

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

**MINUTES OF THE REGULAR MEETING
December 14, 2023 at 6:00 p.m.**

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

Members Present:	K. Christianson, L. Cutler, and A. Osorio
Members Absent:	D. Gragnolati and J. McGowan
Administrators:	S. Parkhurst, A. Pierce, M. Parrette, R. Bissonnette, M. Briggs, G. Testani, C. Domler, J. Robinson, and G. Weigert
Student Representatives:	E. Norris
Students:	None
Staff:	D. Bole and P. Sibilila
Others:	A few people and some participating via Zoom
Press:	None

I. Call to Order

Chairperson Ms. Kylee Christianson called the Regular 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

Three Board Members, Chairperson Ms. Christianson, Ms. Cutler and Ms. Osorio were present. Vice-Chair Mr. Gragnolati and Board Member Mr. McGowan were absent.

B. Pledge of Allegiance

All stood up and pledged allegiance to the flag.

II. Student Board Representative

Miss Emma Norris, Student Representative, addressed the Board. She commented about winter sports teams at the high school are beginning their seasons which include, boys' basketball, girls' basketball, and indoor track team. She remarked students are counting down the days until winter break.

III. Board of Education and Superintendent Communications

None.

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

None both in-person and Zoom.

V. Approval of Minutes

• **November 13, 2023 Special Meeting**

It was **MOVED** (Cutler) and **SECONDED** (Osorio) and **PASSED** (U) that the Board of Education accepts the Minutes of Special Meeting of November 13, 2023, as presented.

• **November 16, 2023 Regular Meeting**

It was noted an error in the minutes in Section II. Election of Officers, Paragraph 1, Line 2, as follows:

“...according to the Town Charter, the Board...”

to

“...according to Board of Education Policy, the Board...”

It was noted an error in the minutes in Section III. Student Board Representative, Paragraph 1, Line 5 as follows:

“She discussed a peers advocacy group...”

to

“She discussed a peer advocacy group...”

It was noted an error in the minutes in Section IX. Personnel Report, Sub-paragraph A, Paragraph 1, Line 3 as follows:

“...has chosen to appointment Mr. Robert Stacey. Mr. Stacey has 20...”

to

“...has chosen to recommend Mr. Robert Stacy. Mr. Stacy has 20...”

It was noted an error in the minutes in Section IX. Personnel Report, Sub-paragraph A, Paragraph 1, Line 5 as follows should be deleted.

“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.”

It was noted an error in the minutes in Section XI. Business Office Report, Sub-paragraph A, Paragraph 1, Line 5 as follows:

“...of FY 24 budge is remaining.”

to

“...of FY 24 budget is remaining.”

It was noted an error in the minutes in Section XI. Business Office Report, Sub-paragraph C, Paragraph 1, Line 1 as follows:

“Ms. Peirce indicated that...”

to

“Ms. Pierce indicated that...”

It was noted an error in the minutes in Section XI. Business Office Report, Sub-paragraph C, Paragraph 2, Line 1 as follows:

“...Board Member, Ms. Osorio and Ms. Culer...”

to

“...Board Member, Ms. Osorio and Ms. Cutler...”

It was noted an error in the minutes in Section XI. Business Office Report, Sub-paragraph E, Paragraph 1, Line 3 as follows:

“It was suggested that the contractual increases, including increasing insurance costs and non-negotiable expenses.”

to

“The Board of Education has requested a presentation at the next Board of Education meeting on contractual increases for FY 25.”

It was **MOVED** (Osorio) and **SECONDED** (Cutler) and **PASSED** (U) that the Board of Education accepts the Minutes of Regular Meeting of November 16, 2023, as amended.

VI. Personnel Report

A. Resignations

Mr. Parkhurst addressed the Board. He informed the Board of the following two resignations:

- Ms. 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.
- Ms. 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.

It was **MOVED** (Osorio) and **SECONDED** (Cutler) and **PASSED** (U) that the Board of Education accepts Ms. Ossen’s resignation effective January 10, 2024 and Ms. Avery’s resignation effective January 10, 2024 and offer our sincere appreciation for all of their efforts on behalf of the students of the Windsor Locks Public Schools.

B. UPSEU Food Service Employees Contract

Mr. Parkhurst addressed the Board and noted that 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 was sent to Board for their review before the vote on the contract.

A brief discussion was held.

It was **MOVED** (Cutler) and **SECONDED** (Osorio) and **PASSED** (U) that the Board of Education approves the Windsor Locks UPSEU, Local 424 - Unit 26 Food Service Employees Bargaining Unit contract for July 1, 2023 through June 30, 2026.

VII. 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 November financials, which included November encumbrances of \$2,659,740.14; year to date \$9,860,055.31; remaining encumbrances for 2024 \$19,378,536.89, which leaves a budget balance of \$3,787,245.80 or 11.47% of the FY 24 budget is remaining. She indicated the district is in good shape. However, she did mention the only item on the radar is fifteen extra students have chosen to attend magnet schools and the increase of out of district costs. She noted the budget is strong enough to absorb the expenses for the outplacements as the cost is \$138,000 over budget.

B. HVAC Grant Update

Ms. Pierce indicated 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 Windsor Locks Public Schools will not be applying for funding under this grant opportunity. Her office will continue to work with the Director of Facilities and the district's energy partners on short and long term planning for continued indoor air quality improvement.

A brief discussion was held.

C. FY 25 Budget Contractual Obligations

Mr. Parkhurst and Ms. Pierce presented to the Board a review of FY 25 Contractual Budget. They discussed annual obligations including union staff, non-union leadership, non-union support staff, insurance, and service contracts. They showed a pie graph displaying the total contractual budget of \$37,145,423 as they explained the expenses and how those expenses fit into the pie graph along with a summary of FY 24 to FY 25 contractual obligations including the percentage of increase and/or decrease on each line. The increase after the one-time medical insurance payment from the Board of Finance is 6.9%. She discussed administrative expenses in the amount of \$230,431 and central administration expenses in the amount of \$1,618,734. She discussed undesignated instruction expenses which included substitutes (long term certified substitutes, daily substitutes, building substitutes and on-call substitutes), meeting coverage and work performed outside of the job description, additional responsibilities. She gave actual figures from FY 22 and FY 23 and budgeted figures for FY 24. Insurance obligations were discussed which included Medicare, FICA, retirement, medical and dental, life, unemployment, workers' compensation, OPEB obligations, retirement benefits/HRA/HAS, vision insurance and liability insurance and the budgeted figures for FY 24 and projected FY 25. They gave descriptions of what increases and decreases are being projected. They discussed in detail the facilities operation and maintenance, service contracts including administrative expenses, educational equipment repairs, regular transportation and replacement equipment FY 24 budgeted amounts and the projected FY 25 budget.

The recommendations for the FY 25 budget is to evaluate and utilization of staff, potentially to reduce costs or redistribute talent. It is hoped to share costs with the Town and to collaborate on insurance costs, strategic financial planning, and implementation of financial plans short and long term. They will work with the building leadership on a zero-based budget, cost benefit analysis of programs and focus on vision and mission.

A brief discussion was held.

D. FY 25 Budget Timeline and Meeting Dates

Ms. Pierce noted the budget timeline and meeting dates list was given to the Board Members for their review. Mr. Parkhurst commented that the building budgets are due Monday, December 17, 2023 to begin the process of reviewing those proposed budgets with the building leadership teams. The proposed Board of Education budget is due to the Town on February 1, 2023 and presentation to the Board of Finance is scheduled for February 13, 2023. It was noted some of the Board of Education meetings in January have been posted with a time change from 6:00 p.m. to 5:00 p.m. Board Member Ms. Osorio commented she will be late to the January 11, 2024 meeting and Board Member Ms. Cutler remarked she will be late for the January 4, 2024 meeting.

VIII. Policy

A. Policy Review: Second Read:

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

It was **MOVED** (Cutler) and **SECONDED** (Osorio) and **PASSED** (U) that the Board of Education approves Policy Nos.: 4121 Substitute Teachers; 5145.53 Transgender and Gender Non-Conforming Youth; 6146A - Graduation Requirements for the Class of 2023- Revise and Renumber to 6146; and, 7230.2 Indoor Air Quality/Heating, Ventilation, and Air Conditioning as presented.

IX. Board of Education Meeting Locations

It was the consensus to table this Agenda Item until the next meeting for all Board Members to discuss and vote on.

X. Board of Education School Liaisons

It was the consensus to table this Agenda Item until the next meeting for all Board Members to discuss.

XI. Board and Superintendent Comments

Board Member Ms. Osorio commented about the musical concert held on Wednesday evening, it was great! She also attended the new Board Member training.

Board Member Ms. Cutler attended the new Board Member orientation, it was motivational. She is volunteering at North Street School on Friday to help Ms. Ryan's Christmas fundraiser.

Chairperson Ms. Christianson remarked about the first girls' basketball game, it is a great start to the season. She encouraged everyone to attend a game and to notice the new chairs for the athletes.

Mr. Parkhurst echoed Ms. Christianson's comments. He wished everyone Happy Holidays!

XII. Public Audience

None.

XIII. EXECUTIVE SESSION

It was **MOVED** (Osorio) and **SECONDED** (Cutler) 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. Superintendent Goals & Evaluation Process

That attendance in the Executive Session shall be limited to:

- Members of the Board of Education
- Superintendent of Schools

Board moved into Executive Session at 6:48 p.m.

It was **MOVED** (Osorio) and **SECONDED** (Cutler) and **PASSED** (U) that the Board of Education terminates Executive Session and reconvenes into public session at 7:44 p.m.

It was **MOVED** (Osorio) and **SECONDED** (Cutler) and **PASSED** (U) that the Board of Education approves the Goals and Expectations of the Superintendent as presented and discussed in Executive Session.

XIV. Adjournment

It was **MOVED** (Cutler) and **SECONDED** (Osorio) and **PASSED** (U) that the Board of Education adjourn the Regular Meeting of December 14, 2023 at 7:45 p.m.

Respectfully submitted,

Denise M. Piotrowicz
Recording Secretary