

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

**MINUTES OF THE SPECIAL MEETING  
January 18, 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
Members Absent:	None
Administrators:	S. Parkhurst, A. Pierce, R. Stacy, M. Parrette, R. Bissonnette, K. Krupa, M. Warner, C. Dolmer, M. Briggs, G. Testani (Via Zoom), J. Robinson, R. Marsh, A. Goodwin and G. Weigert
Student Representatives:	E. Norris
Students:	Members of the Robotics Team
Staff:	D. Bole, J. Garcia and P. Davis
Others:	Some members of the public 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 were present.

**B. Pledge of Allegiance**

All stood up and pledged allegiance to the flag.

**II. Presentation of Building Proposed FY 24-25 Budgets**

Mr. Shawn Parkhurst, Superintendent of Schools, addressed the Board indicating each building administrator will present their budgets, in a similar format to previous presentations in three phases of the budget: restorative, maintenance, and innovative. He addressed a few questions from the last meeting regarding the enrollment data comparing FY 24 versus FY 25. He noted which grades increased and decreased indicating a projected net increase in the middle school.

A discussion was held.

**A. North Street School**

Mr. Parkhurst introduced Ms. Giovanna Testani, Principal of North Street School, to the Board to present her proposed budget for FY 25. She was presenting via Zoom. She discussed the vision and mission of North Street School and the accomplishments toward the vision. She began by explaining the three main budget priorities of North Street School, which are aligning curriculum and assessment to state guidelines; support staff in implementing Tier 1 instruction; and adapting to new state guidelines. She mentioned the new kindergarten entrance age has been changed from December 31 to September 1 being the new deadline for children entering kindergarten. This change may cause a need for Pre-K support for those children not entering due to being born after September 1 and needing an additional year in Pre-K learning. She explained her overall budget and the biggest increases in instruction and maintenance of plant. New smartboards need to be purchased as the current ones in classrooms are fifteen years old. She discussed contractual obligations and increases in non-certified staff, which were funded by a grant in last year's budget, but this year must be put back in the operating budget. Another increase noted was in textbooks, for the iReady math workbooks and on-line programs, which was previously grant funded. Ms. Testani gave details about instruction including literacy, math, science, social studies, social emotional learning, Pre-K and instructional supplies. She also gave specific details about the increase in the non-certified staff line which included increasing lunch aides to provide additional supervision during breakfast and lunch; a shift from teachers in residence to educational tutors, which will create additional support to teachers; and building substitutes will provide coverage for staff absences and to assist in shifting the teacher in residence position to tutors.

A brief discussion was held.

## **B. South Elementary School**

Mr. Parkhurst introduced Ms. Monica Briggs, Principal of South Elementary School, to the Board to present her proposed budget for FY 25. She discussed the vision and mission of South Elementary School and the accomplishments toward the vision which included iReady point increases for reading and math from Fall to Spring of 2022-2023. She noted the first 90-Day Sprint in which students are doing iReady for homework to allow for more instructional time. She mentioned the Next Generation Accountability State Measure 2022-2023 increased in all areas. She discussed budget priorities promotes aligning the school and district vision and mission, as well as state standards; maintaining the instruction and resources needed; and restoring resources and materials that have been previously funded by grants. Increases included operation of plant which are fixed increases and maintenance of plant, which has an increased due to the updating of Grade 3 Chromebooks and replacement clear touch panels for Grades 3. She discussed instruction lines in detail, which included increases in school administration, certified instructional staff, non-certified staff and teaching supplies. She explained instruction in detail including language arts, math, science, social studies, technology, social emotional learning, and intervention.

A brief discussion was held.

### **C. Windsor Locks Middle School**

Mr. Parkhurst introduced Mr. Matt Warner, Principal of Windsor Locks Middle School and Ms. Christine Domler, Assistant Principal of Windsor Locks Middle School, to the Board to discuss their budget for FY 25. Ms. Domler discussed the vision and mission of Windsor Locks Middle School as having all students prepared socially, emotionally, and academically for success in 9<sup>th</sup> Grade and to help students discover and develop their own unique potential. She noted the budget priorities in maintaining programming to continue efforts in improving math and reading scores. She gave a listing of those scores of students on or above grade level. She noted providing opportunities for students to build deeper connections to the school community. She spoke about school goal centered on building relationships; evaluation of school-wide grading practices; revision of advisory/social emotional lessons; student support process for extracurricular activities; observations of instructional practices and building vertical alignment of curriculum across schools.

Mr. Warner explained their overall budget and the different account areas. He noted those areas showed an increase, very minimal, less than a total of 1%. The biggest increases were noted in categories of maintenance of plant and other, which includes student activities/sports. Mr. Parkhurst noted last year this line was funded by the Choice Grant around \$55,000; however, the Choice Grant cannot be used to fund the same line in multiple years. Therefore, the line goes back to the operating budget. Mr. Warner explained in detail the instruction category which includes school administrators, certified instructional staff, non-certified staff, secretarial, textbooks, library, technology instructional expenses, teaching supplies and instructional support expenses. He did have two new requests for an assistant cross-country coach and a girls' volleyball program. He explained there is a student interest in both programs and expands an extracurricular opportunity for more students in the fall. He noted contract increases offset by Alliance Grant, reduction in a long-term substitute and removal of in-school suspension monitor, an unfilled position.

A brief discussion was held.

### **D. Windsor Locks High School**

Mr. Parkhurst introduced Dr. Rebecca Bissonnette, Principal of Windsor Locks High School and Ms. Kristen Krupa, Assistant Principal of Windsor Locks High School to the Board, to discuss their proposed budget for FY 25. Dr. Bissonnette began indicating their mission is all students will leave Windsor Locks High School prepared for life after high school, whether that is college, the military, or the workforce. The mission is to support students in their social, emotional, and academic growth. Ms. Krupa discussed meeting their visions and broke down the Class of 2023 Post Secondary Plans which included: Four-Year College (44%); Two-Year College (33%); Career Education (10%); Military (5%); Workforce (5%); and Other (3%).

A discussion was held.

Dr. Bissonnette began discussing the next few slides which showed a comparison of the FY 23-24 versus proposed FY 24-25, which showed an increase of 2.31%. She noted increases in contractual obligations, maintenance of plant and other. She commented that her building is the biggest building in the district, which includes a pool and a lot of grounds work. She discussed in detail the instruction lines and the slight increases due to contractual obligations, library, teaching supplies and instructional support expenses. Ms. Krupa discussed an increase to support the music department, culinary program, and art department as those departments are in need of supplies for those programs to survive. Dr. Bissonnette explained the student activities line encumbrances all activities, including all sporting teams and new programs such as freshman boys' basketball and girls' volleyball as well as the Robotics Team. She mentioned the Robotics Team, a globally ranked team and has been ranked No. 1 for the past two years in New England, needs funding.

A discussion was held.

### **III. Discussion and Planning for FY 24-25 Budget Workshop**

Mr. Parkhurst commented that after three weeks of presentations of the proposed budget, the Board must finalize the proposed budget as it needs to get to the Town by February 1, 2024. He gave a quick review of the proposals including new requests for girls' volleyball, freshman boys' basketball, Robotics funding, technology specialist, a special education teacher, special education behavior program teacher, three special education tutors, a special education Pre-K paraeducator, a district nurse, an Assistant Superintendent of Curriculum, Instruction and Assessment, a half of a clerical assistant, a half of an interventionist and to restore and increase insurance cost. He also reviewed reductions in the budget, such as, a Director of Curriculum shift to an Assistant Superintendent of Curriculum, Instruction and Assessment; a special education transition teacher shift to a special education behavior teacher, a reduction of a Grade 4 teacher and district courier to facilities attendant.

Ms. Alison Pierce, Director of Operations and Finance began discussing the next few slides which showed building comparison of FY 23-24 and FY 24-25, along with breakdowns of each building, which included, North Street School, South Elementary School, Windsor Locks Middle School, Windsor Locks High School, Pupil Services, Pine Meadow and RISE actual budget FY 22-23, approved FY 23-24 and requested budgets FY 24-25. She discussed the total Board of Education expenditures actuals FY 22-23 \$32,165,201; approved FY 2023-2024 \$33,025,838; and proposed \$38,436,158 or an increase of 16.38%. Three scenarios were discussed that included the Town funding full insurance lines, partial insurance lines or no insurance lines. Mr. Parkhurst inquired as he is preparing for the meetings next week and working toward an approved budget. He noted a workshop meeting on Monday, not a formal meeting, but a causal question and answer dialog between the leadership team and the Board Members. He asked if the Board they wanted anything in particular ahead of those meetings.

A brief discussion was held.

#### **IV. Public Audience (General)**

Mr. Greg Weigert, Facilities Director, addressed the Board. He noted that the ESSR funding that was used in the past for some expenses, is no longer available. Mr. Andrew Goodwin, Technology Director, noted that the clear panels for the Smartboards are fifteen years old. Mr. Goodwin also wanted to clarify that all the technology expenses when he began in the district in 2007, was in the Capital Improvements Budget but those expenses are no longer considered capital improvements and have been put back in the operating budget.

#### **V. Adjournment**

It was **MOVED** (Cutler) and **SECONDED** (Osorio) and **PASSED** (U) that the Board of Education adjourn the Special Meeting of January 18, 2024 at 6:53 p.m.

Respectfully submitted,

Denise M. Piotrowicz  
Recording Secretary