Superintendent thanked Attorney Goldberg and the Board for their attention and engagement on this important topic.
- V. Motion was made by Kylee Christianson to adjourn the meeting at 6:45 pm; seconded by Jim McGowan. Passed 4-0 with Alba Osorio abstaining.

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

**MINUTES OF THE REGULAR MEETING,
November 16, 2023 at 6:00 p.m.**

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

Members Present: K. Christianson, D. Gragnolati, J. McGowan, L. Cutler and A. Osorio
Members Absent: None
Administrators: S. Parkhurst, R. Bissonnette, J. Robinson, G. Testani, M. Briggs, M. Parrette and G. Weigert
Student Representative: E. Norris
Students: J. Terra, A. Jhaveri, M. Diene, O. Kraiza, I. Canon, and M. Passaro
Staff: D. Bole and P. Sibila
Others: Many parents and grandparents
Press: None

I. Call to Order

Chairman Mr. Dennis Gragnolati called the Regular Meeting to Order at 6:02 p.m. held at the Windsor Locks High School Media Center 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.

It was **MOVED** (Christianson) and **SECONDED** (Cutler) and **PASSED** (U) that the Board of Education add an Agenda Item, IX. Personnel Report, b. Resignation and add an additional Agenda Item, XVII. 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 Condition of Employment of the Superintendent and that attendance in the Executive Session shall be limited to: Members of the Board of Education; Superintendent of Schools; and others invited as needed.

II. Election of Officers

Chairman Mr. Dennis Gragnolati that this being the first meeting since the election, according to the Town Charter, the Board of Education must elect officers to the Board. He asked for nominations for the Chair of the Board.

Mr. Dennis Gragnolati nominated Mrs. Kylee Christianson as the Chair of the Board of Education. No other nominations were heard.

Paper ballots were given to each Board Member to cast their vote. Mr. Shawn Parkhurst, Superintendent of Schools, collected all five ballots, counted, and announced – five yes for Mrs. Christianson. Mrs. Christianson is elected the new Chair of the Board of Education.

Mrs. Kylee Christianson nominated Mr. Dennis Gragnolati as the Vice-Chair of the Board of Education. No other nominations were heard.

Paper ballots were given to each Board Member to cast their vote. Mr. Shawn Parkhurst, Superintendent of Schools, collected all five ballots, counted, and announced – five yes for Mr. Gragnolati. Mr. Gragnolati is elected the new Vice-Chair of the Board of Education.

III. Student Board Representative

Mr. Parkhurst introduced Miss Emma Norris, Student Representative, to the two new Board Members and explained her role. Miss Norris announced try-outs for winter sports will be held after Thanksgiving, which includes boys' basketball, girls' basketball and indoor track. Auditions for the musical *Mean Girls* will be held on November 28, 2023. She discussed a peers advocacy group recently being formed at the high school to support students. The group will schedule meetings on Tuesdays during flex-block.

IV. Board of Education and Superintendent Communications

Mr. Parkhurst congratulated Mrs. Christianson as the new Chair and he looks forward to working with her. He welcomed officially the two new Board Members. He gave a shout-out to the Windsor Locks Youth Services and Ms. Wendy Knoles for a successful Trunk-or-Treat a few weeks ago. He mentioned volunteering at the Bradley Chamber of Commerce Golf Tournament, final rounds of interviews for Director of Human Resources, Windsor Locks Middle School and South Elementary School math demonstrations, Professional Development Programs at all district schools on November 7, 2023, Veteran Day programming at all schools and the Quilts of Valor which were presented on Tuesday earlier in the week. He commented about a program attended by Ms. Rameriz and Ms. Parrett held at Collins Aerospace. He congratulated Mr. Sibila and the high school music department on their participation in the NCCC Music Festival.

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

None both in-person and Zoom.

VI. Student Recognition

A. Connecticut Association of Public School Superintendents' (CAPSS) Student Award Winners

Mr. Parkhurst remarked this was one of his favorite times of year when he is able to award the Connecticut Association of Public School Superintendents' (CAPSS) Student Awards. For over twenty years, the Connecticut Association of Public School Superintendents (CAPSS) has sponsored a Recognition Award Program for students throughout the state of Connecticut. CAPSS, the statewide school superintendents' professional organization, is based in West Hartford and provides professional development, personal support, statewide conferences, legislative information, and educational services to its membership. The purpose of this program is to strengthen the relationship between the student and school administration. Students are nominated by teachers and selected based on exemplary student leadership, achievement, and demonstrated service to others in the community. The CAPSS awards are generally given during American Education Week in order to highlight the accomplishments of school age youngsters in public schools. He was pleased to announce the recipients of the Superintendent/Student Recognition Awards for 5th, 8th and 12th Grade students. He gave a brief introduction of each winner. Those students were:

South Elementary School (Grade 5)
Jessie Terra
Aaditya Jhaveri

Windsor Locks Middle School (Grade 8)
Maty Diene
Owen Kraiza

Windsor Locks High School (Grade 12)
Isabella Canon
Michael Passaro

VII. Brief Recess

Board Recessed at 6:26 p.m.

Board Reconvened at 6:31 p.m.

VIII. Approval of Minutes

- **October 23, 2023 Special Meeting**
- **October 30, 2023 Special Meeting**
- **November 2, 2023 Special Meeting**

It was **MOVED** (Gragnotati) and **SECONDED** (McGowan) and **PASSED** (3-0-2)(In Favor: D. Gragnolati, J. McGowan and K. Christianson; Opposed: None; Abstain: L. Cutler and A. Osorio) that the Board of Education accepts the Minutes of Special

Meeting of October 23, 2023, Minutes of Special Meeting October 23, 2023 and Minutes of Special Meeting of November 2, 2023, as presented.

IX. Personnel Report

A. Human Resource Director Appointment

Mr. Shawn Parkhurst, Superintendent of Schools, addressed the Board. He announced that the committee for the search for a Human Resource Director of Windsor Locks Public Schools has chosen to appointment Mr. Robert Stacey. Mr. Stacey has 20 years plus of experience in various school districts in Connecticut. Mr. Warner addressed the Board thanking them for the opportunity and he thanked the members of Windsor Locks High School for all their continued support.

A brief discussion was held.

It was **MOVED** (Gragnotati) and **SECONDED** (Osorio) and **PASSED** (U) that the Board of Education approves the appointment of Mr. Robert Stacy as the Human Resource Director of the Windsor Locks Public Schools effective January 2, 2024.

Mr. Stacy addressed the Board thanking them for the opportunity and he thanked their support and confidence.

B. Resignation

Mr. Parkhurst addressed the Board. He informed the Board of one resignation. Ms. Melissa Reed, a Pre-K at the North Street School has resigned effective December 15, 2023. At the time of her resignation, Ms. Reed will have served the students of Windsor Locks for ten (10) years.

It was **MOVED** (Gragnotati) and **SECONDED** (Culter) and **PASSED** (U) that the Board of Education accepts Ms. Reed's resignation effective December 15, 2023 respectively and offer her our sincere appreciation for all of her efforts on behalf of the students of the Windsor Locks Public Schools.

X. Bargaining Unit Contract Approval: UE Local 222, CILU/CIPU, CILU #4 – Para-Educators

Mr. Parkhurst commented that the proposed contract for the UE Local 222, CILU/CIPU, CILU #4 – Para-Educators is in their packets for their review. The proposed contract is for July 1, 2023 through June 30, 2026. He thanked Board Member Mr. McGowan and outgoing Board Member Ms. Margaret Byrne for their assistance during the negotiation of the contract.

A brief discussion was held.

It was **MOVED** (Gragnotati) and **SECONDED** (Osorio) and **PASSED** (U) that the Board of Education approves the Windsor Locks UE Local 222, CILU/CIPU, CILU #4 - Para-Educators Bargaining Unit contract for July 1, 2023 through June 30, 2026 as presented.

XI. Business Office Report

A. Review of FY 24 Expenditures Year to Date

Ms. Alison Pierce, Director of Operations and Finance addressed the Board. She gave an update of the September financials, which included September encumbrances of \$2,784,604.33; year to date \$4,140,085.18; remaining encumbrances for 2024 \$21,064, 624.06, which leaves a budget balance of \$7,821,128.76 or 23.68% of the FY 24 budge is remaining. She indicated the district is in good shape.

B. Bank Account Closeout

Ms. Pierce noted that the Adult Ed Consortium Program (Windsor Locks, East Granby, Enfield, Granby, Somers and Suffield). Windsor Locks' portion is \$44,632 with \$30,127 funded by WLPS and \$14,505 funded by Adult Education Grant. She is requesting to close out the old bank account at Webster Bank "Windsor Locks Adult Education" ending in xx-5435 in the amount of \$2,159.21 and submit funds as a reverse expenditure against Adult Ed-Outside Services Line reducing the district's liability to \$27,967.79 for FY 24.

A brief discussion was held.

It was **MOVED** (Gragnotati) and **SECONDED** (Osorio) and **PASSED** (U) that the Board of Education approves that the Windsor Locks Adult Education Webster Bank Account ending in xx-5435 to be closed and submit funds as reverse expenditure by reducing the Windsor locks Public School Liability to adult education program.

C. Transportation RFP Board Member Selection

Ms. Peirce indicated that in the Spring (March or April), the district will be going to RFP for transportation. She is requesting Board Members to be part of the RFP Review Committee. It will be approximately 10-20 hours of review and selection and meeting can be done during the evening hours.

After a brief discussion, Board Member Ms. Osorio and Ms. Culer both volunteered to be part of the RFP Review Committee.

D. HVAC Grant Application

Mr. Parkhurst and Ms. Pierce explained that in order to apply for the State HVAC Grant, which is due on December 31, 2023, certain conditions have to be met; such as, local funding authorization letter along with three resolutions including authorization of application, creating a building committee and approval of preparation of drawing for the project. At this time, they are requesting the Board to begin the process and authorize the superintendent to meet with the Board of Finance to begin the process.

A brief discussion was held.

It was **MOVED** (Gragnolati) and **SECONDED** (Culter) and **PASSED** (U) that the Board of Education authorizes Mr. Shawn Parkhurst, Superintendent of Schools to request from the Board of Finance a Local Funding Authorization Letter showing approval of the local share amount for the purpose of the HVAC project.

E. Discussion of FY 25 Budget Preparations and Board Expectations

Ms. Pierce noted that the district is starting to have conversations about the upcoming budget and would like some direction of what to focus on with the leadership team. It was suggested that the contractual increases, including increasing insurance costs and non-negotiable expenses.

XII. Policy

A. Policy Review: First Read:

- 4118.237/4218.237/5141.8 Face Masks/Coverings - Rescind
- 4121 Substitute Teachers - New
- 5134 Students Marital or Parental Status - Revised
- 5145.53 Transgender and Gender Non-Conforming Youth - New
- 6146 - Graduation Requirements - Rescind
- 6146A - Graduation Requirements for the Class of 2023- Revise and Renummer to 6146
- 6148 FAFSA Completion - Revised
- 7230.2 Indoor Air Quality/Heating, Ventilation, and Air Conditioning – New

Chair Mrs. Christianson indicated that this is the first read on the policies as there are two new Board Members first reading the policies; however, there are two policies to remove, which are face mask/coverings which were put in place during COVID and Graduation Requirements and she suggested those policies voted on to rescind.

It was **MOVED** (Gragnolati) and **SECONDED** (Osorio) and **PASSED** (U) that the Board of Education rescind Policy Nos.: 4118.237/4218.237/5141.8 Face Masks/Coverings and Policy Nos.: 6146 - Graduation Requirements.

The other two policies which were revised Students Martial or Parental Status which discusses equal rights for all students and FAFSA Completion requirements for all students beginning with the Class of 2025.

It was **MOVED** (Gragnolati) and **SECONDED** (Culter) and **PASSED** (U) that the Board of Education revises Policy No.: 5134 Students Marital or Parental Status and Policy No.: 6148 FAFSA Completion as presented.

The other policies will be on the next meeting for a second read and possible approval.

XIII. Facilities Report and Update

Mr. Parkhurst commented that 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 projects, including the fence around the HVAC condensing units in the pre-k courtyard and the commissioning/startup the HVAC Upgrade Zones 1 through 3. South Elementary School he discussed the replacing of the failed Hartford loop in the boiler room; removal of existing spider web playground and blackout tinting of window replacements. The middle school installation of the blackout shades in courtyard windows and install acoustical panels on gymnasium ceiling which will most likely happen after basketball season in March of 2024. The high school projects are tree removal, stump grinding and tree planting.

A brief discussion was held.

XIV. Weather Related Early Dismissal Schedule Discussion

Mr. Parkhurst explained the early dismissal/delay schedule is not different; however, he would like to have a set schedule for early dismissal/delay schedule during a weather event.

A brief discussion was held.

It was **MOVED** (Gragnolati) and **SECONDED** (Osorio) and **PASSED** (U) that the Board of Education approves the weather related emergency early dismissal & delayed opening plan as presented.

XV. Board and Superintendent Comments

Mr. Parkhurst noted that he will be attending the CABA Conference with Mrs. Christianson on Friday and the newest Board Members, Ms. Culter and Ms. Osorio will be joining them on Saturday.

XVI. Public Audience

Mr. David Farr addressed the Board. He first congratulated the newest Board Members. He had a few questions for the Board, beginning with a policy which was made back in 2015 when it came to naming fields for teachers, coaches,

principals, etc. He was wondering if he missed any teachers or principals being brought forward for consideration. The policy in place is Policy 7551. He suggested naming or honoring a superintendent from the past, Mr. Jackson and a principal of the high school from the past, Mr. Shapiro. He wanted to know about a status, if any. Mr. Parkhurst noted that the last dedication he can remember is when they hung a banner at the pool and the naming of the tennis courts. Other than that, he cannot recall any other names being brought to the Board for consideration. Mr. Farr suggested to be proactive and put a link on the website and maybe some people will make those suggestions. He also discussed the conditions of the Windsor Locks track which was built in 1968. He suggested forming a group with Board Members, First Selectman, members of the Board of Finance and State Representatives to come up with a plan to have the track upgraded, looking for grants that can be used as other towns have done. Lastly, he discussed coaches and complaints about coaches and what the protocol is for parents to make complaints. He was told it should go to the Athletic Director, Principal, and the Superintendent. He spoke about JV teams and the importance of having JV teams to give the younger athletes the experience before they begin playing on a varsity team. He also spoke about the difficulties for him to get scores and/or player of the game information to be posted on-line and in the newspapers. He would like to post scores and stories about the high school teams, but it is difficult getting that information.

XVII. EXECUTIVE SESSION

It was **MOVED** (Gragnotati) and **SECONDED** (Osorio) and **PASSED** (U), that the Board of Education enters into Executive Session as permitted by Connecticut General Statutes Section 1-225(a) for the following purposes as allowed by Section 1-200(6), that is

A. Condition of Employment of the Superintendent

That attendance in the Executive Session shall be limited to:

- Members of the Board of Education
- Superintendent of Schools
- Others invited as needed

Board moved into Executive Session at 7:15 p.m.

It was **MOVED** (Gragnotati) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education terminates Executive Session and reconvenes into public session at 8:15 p.m.

XVIII. Adjournment

It was **MOVED** (Gragnolati) and **SECONDED** (Osorio) and **PASSED** (U) that the Board of Education adjourn the Regular Meeting of November 16, 2023 at 8:15 p.m.

Respectfully submitted,

Denise M. Piotrowicz
Recording Secretary

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN L. PARKHURST, SUPERINTENDENT
DATE: DECEMBER 14, 2023
RE: PERSONNEL REPORT

Resignation:

Jessica Ossen, an Art Teacher at Windsor Locks High School has resigned effective January 10, 2024. At the time of her resignation, Ms. Ossen will have served the students of Windsor Locks for seven (7) years.

Amy Avery, a Special Educator at Windsor Locks Middle School has resigned effective January 10, 2024. At the time of her resignation, Ms. Avery will have served the students of Windsor Locks for two and one half (2.5) years.

BOARD MOTION: “**MOVE**” that the Board of Education accepts Ms. Ossen’s resignation effective January 10, 2024 and Ms. Avery’s resignation effective January 10, 2024 and offers our sincere appreciation for all of their efforts on behalf of the students of the Windsor Locks Public Schools.”

EXHIBIT III

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN L. PARKHURST, SUPERINTENDENT
DATE: DECEMBER 14, 2023
RE: UPSEU - FOOD SERVICE EMPLOYEES CONTRACT

Tonight the Board of Education will vote on the Windsor Locks United Public Service Employees Union (UPSEU) - Food Service Employees Local 424 - Unit 26 Bargaining Unit Contract for July 1, 2023 through June 30, 2026.

Possible Board Motion: “**MOVE** that the Board of Education approve the Windsor Locks UPSEU, Local 424 - Unit 26 Food Service Employees Bargaining Unit contract for July 1, 2023 through June 30, 2026.”

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: ALISON PIERCE, DIRECTOR OF OPERATIONS AND FINANCE
DATE: DECEMBER 14, 2023
RE: BUSINESS OFFICE REPORT

FY24 Financials

FY24 GL Budget	\$33,025,838.00
Range to Date (November 2023 only)	\$ 2,659,740.14
YTD through November 30, 2023	\$ 9,860,055.31
FY24 Encumbrances	\$19,378,536.89
FY24 Budget Balance	\$ 3,787,245.80
FY24 % of Budget Remaining	11.47%

Windsor Locks Public Schools

BOE GF by Acct Area

Fiscal Year: 2023-2024

From Date: 11/1/2023

To: 11/30/2023

Subtotal by Collapse Mask
 Include pre encumbrance
 Print accounts with zero balance
 Filter Encumbrance Detail by Date Range
 Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
010.00.100.0000.000.000	Account Area: Student Activity - 100	\$503,939.00	\$34,821.76	\$76,610.00	\$427,329.00	\$113,947.27	\$313,381.73	62.19%
010.00.110.0000.000.000	Account Area: Central Administration - 110	\$1,416,473.63	\$90,340.47	\$533,784.19	\$882,689.44	\$692,663.00	\$190,026.44	13.42%
010.00.120.0000.000.000	Account Area: Capital Improv & Equip - 120	\$1,000.00	\$0.00	\$798.00	\$202.00	\$0.00	\$202.00	20.20%
010.00.130.0000.000.000	Account Area: Administrative Expenses - 130	\$224,984.15	\$1,600.25	\$99,772.95	\$125,211.20	\$77,294.15	\$47,917.05	21.30%
010.00.140.0000.000.000	Account Area: Tuition & Special Services - 140	\$2,409,354.00	\$21,360.00	\$417,943.96	\$1,991,410.04	\$1,381,375.14	\$610,034.90	25.32%
010.00.211.0000.000.000	Account Area: Principals - 211	\$1,074,718.01	\$79,909.56	\$400,966.96	\$673,751.05	\$636,619.26	\$37,131.79	3.46%
010.00.213.0000.000.000	Account Area: Instructional Staff - 213	\$14,942,693.10	\$1,321,974.91	\$3,935,465.69	\$11,007,227.41	\$10,660,702.13	\$346,525.28	2.32%
010.00.214.0000.000.000	Account Area: Support Staff - 214	\$2,521,531.16	\$194,743.91	\$598,806.18	\$1,922,724.98	\$1,683,357.84	\$239,367.14	9.49%
010.00.215.0000.000.000	Account Area: Secretarial Staff - 215	\$367,096.00	\$29,071.27	\$136,393.52	\$230,702.48	\$230,181.92	\$520.56	0.14%
010.00.220.0000.000.000	Account Area: Textbooks - 220	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00	100.00%
010.00.230.0000.000.000	Account Area: Library - 230	\$25,833.97	\$899.51	\$6,688.67	\$19,145.30	\$1,686.99	\$17,458.31	67.58%
010.00.231.0000.000.000	Account Area: Technology - 231	\$222,125.00	\$31,463.50	\$145,076.29	\$77,048.71	\$16,027.00	\$61,021.71	27.47%
010.00.240.0000.000.000	Account Area: Teaching Supplies - 240	\$185,675.00	\$5,730.01	\$69,791.67	\$115,883.33	\$28,632.63	\$87,250.70	46.99%
010.00.250.0000.000.000	Account Area: Instructional Support - 250	\$61,646.43	\$1,144.49	\$14,553.14	\$47,093.29	\$1,397.38	\$45,695.91	74.13%
010.00.300.0000.000.000	Account Area: Health Care - 300	\$339,236.00	\$30,085.53	\$86,716.63	\$252,519.37	\$242,565.13	\$9,954.24	2.93%
010.00.520.0000.000.000	Account Area: Transportation - 520	\$1,881,834.14	\$17,717.90	\$236,641.26	\$1,645,192.88	\$1,477,879.07	\$167,313.81	8.89%
010.00.610.0000.000.000	Account Area: Custodial Staff - 610	\$1,394,591.91	\$113,976.00	\$473,350.62	\$921,241.29	\$884,035.83	\$37,205.46	2.67%
010.00.620.0000.000.000	Account Area: Contracted Service/Plant Op - 620	\$401,552.00	\$29,574.77	\$116,041.39	\$285,510.61	\$67,393.59	\$218,117.02	54.32%
010.00.640.0000.000.000	Account Area: Utilities - 640	\$993,445.00	\$53,969.14	\$241,096.84	\$752,348.16	\$695,237.91	\$57,110.25	5.75%
010.00.650.0000.000.000	Account Area: Custodial Supplies - 650	\$130,000.00	\$11,893.43	\$32,268.83	\$97,731.17	\$0.00	\$97,731.17	75.18%
010.00.720.0000.000.000	Account Area: Building & Grounds Repairs - 720	\$164,462.50	\$10,875.36	\$30,331.23	\$134,131.27	\$44,278.09	\$89,853.18	54.63%
010.00.721.0000.000.000	Account Area: Equip Repair & Rental - 721	\$137,991.00	\$4,155.61	\$62,484.71	\$75,506.29	\$59,823.09	\$15,683.20	11.37%
010.00.729.0000.000.000	Account Area: Lease/Rental - 729	\$0.00	\$6,175.00	\$37,050.00	(\$37,050.00)	(\$37,050.00)	\$0.00	0.00%
010.00.810.0000.000.000	Account Area: Retire/Social Security - 810	\$1,558,983.00	\$115,667.18	\$466,666.10	\$1,092,316.90	\$58,819.80	\$1,033,497.10	66.29%
010.00.820.0000.000.000	Account Area: Insurance - 820	\$2,064,173.00	\$452,590.58	\$1,640,756.48	\$423,416.52	\$361,669.67	\$61,746.85	2.99%
Grand Total:		\$33,025,838.00	\$2,659,740.14	\$9,860,055.31	\$23,165,782.69	\$19,378,536.89	\$3,787,245.80	11.47%

EXHIBIT IV B

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: ALISON PIERCE, DIRECTOR OF FINANCE & OPERATIONS

DATE: DECEMBER 14, 2023

RE: HVAC GRANT UPDATE

In reviewing the State of Connecticut Indoor Air Quality Grant Application, Windsor Locks Public Schools does not have the documentation required for the application process and therefore WLPS will not be applying for funding under this grant opportunity.

We will continue to work with our Director of Facilities and our energy partners on short and long term planning for continued indoor air quality improvement.

BOE Review of FY25 Contractual Budget

Prepared & Presented by:

**Shawn Parkhurst, Superintendent
Alison Pierce, Director of Finance & Operations**

December 14, 2023

Annual Obligations

Salaries:

Union Staff (*Teachers, ParaEducators, Administrators, Facilities & Maintenance, Nurses/LPNs, Administrative Assistants, Food Service*)

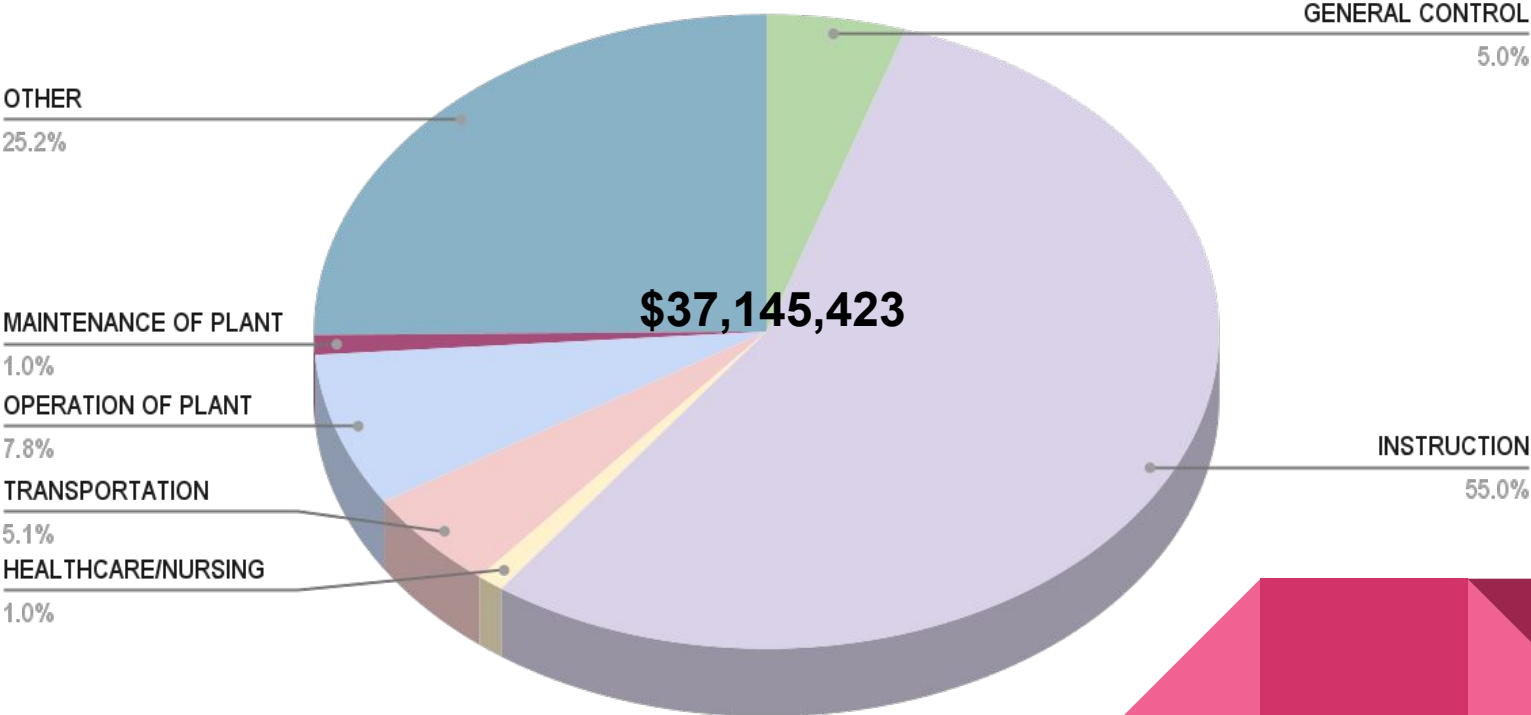
Non-Union Leadership (*Superintendent, Director of HR, Director of Facilities & Maintenance, Director of Technology, Director of Finance & Operations*)

Non-Union Support Staff (Administrative Assistant to the Superintendent, Staff Accountant & Grants Manager, Data & Systems Analyst, Technology Specialist, Network Administrator, Facilities Attendant, Tutors, Occupational Therapist/Physical Therapist, Daily Substitutes, Building Substitutes, Bus Monitors, Hall Monitors, BOE Clerk)

Insurance: Medical, Dental, Medicare, FICA, TRB, MERF, Worker's Compensation, Unemployment, Life, Liability-Auto-Property, Cyber, OPEB, HSA/HRA Contribution

Service Contracts: District Memberships, Legal Fees, Annual Audit, Financial Software, Postal Machines, Printers/Copiers, Transportation, Out-of-District Tuitions, Out-of-District Transportation, Out-of-District Services

FY25 Contractual Budget - At A Glance



Summary of FY 24 to FY25 Contractual Obligations

Account Area Totals	APPROVED 2023-2024	PROPOSED 2024-2025	% INC/DECR.
GENERAL CONTROL	\$1,678,904	\$1,849,165	10.14%
INSTRUCTION	\$18,853,594	\$20,422,704	8.32%
HEALTHCARE/NURSING SERVICES	\$339,236	\$360,154	6.17%
TRANSPORTATION	\$1,881,834	\$1,884,555	0.14%
OPERATION OF PLANT	\$2,796,965	\$2,905,514	3.88%
MAINTENANCE OF PLANT	\$295,077	\$371,885	26.03%
OTHER	\$6,552,448	\$9,351,445	42.72%
TOTAL BOARD OF EDUCATION CONTRACTUAL EXPENDITURES	\$32,398,059	\$37,145,423	14.65%
FY24 \$2,500,000 BOF one time medical insurance payment		<u>-\$2,500,000</u>	
	\$32,398,059	\$34,645,423	6.9%

GENERAL CONTROL - Detail behind the numbers

● Administrative Expenses ● Central Administration

CENTRAL ADMINISTRATION

\$1,618,734

Superintendent's Office

Superintendent

Assistant Superintendent

Administrative Assistant

Curriculum & Instruction Office

Director of CIA (STEAM)

Director of CIA (ELA)

Business Office

Director of Finance & Operations

Staff Accountant & Grants Manager

Accounts Payable Specialist

Payroll & Benefits Specialist

Human Resources Office

Director of Human Resources

Human Resource Specialist

Pupil Services Office

Director of Pupil Services

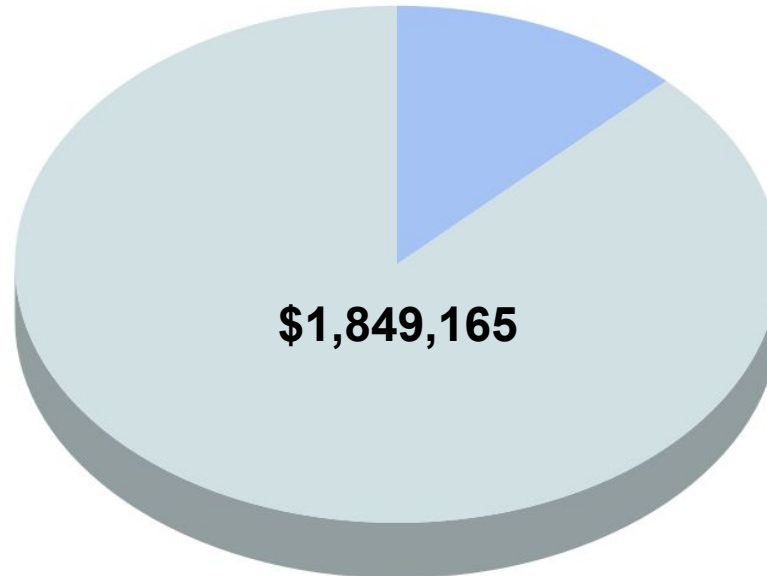
Assistant Director of Pupil Services

Administrative Assistant to the Director

Pupil Services Administrative Assistant

PMA/RISE Administrative Assistant

BOE Clerk



ADMINISTRATIVE EXPENSES

\$230,431

Mileage reimbursements

Legal Fees

Adult Education Consortium

Annual Audit

District Financial Software

HR Dues/Fees

District Dues/Fees

BOE & Central Office Supplies

DS Memberships

NCSP Payments (Psychs/SLP)

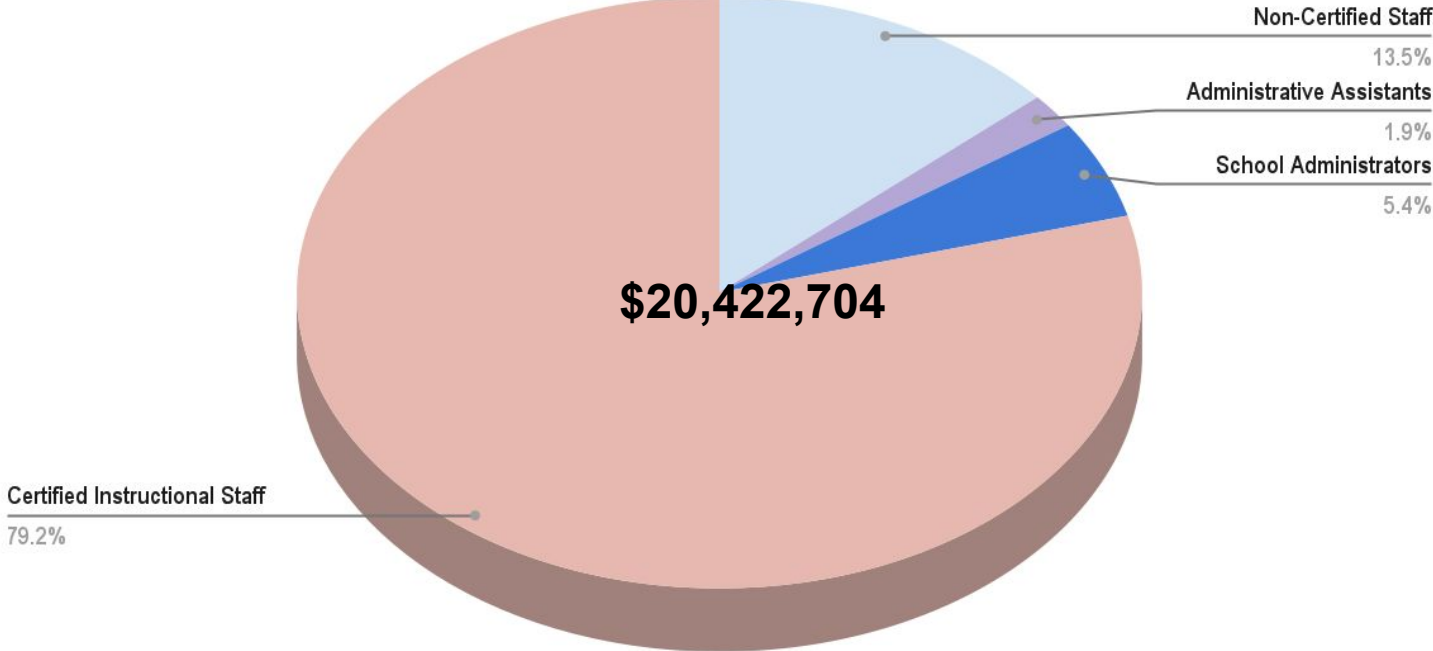
Convocation

Employee Recognition & Orientation

CO Professional Development

Postage

INSTRUCTION - Detail behind the numbers



Contractual Salaries

Union	Acct Area	Description	FY24 Budget	FY 25 Budget	Notes
Yes	213	WLTA - Certified Instructional Staff	\$14,961,561	\$16,168,472	Steps plus percentage increase Moved teachers from grants to GF
Yes	211	WLAA - Administrators	\$957,888	\$1,098,215	Steps plus percentage increase
Yes	610	Facilities & Maintenance	\$1,390,592	\$1,436,837	Contract negotiations pending Minimum wage increase Seasonal housekeepers from grants to GF
Yes	300	Nurses/LPNs	\$339,236	\$360,154	Steps plus percentage increase
Yes	214	Non-Certified Staff (ParaEducators)	\$2,567,050	\$2,767,246	Steps plus percentage increase Minimum wage increase
Yes	215	Secretaries (Administrative Assistants)	\$367,095	\$388,771	Steps plus percentage increase Additional steps for 12 mth staff
Total Contractual Salary Obligations			\$20,583,422	\$22,219,695	
	Union	\$22,219,695 OF \$37,145,423			59.82% OF CONTRACTUAL OBLIGATIONS
	Non-Union	\$1,618,734 of \$37,145,423			4.35% of Contractual Obligations
	Union & Non-Union	\$23,838,429 of \$37,145,423			64.17% of all Contractual Obligations

Undesignated Instruction Expenses

Classroom Coverage Costs:

- Substitutes (Long Term Certified Substitutes, Daily Substitutes, Building Substitutes, On-Call Substitutes)
- Meeting Coverage (PPT's, Testing, Lunch/Cafe)
- Work performed outside of the job description; additional responsibilities

FY22 = \$132,300 (actual)

FY23 = \$123,161 (actual)

FY24 = \$144,929 (budgeted)

INSURANCE

	FY24 BUDGET	FY25 BUDGET	DOLLAR CHANGE	% CHANGE
DS Share Medicare	\$ 356,390	\$ 375,000	\$ 18,610	5.2%
DS Share FICA	\$ 347,593	\$ 350,000	\$ 2,407	0.7%
MERF Retirement	\$ 855,000	\$ 850,000	\$ (5,000)	-0.6%
Medical/Dental Insurance	\$ 1,266,923	\$ 4,150,000	\$ 2,883,078	227.6%
Life Insurance	\$ 27,300	\$ 40,000	\$ 12,700	46.5%
Unemployment Compensation	\$ 30,000	\$ 25,000	\$ (5,000)	-16.7%
Worker's Compensation	\$ 165,000	\$ 155,000	\$ (10,000)	-6.1%
OPEB BOE Obligation	\$ 41,000	\$ 35,000	\$ (6,000)	-14.6%
DS Retirement Benefits/HRA/HSA	\$ 400,000	\$ 425,000	\$ 25,000	6.3%
Vision Insurance	\$ -	\$ -	\$ -	#DIV/0!
Liability Insurance	\$ 133,950	\$ 133,950	\$ -	0.0%
INSURANCE TOTAL	\$ 5,623,563	\$ 8,999,114	\$ 3,375,550	60.0%
Medical/Dental Insurance	\$1,266,923	\$1,650,000	\$383,077	30.23%

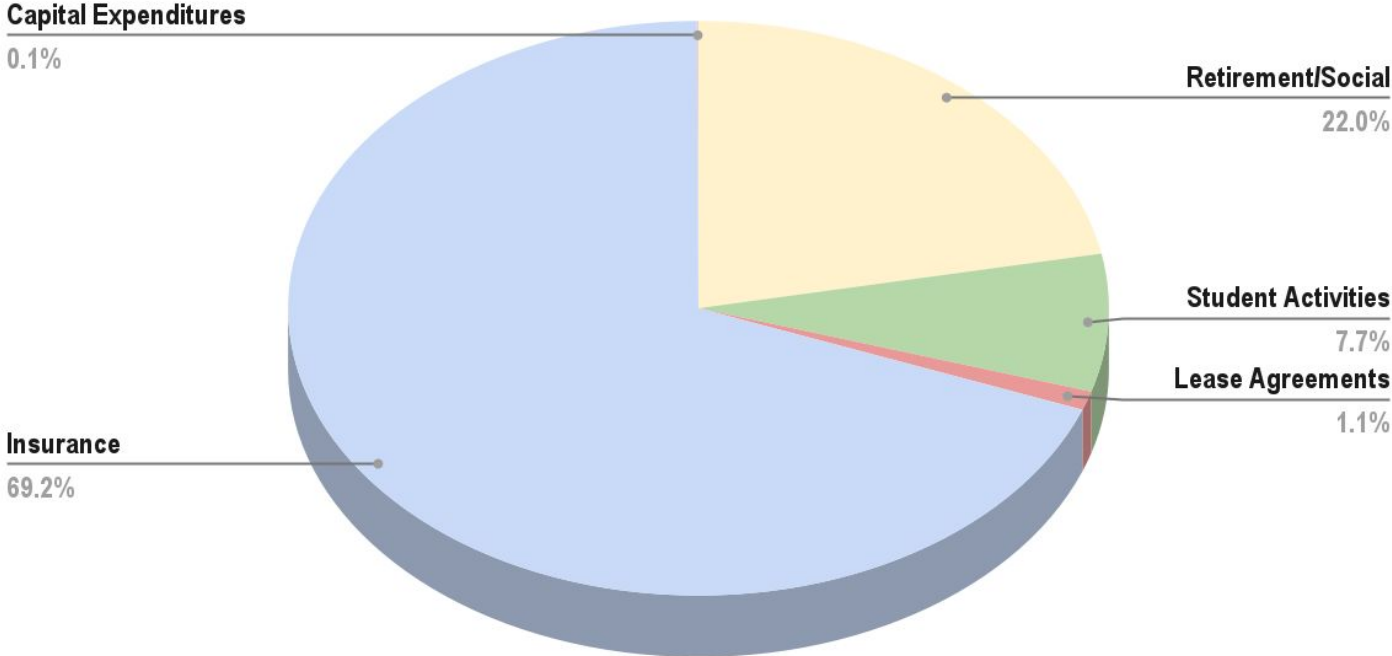
Facilities Operation and Maintenance of Plant

Description	FY24 Budget	FY 25 Budget	% Inc/Decr.	Notes
Facilities & Maintenance Department	\$1,137,651	\$1,253,655	10.20%	Contractual increases, increased costs, additional equipment and associated maintenance
North Street School	\$278,717	\$275,295	-1.23%	Upgraded HVAC system
South Elementary School	\$268,142	\$272,077	1.47%	Food service equipment annual cleaning and maintenance previously funded in district
Middle School	\$385,580	\$406,454	5.41%	Additional kitchen equipment for energy efficiency; increase in maintenance
High School	\$1,001,616	\$1,004,538	0.29%	Major repairs in FY24; preventative and strategic maintenance
RISE Transition Academy	\$42,781	\$38,637	-9.69%	Amended contract ending August 31, 2025
Pupil Services	\$3,095	\$0	-100.00%	
Totals	\$3,117,582	\$3,250,656	4.27%	

Service Contracts

Description	FY 24 Budget	FY 25 Budget	% Inc/Decr.	Notes
Administrative Expenses	\$205,678	\$221,276	7.58%	DS Dues & Fees (Auditing, Legal, DS Memberships), Decrease in legal fees (HR legal); increase in BOE Memberships previously grant funded, DS Financial System (Central Office)
Educational Equipment Repairs	\$130,615	\$122,820	-5.97%	Postal and Copier Machines Contract Year 2 of 5, Technology Equipment and School Equipment Repair (District-wide)
Regular Transportation	\$772,000	\$825,000	6.87%	RFP - anticipated increase (not Out-of-District Transportation, Special Education Transportation,
Replacement Equipment	\$0	\$66,880		Student technology devices (FY24 CIAC)

OTHER



Recommendations for FY25 Budget

- Evaluate and utilization of staff
 - Potential reduce costs or redistribute talent

- Shared Costs with Town
 - Town/BOE leadership collaborate on insurance costs
 - Strategic Financial Planning
 - Implementation of Financial Plans (short term and long term)

- Work with Building Leadership
 - Zero-based budget
 - Cost benefit analysis of programs
 - Focus on Vision & Mission

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	\$32,398,059	\$34,645,423	33 6.9%

FY25 Budget Process & Timeline

Activity	Date	Responsibility
FY25 Contractual Obligations Presentation at Board of Education Meeting	December 14, 2023	Superintendent Director of Finance Board of Education Members
FY 25 Budgets Due	December 15, 2023	Administrators
FY25 Budget Review	December 18, 2023	Superintendent Director of Finance Director of Human Resources
FY25 Individual Budget Review	December 19, 2023 December 21, 2023	Superintendent Director of Finance Director of Human Resources Respective Administrators
FY25 Initial Budget Presentation at Board of Education Meeting	January 4, 2024 6:00 pm	Superintendent Director of Finance Director of Human Resources
FY25 Special Education Budget Presentation at Board of Education Meeting	January 11, 2024 5:00 pm	Superintendent Director of Finance Director of Pupil Services Coordinator of Alternative Services
FY25 Building Based Budget Presentations at Board of Education Meeting	January 18, 2024 5:00 pm	Superintendent Director of Finance Building Administrators
FY25 Budget Workshop	January 22, 2024 4:30 pm	Superintendent Director of Finance Director of Human Resources Leadership Team Board of Education Members
FY25 Revised Budget Presentation and approval at Board of Education Meeting	January 25, 2024 5:00 pm	Superintendent Director of Finance Leadership Team Board of Education Members
FY25 Budget Submission to Town	February 1, 2024	Superintendent Director of Finance Board of Education Chairperson
FY25 BOE Budget Presentation to BOF	February 13, 2023 6:30 pm	Superintendent Director of Finance Board of Education Chairperson

FY25 Budget Appeals to BOF	March 26, 2024 6:30 pm	Superintendent Director of Finance Board of Education Chairperson
FY25 Public Hearing on the Budget	April 23, 2023 7:00 pm	Superintendent Director of Finance Board of Education Chairperson
FY25 Annual Town Budget Meeting	May 21, 2024 7:00 pm	

EXHIBIT V

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN L. PARKHURST, SUPERINTENDENT
DATE: DECEMBER 14, 2023
RE: POLICY - SECOND READ

Tonight, the following policies are presented as a second read and potential vote before the Board of Education:

- 4121 Substitute Teachers - *New Policy*
- 5145.53 Transgender and Gender Non-Conforming Youth - *New Policy*
- 6146A Graduation Requirements for the Class of 2023 - *Revise and Renumber to Policy 6146*
- 7230.2 Indoor Air Quality/Heating, Ventilation, and Air Conditioning - *New Policy*

Personnel -- Certified

4121 - Substitute Teachers

A substitute teacher shall be a person who has earned a Bachelor's Degree, is fully qualified to instruct in our schools and who is employed for short periods of time in the absence of the regular teacher. The Commissioner of Education may waive requirement for a Bachelor's Degree for good cause upon the request of the Superintendent of Schools.

The Board shall only hire applicants for substitute teaching positions who comply with the reference and background checks as detailed in Policy #4112.51/4212.51 and who comply with the required disclosure requirements

Suitable programs for training, assigning, orienting and evaluating the work of substitute teachers shall be provided by the certified staff under the direction of the Superintendent.

Rates of compensation for substitute teachers will be set by the Board of Education.

It will be the responsibility of the Principal or his/her designee to assign a substitute to fill any vacancy by the temporary absence of a regular staff member. The substitute teacher will be selected from a list of approved substitutes furnished by the Superintendent's office.

The Board of Education is permitted to employ a person who lacks substitute teacher authorizations as a substitute teacher in the same assignment for a period not to exceed 60 school days. Principals will make every effort to maintain as much continuity of instruction as possible by engaging only one substitute teacher for the full period of absence of one teacher and by calling back a substitute to serve in a classroom in which he/she/they performed successfully.

Substitute teachers will not participate in the health ~~and welfare~~ plans or other fringe benefits of the school system. However, substitute personnel hired to fill the position of an employee absent on an extended leave will be entitled to the privileges and benefits afforded regular professional employees, with the exception that the term of employment ordinarily will cease at the scheduled termination of the regular teacher's leave.

Retired teachers may be employed as substitute teachers without jeopardizing their retirement salary within the limits as prescribed by law.

It is the intent to use only certified teachers as substitutes, whenever possible.

If long-term substitutes are required (more than 10 consecutive days for one assignment), the substitute must meet certification requirements for that assignment. Long-term substitute teachers are those who are requested to serve more than 10 consecutive days for the same teacher. In such cases, following the 10th day, the rate of pay will be in the prorated daily rate of the beginning B.A. salary step in effect for that school year.

Daily substitute teachers are those who serve for a variety of teachers and/or in a non-consecutive manner.

Rates for daily substitutes and the first 10 days of long-term substitutes will be determined annually

during the budget process for the following year.

Cooperative, interdistrict and outside agency relationships and initiatives will be considered in order to meet the substitute need. In such cases, a rate may be set through the cooperative agreement.

(cf. 4112.51/4212.51 – Employment/Reference Checks)

Legal Reference: Connecticut General Statutes
10-183v Reemployment of teachers.
10-145a Certificates of qualification for teachers.
June 19 Special Session, Public Act No. 09-1
An Act Implementing the Provisions of the Budget Concerning Education, Authorizing State Grant Commitments for School Building Projects and Making Changes to the Statutes Concerning School building Projects and Other Education Statutes. (Section 48) Public Act No. 09-6 September Special Session
10-221d Criminal history records checks of school personnel. Fingerprinting. Termination or dismissal. (as amended by PA 16-67)
10-222c Hiring policy. (as amended by PA 16-67)
PA 23-159 (Section 18)

Policy Adopted:

Students

5145.53 Transgender and Gender Non-Conforming Youth

Purpose

Federal and state law and District policy require that all programs, activities, and employment practices be free from discrimination based on sex, sexual orientation, or gender identity or expression. This policy is designed in keeping with these mandates to create a safe learning environment for all students and to ensure that every student has equal access to all school programs and activities.

This policy sets out guidelines for schools and District staff to address the needs of transgender and gender non-conforming students and clarifies how state law should be implemented in situations where questions may arise about how to protect the legal rights or safety of such students. This policy does not anticipate every situation that might occur with respect to transgender or gender non-conforming students and the needs of each transgender or gender non-conforming student must be assessed on a case-by-case basis. In all cases, the goal is to ensure the safety, comfort, and healthy development of the transgender or gender non-conforming student while maximizing the student's social integration and minimizing stigmatization of the student.

Definitions

The definitions provided here are not intended to label students but rather to assist in understanding this policy and the legal obligations of District staff. It is recognized that students might or might not use these terms to describe themselves.

“Gender identity” is a person's deeply held sense or psychological knowledge of their own gender, regardless of the gender they were assigned at birth. One's gender identity can be the same or different than the gender assigned at birth. Everyone has a gender identity.

“Transgender” describes people whose gender identity, expression or behavior is different from those typically associated with an assigned sex at birth.

“Gender expression” refers to the manner a person represents or expresses gender to others, often through behavior, clothing, hairstyles, activities, or mannerisms.

“Gender non-conforming” describes people whose gender expression differs from stereotypical expectations, such as “feminine” boys, “masculine” girls, and those who are perceived as androgynous. This includes people who identify outside traditional gender categories or identify both genders.

“Sexual Orientation” refers to a person's identity in relation to the gender or genders to which they are romantically, emotionally, or sexually attracted, including any identity that a person may have previously expressed or is perceived by another to hold.

“Cisgender” refers to individuals whose gender identity, expression, or behavior conforms with those typically associated with their sex assigned at birth.

“Gender Fluid” may be a form of both gender identity and gender expression. It generally

describes individuals who may not identify as the same gender all the time, and whose gender expression may change accordingly.

“Gender Minority” is an umbrella term referring to individuals not identifying as cisgender.

“Gender Transition” is the process in which a person changes their gender expression to better reflect their gender identity. In order to feel comfortable and to express their gender identity to other people, transgender people may take a variety of steps such as using a nickname or legally changing their name; choosing clothes and hairstyles to reflect their gender identity; and generally living and presenting themselves to others, consistently with their gender identity. Some, but not all, transgender people take hormones or undergo surgical procedures to change their bodies to better reflect their gender identity. Transitioning may or may not include changing identity documents (e.g., driver’s license, Social Security record) to reflect one’s gender identity.

“Bullying” means an act that is direct or indirect and severe, persistent or pervasive which:

- a. causes physical or emotional harm to an individual,
- b. places an individual in reasonable fear of physical or emotional harm, or
- c. infringes on the rights and opportunities of an individual at school.

Bullying shall include, but need not be limited to, a written, oral, or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

“Harassment” means written, verbal or physical conduct that adversely affects the ability of one or more students to participate in or benefit from the school’s educational programs or activities because the conduct is so severe, persistent or pervasive. This includes conduct that is based on a student’s actual or perceived race, color, national origin, sex, disability, sexual orientation, sexual identity or expression, or religion. This also includes conduct that targets a student because of a characteristic of a friend, family member or other person or group with whom a student associates.

Privacy

All persons, including students, have a right to privacy. This includes the right to keep private one’s transgender status or gender non-conforming presentation at school. Information about a student’s transgender status, legal name, or gender assigned at birth also may constitute confidential medical information. School personnel should not disclose information that may reveal a student’s transgender status or gender non-conforming presentation to others, including parents and other school personnel, unless legally required to do so or unless the student has authorized such disclosure. Transgender and gender non-conforming students have the right to discuss and express their gender identity and expression openly and to decide when, with whom, and how much to share private information.

When contacting the parent or guardian of a transgender or gender non-conforming student, school personnel should use the student’s legal name and the pronoun corresponding to the student’s gender assigned at birth unless the student, parent, or guardian has specified otherwise.

Official Records

The District is required to maintain a mandatory permanent student record (“official record”) that includes a student’s legal name and legal gender. However, the District is not required to use a student’s legal name and gender on other school records or documents. The District will change a student’s official record to reflect a change in legal name or legal gender upon receipt of documentation that such change has been made pursuant to a court order. In situations where school staff or administrators are required by law to use or to report a transgender student’s legal name or gender, such as for purposes of standardized testing, school staff and administrators shall adopt practices to avoid the inadvertent disclosure of such confidential information.

Note: A review of Connecticut statutes and regulations and other legal resources has not provided a legal basis requiring a court order prior to changing a student’s official record to reflect a change in legal name or legal gender. It is a common practice to require documentation to change a student’s legal name or gender pursuant to a court order or through amendment of state or federally-issued identification. However, under FERPA*, a school must consider the request of a minor student’s education records that is inaccurate, misleading, or in violation of the student’s privacy rights. Consider, therefore, the following language as an alternative to the above. *(Family Educational Rights and Privacy Act)

The District recognizes, under FERPA, that a student has the right to request the school to change his/her name and gender on such student’s school records if the student or parent/guardian, if such a student is under 18 years of age, believe the records are incorrect, misleading, or violate a student’s privacy. (In general, a school should treat requests to change student records based on transgender status no differently than it would treat any other request for a change to student records.) Upon such a request, schools should correct student education records to accurately reflect the student’s chosen name and gender identity, regardless of whether the student has completed a legal name change.

Names/Pronouns

A student has the right to be addressed by a name and pronoun that corresponds to the student’s gender identity. A court-ordered name or gender change is not required, and the student need not change his or her official records.

The intentional or persistent refusal to respect a student’s gender identity (for example, intentionally referring to the student by a name or pronoun that does not correspond to the student’s gender identity) is a violation of this policy.

Gender-Segregated Activities

To the extent possible, schools should reduce or eliminate the practice of segregating students by gender. In situations where students are segregated by gender, such as for selected health education classes, students should be included in the group that corresponds to their gender identity.

Student Information Systems

The District shall modify its student information system, as necessary, to prevent disclosure of confidential information and ensure that school personnel use a student’s preferred name and pronouns consistent with the student’s gender identity.

Restroom Accessibility

Students shall have access to the restroom that corresponds to their gender identity consistently asserted at school. Any student who has a need or desire for increased privacy, regardless of the underlying reason, should be provided access to a single user restroom. However, no student shall be required to use such a restroom because they are transgender or gender non-conforming.

Locker Room Accessibility

The use of locker rooms by transgender students shall be assessed on a case-by-case basis with the goals of maximizing the student's social integration and equal opportunity to participate in physical education classes and sports, ensuring the student's safety and comfort, and minimizing stigmatization of the student. In most cases, transgender students should have access to the locker room that corresponds to their gender identity consistently asserted at school, like all other students. Any student, transgender or not, who has a need or desire for increased privacy, regardless of the underlying reason, should be provided with a reasonable alternative changing area such as the use of a private area (e.g., a nearby restroom stall with a door, an area separated by a curtain, a P.E. instructor's office in the locker room, or a nearby health office restroom), or with a separate changing schedule (e.g., using the locker room that corresponds to their gender identity before or after other students).

Any alternative arrangement should be provided in a way that protects the student's ability to keep his or her transgender status confidential. In no case shall a transgender student be required to use a locker room that conflicts with the student's gender identity.

Physical Education Classes & Intramural Sports

Transgender and gender non-conforming students shall be permitted to participate in physical education classes and intramural sports in a manner consistent with their gender identity.

Interscholastic Competitive Sports Teams

Transgender and gender non-conforming students shall be permitted to participate in interscholastic athletics in a manner consistent with their gender identity and in compliance with the applicable regulations of the Connecticut Interscholastic Athletic Association (CIAC).

Dress Codes

Transgender and gender non-conforming students have the right to dress in a manner consistent with their gender identity or gender expression. In general, District schools may not adopt dress codes that restrict students' clothing or appearance on the basis of gender.

Discrimination/Harassment

It is the responsibility of each school and the District to ensure that transgender and gender non-conforming students have a safe school environment. This includes ensuring that any incident of discrimination, harassment, or violence is given immediate attention, including investigating the incident, taking appropriate corrective action, and providing students and staff with appropriate resources.

Complaints alleging discrimination or harassment based on a person's actual or perceived

transgender status or gender nonconformity are to be handled in the same manner as other discrimination or harassment complaints.

Transferring a Student to Another School (Opportunity Transfers)

In general, schools should aim to keep transgender and gender non-conforming students at the original school site. Opportunity transfers should not be a school's first response to harassment and should be considered only when necessary for the protection or personal welfare of the transferred student, or when requested by the student or the student's parent/guardian. The student or the student's parent or guardian must consent to any such transfer.

Professional Development

The Board of Education directs the Superintendent to provide for the training of District staff in transgender sensitivity, in what it means to treat all people respectfully and equally. Developmentally age-appropriate training shall also be provided for students.

- (cf. 0521 – Nondiscrimination)
- (cf. 4131 – Staff Development)
- (cf. 5114 – Suspension and Expulsion/Due Process)
- (cf. 5131 – Conduct)
- (cf. 5131.21 – Violent and Aggressive Behavior)
- (cf. 5131.8 – Out-of-School Misconduct)
- (cf. 5131.912 – Aggressive Behavior)
- (cf. 5131.913 – Cyberbullying)
- (cf. 5131.91 – Hazing)
- (cf. 5144 – Discipline/Punishment)
- (cf. 5145.4 – Nondiscrimination)
- (cf. 5145.5 – Sexual Harassment)
- (cf. 5145.51 – Peer Sexual Harassment)
- (cf. 5145.52 – Harassment)
- (cf. 5145.6 – Student Grievance Procedure)
- (cf. 6121 – Nondiscrimination)
- (cf. 6121.1 – Equal Educational Opportunity)

- Legal Reference: Connecticut General Statutes
- 1-1n “Gender identity or expression” defined.
 - 10-15c Discrimination in public school prohibited. (Amended by P.A. 97-247 to include “sexual orientation” and PA 11-55 to include “gender identity or expression”)
 - 10-222g Prevention and intervention strategy re bullying and teen dating violence as amended by P.A. 19-166
 - 46a-51 Definitions.
 - 46a-58(a) Deprivation of rights. Desecration of property. Placing of burning cross or noose on property. Penalty.
 - 46a-60 Discriminatory employment practices prohibited Federal Law.

46a-64(a)(1)(2) Discriminatory public accommodations practices prohibited. Penalty.

10-209 Records not to be public.

46a-60 Discriminatory employment practices prohibited.

Section 504 and the Federal Vocational Rehabilitation Act of 1973, 20 U.S.C. 706(7)(b).

Public Act 07-62 An Act Concerning the Deprivation of Rights on Account of Sexual Orientation.

Public Act 11-55 An Act Concerning Discrimination.

Title IX of the Education Amendments of 1972, 20 U.S.C. §1681(a).

Meritor Savings Bank. FSB v. Vinson, 477 U.S. 57 (1986).

Faragher v. City of Boca Raton, No. 97-282 (U.S. Supreme Court, June 26, 1998).

Burlington Industries, Inc. v. Ellerth, No. 97-569, (U.S. Supreme Court, June 26, 1998).

Gebbs v. Lago Vista Indiana School District, No. 99-1866, (U.S. Supreme Court, June 26, 1998).

Davis v. Monroe County Board of Education, No. 97-843 (U.S. Supreme Court, May 24, 1999).

Federal Family Educational Rights and Privacy Act of 1974, 20 U.S.C. 1232g

“Guidance on Civil Rights Protections and Supports for Transgender Students,” Connecticut State Department of Education, June 2017

Bostock v. Clayton County, Georgia, 140 S.Ct. 1731, 2020 WL3146686 (June 15, 2020)

PA 23-145 An Act Revising the State’s Antidiscrimination Statutes

Policy Adopted:

Instruction

Graduation Requirements ~~for the Class of 2023~~

To ensure that all students graduate from our schools with the knowledge, skills, and work habits they will need in adult life, the Windsor Locks Public Schools have adopted a mastery-based system of teaching, learning, promotion, and graduation. Beginning with the Windsor Locks High School Class of 2020, all students will need to demonstrate achievement of all cross-curricular and content-area graduation standards before receiving a high school diploma. These new graduation requirements will ensure that each student provides evidence that they have achieved expected learning standards, and acquired the knowledge, skills, and work habits that will prepare them for postsecondary education and modern careers.

The District's standards-based diploma system also requires our schools and educators to provide the interventions, support systems, and personalized-learning pathways that each student needs to master the expected standards and graduate college, career, and life-ready.

Graduation from our public school implies (1) that they have satisfactorily demonstrated the District's performance standards, assessed in part by the statewide mastery examinations, and (2) that they have fulfilled the legally mandated number and distribution of credits.

Definitions

Mastery-Based Learning refers to approaches used in which students advance upon mastering skills and content according to an established set of rigorous standards. Students move ahead when they have demonstrated mastery of content, not when they have reached a certain birthday or completed required hours in a classroom.

A mastery-based learning environment consists of state standards and district-developed competencies that put the focus on students demonstrating what they know and are able to do through the compilation of a body of evidence. The competencies that students are expected to meet are clearly articulated.

Content Graduation Standards are the final outcomes expected of students upon graduation from high school. They focus instruction on the most foundational, enduring and leveraged concepts and skills within each content area.

A. Communicating Graduation Requirements

To ensure that every student and family has the information and resources they need to appropriately plan and sequence the student's education decisions, our schools, educators, and staff will clearly and consistently communicate prior to entering high school and throughout the student's education career the graduation standards and diploma requirements that must be met to earn a high school diploma.

The Superintendent, through the high school principal or other designee, shall be responsible for ensuring that accurate, up-to-date information concerning all graduation standards and

diploma requirements are (1) readily available to all incoming students and their families in the spring preceding the start of each school year, and (2) published on the district and high school websites. A detailed guide to graduation standards, academic expectations, and diploma requirements will be disseminated to all incoming ninth-grade students at the time of course selection. This policy will also be referenced in each edition of the high school student handbook and on the district and high school websites.

As soon as it is practical and feasible, the Board expects the Superintendent or designee to inform all students and their families of any modifications made to the District's graduation requirements, which extends to all applicable changes in relevant state law, rules, or regulations.

The Board has approved the following schedule of minimum requirements for graduation, which encompasses minimum graduation requirements specified by the state and described in relevant laws, rules, and regulations. The Board is aware that current law and regulations are subject to change.

B. Academic Requirements for Graduation

Commencing with the Windsor Locks High School graduating class of 2023, all students must master the following graduation requirements:

1. All students will demonstrate that they have achieved mastery in the content-area graduation standards based on Connecticut State requirements. As a transitional plan while the Connecticut State Legislature studies and ultimately makes a final decision about the use of the Carnegie Unit as the basis for earning "credits," students shall earn a minimum of 25 credits based on mastery of the graduation standards associated with the subject areas listed.
 - a. Humanities* (which includes ELA) 9 credits including civics and the arts
 - b. STEM – 9 credits
 - c. Physical Education and Wellness – 1 credit
 - d. Health and Safety Education – 1 credit
 - e. World Languages – 1 credit
 - f. Mastery-based assessment – 1 credit
 - *Culminating project that demonstrates mastery of cross curricular standards:*
 - Clear and effective communicator
 - Self-directed learner and collaborative worker
 - Creative and practical problem solver
 - Responsible citizen
 - Informed thinker
 - g. Electives – 3 credits

*The humanities are fields of learning that help us understand and appreciate human history, culture, values, and beliefs. Philosophy, literature, religion, art, music, history, and language have become part of the subjects collectively categorized as the humanities.

The Windsor Locks Public school's administration, faculty, and staff will apply the set of standards and performance indicators that are aligned with the content-area standards of the State of Connecticut.

All students must satisfy graduation requirements utilizing personalized pathways through active engagement in mastery-based educational experiences in all the above content areas.

2. Windsor Locks High School graduates will demonstrate that they have achieved mastery in the cross-curricular standards:
 - a. A clear and effective communicator
 - b. A self-directed learner and collaborative worker
 - c. A creative and practical problem solver
 - d. A responsible citizen
 - e. An informed thinker
3. All students will design, document and defend a culminating project that demonstrates their mastery of content and cross-curricular graduation standards – this will be the mastery-based diploma assessment.
- ~~4. All students will complete and submit at least one application to a postsecondary educational institution, training program, or other certified learning experience, such as the military, that will provide them with continued opportunities for academic, career, and personal growth.~~
4. Pursuant to sections 319 and 320 of Public Act 23-204, starting with the high school graduating class of 2025, a student will not be permitted to graduate from Windsor Locks High School unless the student has completed the FAFSA, other institutional financial aid application for those without legal immigration status, or a waiver developed by the CSDE. This waiver can be completed by the parent/guardian or the student (if 18 or older or an emancipated minor). On and after March 15, the principal, school counselor, teacher or other certified educator may complete such waiver on behalf of any student if they affirm that they have made a good faith effort to contact the parent/guardian or student on at least three (3) occasions about completing the FAFSA or other institutional aid form.
5. While most students will satisfy graduation requirements over the course of a four-year academic program, students may also satisfy Windsor Locks High School's graduation requirements during a period of time that is either accelerated or lengthened, based on their distinct learning needs. This includes high school level coursework students may take at Windsor Locks Middle School, provided the same criteria is used to designate students' mastery of the standards required to earn the credit. Examples of these courses include but are not limited to Algebra 1, Spanish 1, Geometry, Algebra 2, etc. All students are expected to develop a Student Success Plan with assistance from counselors, teachers, and/or administrators that allows them to master expected standards at the pace and with the support they need.

C. Multiple Pathways

Windsor Locks High School offers all students multiple learning options that allow students to demonstrate mastery of content and cross-curricular standards, earn academic

credit and satisfy graduation requirements. Windsor Locks High School also encourages its students to explore a broad range of personalized learning experiences.

To pursue personalized learning experiences, students must design a plan that documents and defends how the experience satisfies both graduation requirements and expected cross-curricular and content area standards.

Learning options may include, but are not limited to the following:

1. Academic courses offered by the school
2. Dual enrollment or early college courses
3. Career and technical education programming
4. Online or blended learning options
5. Alternative or at-risk programming
6. Extended Learning opportunities, internships, fieldwork, or exchange experiences
7. Independent studies or long-term projects

D. Transfer and Home-School Students

For students who transfer to Windsor Locks High School from another state, country, school, program, or home-schooling situation, including educational programs that are not aligned with Windsor Locks High School's cross-curricular and content area graduation standards, the Principal shall evaluate the value of the student's prior education experiences and determine to what degree the student has met the school's graduation requirements. After enrolling in Windsor Locks High School, these students will need to satisfy all assessment, proficiency, and graduation requirements in the appropriate subject areas, as determined by the Principal. The Superintendent will ultimately determine whether these students are eligible to receive a diploma. Home-schooled students must have attended Windsor Locks High School for a minimum of two (2) years or four (4) semesters to be eligible for a diploma.

E. Students Receiving Special-Education Services

Students who successfully meet Windsor Locks High School's cross-curricular and content-area graduation standards, as specified in the goals and objectives of their Individualized Education Plans (IEP), will be awarded diplomas.

F. Extended Study

Students are eligible for extended years of study to complete the school's graduation requirements if they have not reached the age of 20. Students eligible for extended years of study may be referred to adult education or other programs and resources.

G. Participation in Graduation Ceremony

A student must complete all Board requirements for a high-school diploma to participate in graduation exercises.

(cf. 5121 - Examination/Grading/Rating)

(cf. 6111 - School Calendar)

(cf. 6146.2 - Statewide Proficiency/Mastery Examinations)

(cf. 6172.6 - Virtual/On-line Courses)

Legal Reference: Connecticut General Statutes
10-5c Board examination series pilot program. Issuance of certificate (as amended by P.A. 13-247)
10-14n State-wide mastery examination. Conditions for reexamination. Limitation on use of test results. (as amended by Section 115 of PA 14-217)
10-16(l) Graduation exercises. (as amended by P.A. 96-26 An Act Concerning Graduation Requirements and Readmission and Placement of Older Students)
10-221a High school graduation requirements. (as amended by P.A. 00-124, An Act Concerning High School Diplomas and Veterans of World War II, P.A. 00-156, An Act Requiring A Civics Course for High School Graduation and P.A. 08-138, An Act Concerning High School Credit for Private World Language Courses Other Subject Areas), P.A. 10-111, An Act Concerning Education Reform in Connecticut, P.A. 135, An Act Concerning Implementation Dates for Secondary School Reform, P.A.13-57, An Act Concerning Honorary Diplomas for Vietnam Veterans, P.A. 13-122, An Act Concerning Minor Revisions to the Education Statutes, P.A. 13-247, Budget Implementer Bill and P.A. 15-237 An Act Concerning High School Graduation.)
10-233(a) Promotion and graduation policies.
P.A. 13-108 An Act Unleashing Innovation in Connecticut Schools
P.A. 13-247 An Act Implementing Provisions of the State Budget
P.A. 15-237 An Act Concerning High School Graduation.

Policy adopted: June 13, 2019 WINDSOR LOCKS PUBLIC SCHOOLS
Windsor Locks, Connecticut

New Construction

7230.2 Indoor Air Quality/Heating, Ventilation, and Air Conditioning (HVAC)

The Board of Education recognizes that the maintenance of acceptable temperature, relative humidity and adequate fresh air ventilation in school buildings is a primary objective in the creation and maintenance of an optimal learning environment.

Indoor Air Quality in Existing Facilities

The Superintendent or his/her designee shall implement an indoor air quality program that provides for ongoing maintenance and facility reviews, in accordance with all applicable state statutes, necessary for the maintenance and improvement of the indoor air quality of all District facilities.

Starting on January 1, 2025, and annually thereafter, for all District facilities the Board of Education shall provide for a uniform inspection and evaluation program of indoor air quality complying with the Environmental Protection Agency's Tools for Indoor Air Quality for Schools Program. The results of the evaluation shall be made available for public inspection at a regularly scheduled Board of Education meeting and also posted on the District's website.

The District shall report biennially, in a manner as required, to the Commissioner of Education on the condition of its facilities, its long-range facilities program, its air quality program, and green cleaning program. The Board must utilize standard reporting forms to conduct and report on both IAQ and HVAC inspections and must provide The Department of Administrative Services (DAS) the completed forms for each school. The forms and/or reports must be made available at a regularly scheduled Board of Education meeting and on the Board of Education/individual school website.

The inspection and evaluation program shall include, but not be limited to, a review, inspection or evaluation of the following:

1. the heating, ventilating, and air conditioning (HVAC) systems;
2. radon levels in the air and water;
3. potential for exposure to microbiological airborne particles, including fungi, mold, and bacteria;
4. chemical compounds of concern to indoor air quality, including volatile organic compounds;
5. pest infestation, including insects and rodents;
6. pesticide usage;
7. the presence and plans for removal of certain hazardous substances identified under federal law;
8. ventilation systems;
9. plumbing, including water distribution systems, drainage systems, and fixtures;
10. moisture incursion (leaks);
11. the facilities' overall cleanliness;
12. building structural elements, including roofing, basements, and slabs;

13. the use of space, particularly in areas designed to be unoccupied; and
14. the provision of indoor air quality maintenance training for building staff.

Heating, Ventilation, and Air Conditioning (HVAC)

Heating, ventilation, and air conditioning systems shall be maintained in accordance with the prevailing maintenance systems, such as Standard 62. The Board direct the Superintendent or his/her designee to ensure that such systems shall be operated continuously during the hours in which students or school personnel occupy school facilities except during periods of scheduled maintenance or emergency repairs or at other times when it can be demonstrated that the air supply system meets the Standards 62 requirements for air changes per hour.

Records shall be maintained on the maintenance of the District's heating, ventilation, and air conditioning systems for a period of not less than five years. Such records shall be available to the public upon request.

Prior to January 1, 2025, and every five years thereafter, the local or regional Board of Education shall provide for a uniform inspection and evaluation of the heating, ventilation and air conditioning system within each school building under its jurisdiction. Such inspection and evaluation shall be performed by a certified testing, adjusting and balancing technician, an industrial hygienist certified by the American Board of Industrial Hygiene or the Board for Global EHS Credentialing, or a mechanical engineer. Such heating, ventilation and air conditioning systems inspection and evaluation shall include, but need not be limited to:

1. Testing for maximum filter efficiency
2. Physical measurements of outside air delivery rate
3. Verification of the appropriate condition and operation of ventilation components
4. Measurement of air distribution through all system inlets and outlets
5. Verification of unit operation and that required maintenance has been performed in accordance with the most recent indoor ventilation standards promulgated by the American Society of Heating, Refrigerating and Air-Conditioning Engineers
6. Verification of control sequences
7. Verification of carbon dioxide sensors and acceptable carbon dioxide concentrations indoors, and
8. Collection of field data for the installation of mechanical ventilation if none exist.

The ventilation systems inspection and evaluation shall identify to what extent each school's current ventilation system components, including any existing central or non-central mechanical ventilation system, are operating in such a manner as to provide appropriate ventilation to the school building in accordance with most recent indoor ventilation standards promulgated by the American Society of Heating, Refrigerating and Air-Conditioning Engineers. The inspection and evaluation shall result in a written report, and such report shall include any corrective actions necessary to be performed to the mechanical ventilation system or the heating, ventilation and air conditioning infrastructure, including installation of filters meeting the most optimal level of filtration available for a given heating, ventilation and air conditioning system, installation of carbon dioxide sensors and additional maintenance, repairs, upgrades or replacement. Any such corrective actions shall be performed, where appropriate, by a contractor, who is licensed in accordance with chapter 393. The local or regional Board of Education conducting an inspection and evaluations pursuant to this subsection shall make available for public inspection the results of such inspection and evaluation at a regularly scheduled meeting of such Board and on the Internet website of such Board and on the Internet website, if any, of each individual school. The local or regional Board of Education shall not be required to provide for a uniform inspection and evaluation under this subdivision for any school building that will cease to be used as a school building within the three years from when such inspection and evaluation is to be performed.

Indoor Air Quality in New or Renovated Facilities

In order to secure appropriate indoor air quality in District schools, the Board of Education believes that when new facilities are constructed and when existing facilities are renovated, the following requirements shall be specified to the architect or design professional responsible for the construction project:

1. Adhere to the requirements defining minimum air circulation contained in the State Building Code which apply only when constructing new space.
2. The building/space meets or exceeds the ASHRAE (American Society of Heating, Ventilating and Air Conditioning Engineers) 62-1999 standard, "Ventilation for Acceptable Indoor Air Quality," which considers chemical, physical and biological contaminants that can effect air quality as referenced by the State Code adopted pursuant to C.G.S. 29-252.
3. Utilizing the ASHRAE 62-1999 standard, achieve a minimum ventilation rate per occupant of 15 cubic feet per minute (cfm) of outdoor air.
4. Design and placement of air handling equipment needs to be done in a manner where it is accessible to inspect and maintain the equipment; therefore, mechanical rooms are desirable versus exposed rooftop units or units hung above suspended ceilings.
5. With increased air flow requirements, attention must be given to the potential of air velocity noise within ductwork.
6. Fresh air intakes must be located, whenever possible, away from all types of vents and exhausts on roofs.
7. Air intakes and ventilation windows must be sufficiently distant from bus loops and loading docks.
8. Radon mitigation systems to provide a vapor barrier and protection from under-slab humidity should be a part of new school construction.

9. Attention must be given to the selection of carpeting, carpet adhesives and synthetic materials which may emit odorous and irritating volatile organic vapors degrading indoor air quality.
10. Reduce the potential of moisture intrusion through appropriately designed pitched roofs wherever possible.
11. Consider the economic feasibility of achieving dehumidification through air conditioning.
12. Install temperature control systems, which monitor temperature and other factors helpful in monitoring and diagnosing heating, ventilating and air conditioning (HVAC) systems.
13. When renovating an occupied building provide for the mechanical control of airborne pollutants associated with the construction process.

Legal Reference: Connecticut General Statutes
10-220 Duties of boards of education
10-231(f) Indoor air quality committees
10-282(19) Definitions
10-283 Applications for grants for school building projects
10-286 (a)(9) Computation of school building project grants
10-291 Approval of plans and site. Expense limit
10-292 Review of final plans by Commissioner of Education. Exceptions;
role of local officials
10-231g Green Cleaning Program at schools: Definitions, Implementation,
Notice
PA 22-118 An Act Concerning the State Budget for the Biennium Ending
June 30, 2023
PA 23-167 An Act Concerning Transparency in Education

Policy Adopted:

Additional Resources

For more information on asthma contact:

U.S. Environmental Protection Agency

www.epa.gov/iaq/schools

Download the IAQ Tools for Schools Kit from EPA's website.

www.epa.gov/asthma

Find more asthma resources on EPA's website

www.epa.gov/cleanschoolbus

Learn about EPA's clean school bus initiative on EPA's website

U.S. EPA Indoor Air Quality Information Clearinghouse (IAQ INFO)

(800) 438-4318

(703) 356-5386 Fax

Call to request the IAQ Tools for Schools Kit

Allergy and Asthma Network/Mothers of Asthmatics, Inc.

(800) 878-4403

www.aanma.org

Ask about obtaining their School Information Packet

American Lung Association

(800) LUNG-USA

www.lungusa.org

Ask about the *Open Airways for Schools* program and the Asthma-Friendly Schools Toolkit.

Asthma and Allergy Foundation of America

(800) 7-ASTHMA

www.aafa.org

Ask about AAFA's *Asthma Management at School* presentation for parents and school personnel. Also available are additional school-based child and teen education materials.

Center for Disease Control and Prevention

(888) 232-6789

www.cdc.gov/asthma

Find out more information on the Asthma Prevention Program by visiting this website.

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN L. PARKHURST, SUPERINTENDENT
DATE: DECEMBER 14, 2023
RE: BOARD OF EDUCATION MEETING LOCATIONS

In collaboration with Chairperson Christianson, the Board of Education will discuss the best set up and/or location for future board meetings.

POSSIBLE MOTION: “**MOVE**” that the Board of Education schedule all future Board of Education meetings at xxxxxx, and “**MOVE**” that the Board of Education set up all future Board of Education meetings with the following configuration: XXXXX.”

EXHIBIT VII

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN L. PARKHURST, SUPERINTENDENT
DATE: DECEMBER 14, 2023
RE: SCHOOL LIAISONS

With the addition of two new Board members, school liaisons need to be assigned for each respective school:

Windsor Locks High School

RISE Transition Academy

Pine Meadow Academy

Windsor Locks Middle School

South Elementary School

North Street School

Windsor Locks Public Schools

www.wlps.org

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Rebecca Bissonnette, Principal, Kirsten Krupa, Assistant Principal

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