

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

**MINUTES OF THE SPECIAL MEETING
January 11, 2024 at 5:00 p.m.**

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

Members Present:	K. Christianson, D. Gragnolati, L. Cutler, and A. Osorio (arrived at 5: 07 pm)
Members Absent:	None
Administrators:	S. Parkhurst, A. Pierce, R. Stacy, M. Parrette, M. Briggs, G. Testani, C. Dolmer, J. Robinson, R. Marsh, A. Goodwin and G. Weigert
Student Representatives:	None
Students:	None
Staff:	D. Bole and P. Sibila
Others:	A few people and some participating via Zoom
Press:	None

I. Call to Order

Chairperson Ms. Kylee Christianson called the Special Meeting to Order at 5:01 p.m. held at the Windsor Locks High School Media Center and via Zoom.

A. Roll Call for Quorum

All Board Members, Chairperson Ms. Christianson, Vice-Chair Mr. Gragnolati and Ms. Cutler were present. Ms. Osorio arrived at 5:07 p.m.

B. Pledge of Allegiance

All stood up and pledged allegiance to the flag.

II. Student Board Representative

Miss Emma Norris, Student Representative, did not attend the meeting.

III. Board of Education and Superintendent Communications

Mr. Shawn Parkhurst, Superintendent of Schools, addressed the Board. He noted the district is in the mist of reviewing iReady data for reading and math from the fall. He also noted leadership review of the SROs in the district and meeting with the Police Chief as the SROs in the schools has been going very well and their presence in the schools has decreased behavioral incidents across all the schools. Windsor Locks winter sports are well underway and the basketball game on Friday night will be accepting donations for the family who suffered from the fire in Somers. Also at the game, the anti-vape campaign will be underway with a free t-shirt give-a-way. He commented on North Street School professional

development on reading instruction in schools, which is a new state requirement. A professional development program for the district will be held on Friday, which will include staff wellness.

IV. Approval of Minutes

- **December 14, 2023 Regular Meeting**

It was noted an error in the minutes in Section XIII. Executive Session, Paragraph 3, as follows:

“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.”.

to

“The Board recessed executive session and returned into public session at 7:44 p.m.”

It was **MOVED** (Gragnotati) and **SECONDED** (Cutler) and **PASSED** (U) that the Board of Education accepts the Minutes of Regular Meeting of December 14, 2023, as amended.

V. 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 December financials, which included December encumbrances of \$4,033,693.80; year to date \$13,893,749.11; remaining encumbrances for 2024 \$16,616,867.38, which leaves a budget balance of \$2,515,302.51 or 7.62% of the FY 24 budget remaining. She indicated the district is in good shape. She also gave an update on the FY 24 Quarter 2 financials, which included October, November and December encumbrances in the amount of \$9,753,663.93; year to date \$13,893,749.11; remaining encumbrances for 2024 \$16,616,786.38; which leaves a budget balance of \$2,515,302.51 or 7.62% of the FY 24 budget remaining.

Board Member Ms. Alba Osorio entered the meeting at 5:07 p.m.

VI. FY 24-25 Budget Presentation – Pupil Services

Mr. Shawn Parkhurst, introduced Mr. Joshua Robinson, Director of Pupil Services, to present Pupil Services proposed budget to the Board. A PowerPoint presentation was given to the Board Members for their review, it was also shown on the screen for the audience to follow along during the presentation. Mr. Robinson began his presentation by directing everyone to look at the summary slide of his budget which displayed his budget, broken down in categories of: General Control, Instruction, Healthcare/Nursing Services, Transportation, Operation of Plant, Maintenance of Plant and Other. The summary gave a breakdown of the approved FY 2023-2024 and the proposed 2024-2025 budget. Chair Ms. Christianson asked Mr. Robinson to explain public services to the Board as his budget is complicated and she

would like the Board Members to understand the complexity and how the resources impact or do not impact pupil services. Mr. Robinson gave an explanation of pupil services which encompasses all special education programming, including 504 compliances for magnet, Vo-Ag and CREC schools. He discussed staffing and reconfiguring the staff to aide in classrooms that need services and resources. He discussed contractual increases for the special education teachers and para-educators. He continued discussing the three administrative assistants and their roles in assisting in Pine Meadow and RISE. He was asked about the requirements for a PPT, procedures and timelines for same. He explained any parent can ask for a PPT for their student. There is a 45 day timeline. SRBI teams work in 8-week cycles to do assessments and identify any needs a student may have and if the student qualifies for any services. This is not only for North Street School, but all the schools in the district.

Mr. Robinson began to discuss how a budget is built around the vision and mission of the district. His budget supports 338 students with IEPS and 140 students with 504 plans. The budget must provide a clear continuum of services from Pre-K through 12, which include ABA Services and behavioral support. His budget also provides services and support to students attending magnet, Vo-Ag schools, and public/private placements.

A brief discussion was held.

The next slides shown were a diagram of pupil services, which included special education and student services and all the different categories, which make up the budget along with a pie chart, color coded, of all expenses in his budget. The summary of the expenses were shown again and discussed in detail comparing the approved FY 23-24 and proposed FY 24-25 budgets. The bottom line was an increase of 15.11% from last year's budget.

He showed a slide which was entitled "Request for Additional Registered Nurse". This slide described the need for an additional registered nurse as the current structure is one registered nurse per building and two shared LPNs districtwide, however, there has been an increase of 226% of students having unique medical conditions. He showed the increase of students with medical conditions in 2016 was 248, 2018 was 345 and in 2023 there were 809 students. He noted that a school nurse treats 45 to 55 students per day. A brief conversation was held regarding the cost of the registered nurse. With the assistance of Ms. Pierce, Mr. Robinson discussed the costs of the operation of plant and maintenance of plant.

A brief discussion was held.

VII. FY 24-25 Budget Presentation – PMA and RISE

Mr. Parkhurst introduced Mrs. Rachel Marsh, Coordinator of Alternative Services, to the Board. She was asked about PMA and RISE. She explained that PMA is an alternative program, for students who may have anxiety in a regular classroom. PMA offers a smaller learning setting, internship work and online classes. The students have high school experience and eventually graduate with a high school diploma. RISE has a vision to have students give the skills needed to transition. She first discussed PMA and the comparison of the approved budget for FY 23-24 and the proposed budget for FY 24-25. There is an overall decrease in the proposed budget of .65%.

Mrs. Marsh began discussing RISE which is a transitional program for students 18 to 22. Currently there are 7 Windsor Locks residents and 11 out-of-district students. This program saves the district as these students are not placed out-of-district and therefore, the district does not have to pay tuition fees. The proposed budget for FY 24-25 is decreased by 24.97% as there is a decrease in instruction as there is a pending retirement and a job coach position that remains unfilled.

A lengthy discussion was held.

VIII. Board and Superintendent Comments

Mr. Parkhurst reminded everyone schools are closed on Monday.

IX. Public Audience

None.

X. Adjournment

It was **MOVED** (Gragnolati) and **SECONDED** (Osorio) and **PASSED** (U) that the Board of Education adjourn the Special Meeting of January 11, 2024 at 6:15 p.m.
Respectfully submitted,

Denise M. Piotrowicz
Recording Secretary