

# WINDSOR LOCKS PUBLIC SCHOOLS



## BOARD OF EDUCATION MEETING

**Special Meeting**

**January 30, 2024**

**5:00 p.m.**

**Windsor Locks High School - Library Media Center**

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

[Click Here](#)

**Windsor Locks Board of Education**

**Kylee Christianson, Chairwoman**

**Dennis Gragnolati, Vice Chairman**

**Lindsay Cutler**

**Alba Osorio**

**Open**

**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  
Special Meeting - Agenda  
January 30, 2024 - 5:00 pm Revised 1/29/24  
Windsor Locks High School - Library Media Center  
In Person Attendance Open  
Optional Public Attendance via Zoom, [Click Here](#)**

- I. Call to Order
  - A. Roll Call
  - B. Pledge of Allegiance
- II. Appointment of New Board Member: **Vote Needed**
- III. Student Board Representatives
- IV. Board of Education and Superintendent Communications
- V. Approval of Minutes: **Vote Needed** p. 3 Exhibit I
  - January 4, 2024 Special Meeting
  - January 11, 2024 Special Meeting
  - January 18, 2024 Special Meeting
- VI. Personnel Report
  - A. Retirements: **Vote Needed** p. 17 Exhibit II
- VII. Policy
  - A. First Read: p. 18 Exhibit III
    - 4111/4211 Recruitment and Selection - **Revision**
    - 4117.6 Exit Surveys - **New**
- VIII. FY25 CIAC Items: **Vote Possible** p. 26 Exhibit IV
- IX. Kindergarten Entrance Plan p. 38 Exhibit V
- X. **FY 24-25 Budget Forum & Input** p. 44 Exhibit VI
- 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. Adjourn Meeting

For the Chairperson of the Board of Education  
Shawn L. Parkhurst - Superintendent of Schools

Copy: Town Clerk - Please Post

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION  
FROM: SHAWN L. PARKHURST, SUPERINTENDENT  
DATE: JANUARY 30, 2024  
RE: APPROVAL OF MINUTES

January 4, 2024 Special Meeting  
January 11, 2024 Special Meeting  
January 18, 2024 Special Meeting

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

**MINUTES OF THE SPECIAL MEETING  
January 4, 2024 at 6:00 p.m.**

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

Members Present:	K. Christianson, D. Gagnolati, L. Cutler, and A. Osorio
Members Absent:	J. McGowan
Administrators:	S. Parkhurst, A. Pierce, R. Stacy, M. Briggs, J. Robinson, A. Goodwin, M. Parrette, G. Testani, and G. Weigert,
Student Representatives:	E. Norris
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 6:04 p.m. held at the Windsor Locks High School Media Center and via Zoom.

**A. Roll Call for Quorum**

All Board Members were present other than Board Member Mr. McGowan, who was absent.

**B. Pledge of Allegiance**

All stood up and pledged allegiance to the flag.

Chairperson Ms. Christianson asked for a moment of silence for the families involved in the terrible event in Somers this past week.

Ms. Christianson announced that Board Member Mr. Jim McGowan has resigned as of December 31, 2023. She thanked him for his service on the Board and thanked him for mentoring her when she was new to the Board a few years ago. The Board is waiting a nomination from the Democratic Town Committee for a new member. The Committee has sixty days to nominate someone for the open seat.

**II. Presentation of Superintendent's Proposed FY 24-25 Budget**

Mr. Shawn Parkhurst, Superintendent of Schools introduced Ms. Alison Pierce, Director of Operations and Finance who assisted him in the presentation. A copy of the PowerPoint presentation entitled "FY 2025 Budget Presentation,

Superintendent's Recommended FY 25 Budget" was given to the Board Members along with anyone in the audience. The presentation is also available on the website. He noted the budget is due to the Town on February 1, 2023. The first two slides described what the responsibilities of the Board of Education according to Connecticut General Statutes Section 10-220 duties of Boards of Education and what responsibilities are of the Superintendent of Schools. The Board responsibilities included providing adequate instruction, equitable allocation of resources, proper maintenance of facilities and safe setting. The Superintendent is to design a fiscally responsible budget, ensure equitable and developmentally appropriate educational experiences between schools, fulfil statutory obligations and to allow for advancement toward the district and school three-year vision.

He discussed the district goals which is all students meeting or exceeding grade level standards. He commented about last year resetting the vision in each building and the accomplishments that were made toward that mission, which included: North Street School 74% of students reading on or about grade level and 67% of students on or about grade level in math; South Elementary School 61% of students reading on or about grade level and 63% of students on or about grade level in math; middle school 59% of students reading on or above grade level in reading and 44% of students on or about grade level in math; and, high school 96% of students enrolled, enlisted or employed after graduation. Other increases in 2023 included ELA Performance for all students and for high needs students; math performance for all students; science performance for all students and for high needs students; and a six-year graduation rate for high needs students. He discussed Alliance District Performance for the district. There are 36 Alliance districts, including Windsor Locks. In 2019, Windsor Locks ranked 36 out of 36 in reading. In 2023, Windsor Locks was ranked 3rd out of 36 in reading. In 2019, Windsor Locks ranked 36 out of 36 in math. In 2013, Windsor Locks was ranked 4th out of 36 in math. He explained this is a great accomplishment; however, to maintain the current budget, some of the grants, in particular the COVID funds are no longer available and the financial cliff that he has discussed in the past is here. The next slides discussed was entitled "FY 25 Superintendent's Proposed Budget Drivers". This slide contractual obligations (fixed costs); ESSER grant funds, other grant funding, medical insurance costs, and magnet school tuition.

A discussion was held among Mr. Parkhurst, Ms. Pierce, and Board Members regarding magnet schools, tuition costs, and marketing of those schools.

The next slides discussed by Mr. Parkhurst and Ms. Pierce were a pie chart explaining the grant details and a chart of grant names, amounts of the grants and the uses of the grants. The total offsetting the general fund with the use of the grants is in the amount of \$2,687,921. Mr. Parkhurst announced that the Board of Education adopted budget FY 2023-2021 was \$33,025,838 and the Superintendent is recommending a budget for FY 2024-2025 of \$38,436,156 or a \$5,410,320 increase or 16.38% increase over last year's adopted budget. He noted that the fixed costs and contractual obligations are \$37,696,593 or 98.08%

of the budget.

The next slide shown was entitled "Comparison of Fiscal Year 2023-2024 and Fiscal Year 2024-2025". This slide showed an Account Area Totals, approved FY 2023-2024 and proposed FY 2024-2025 and the increase or decrease in those areas. The categories were as follows: General Control, Instruction, Healthcare/Nursing Services, Transportation, Operation of Plant, Maintenance of Plant and Other. Both Mr. Parkhurst and Ms. Pierce gave lengthy descriptions and explanation of each category.

Mr. Parkhurst discussed new items he is proposing in the budget which included, volleyball freshman boys basketball, robotics funding, 1.0 technology specialist, 1.0 special education teacher, 1.0 special education behavior program teacher, 3.0 special education tutors, 1.0 special education pre-k paraeducators, 1.0 district nurse, 1.0 Assistant superintendent of Curriculum, Instruction and Assessment and .5 clerical assistant. Also discussed were proposed reductions in the budget which included: 1.0 Director of Curriculum shift to 1.0 Assistant Superintendent of Curriculum, Instruction and Assessment, 1.0 special education transition teacher shift to 1.0 special education behavior teacher, 1.0 Grade 4 teacher, and district courier.

A brief discussion was held.

Mr. Parkhurst then gave examples of three scenarios showing those scenarios all less the increase of contractual obligations of 6.9%. The first being the Superintendent Budget of 16.38% less the contractual obligations, a net increase of 9.48%; the second being the Superintendent Budget 8.81% with the Town funding the \$2.5 Million dollar insurance cost and less contractual obligations, a net increase of 1.91%; and the third being the Superintendent Budget 7.10% with the Town funding the \$3.065 Million dollar insurance cost and increase, less the contractual obligations, a net increase of .20%.

A lengthy discussion was held.

Mr. Parkhurst discussed the timeline for the next budget meetings in the month of January and noted the approval has to be done by January 25, 2024 so the budget can be delivered to the Town by February 1, 2024. The Board of Education Budget Presentation to the Board of Finance is scheduled for February 13, 2024.

A brief discussion was held.

### **III. Public Audience**

Mr. Kevin Stone of South Elm Street addressed the Board. He had three questions about the budget process. He asked about State funding and commented that the district will not know what amount the State will be funding for the FY 2024-2025 at

the time of the presentation to the Board of Finance. He just wanted confirmation of that fact, which Mr. Parkhurst did confirm. The second question he had was after the budget was approved, can any changes be made to specific salaries or lines. He was told that contractual obligations, such as salaries would not be changed as those salaries are contractual obligations. Finally, he asked about the increase or decreases in the student enrollment numbers, he did not see that information in the budget packet. Mr. Parkhurst indicated those numbers are holding steady, other than an increase in the eighth grade slightly at 123 students in the class.

#### **IV. Adjournment**

It was **MOVED** (Gragnolati) and **SECONDED** (Osorio) and **PASSED** (U) that the Board of Education adjourn the Special Meeting of January 4, 2024, at 7:06 p.m.

Respectfully submitted,

Denise M. Piotrowicz  
Recording Secretary

**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 (Gragnotati) 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

**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 a 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



MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION  
FROM: ROBERT STACY, DIRECTOR OF HUMAN RESOURCES  
DATE: JANUARY 30, 2024  
RE: PERSONNEL REPORT - RETIREMENTS

**Retirements:**

Joan Hijeck, an elementary teacher at North Street School, retired earlier than planned on January 19, 2024. Joan served the students of Windsor Locks for 25 years.

Dianne Daniel, an elementary teacher at North Street School, will retire June 30, 2024. Dianne served the students of Windsor Locks for 24 years.

Susan Dolan, a Math Instructional Specialist at Windsor Locks High School, will retire June 30, 2024. Susan served the students of Windsor Locks for 6 years.

Carrie Kiesel, a School Psychologist at North Street School, will retire January 31, 2024. Carrie served the students of Windsor Locks for 9 years.

Gloria Lynch, a Spanish teacher at Windsor Locks High School, will retire June 30, 2024. Gloria served the students of Windsor Locks for 21 years.

Allison Macomber, a guidance counselor at Windsor Locks Middle School, will retire June 30, 2024. Allison served the students of Windsor Locks for 20 years.

Patricia McKenna, a special education teacher at RISE Transition Academy, will retire June 30, 2024. Patricia served the students of Windsor Locks for 15 years.

**BOARD MOTION:** “MOVE that the Board of Education accepts the retirements on the dates noted and offer our appreciation for their service to the Windsor Locks Public Schools.”

**EXHIBIT III**

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION  
FROM: ROBERT STACY, DIRECTOR OF HUMAN RESOURCES  
DATE: JANUARY 30, 2024  
RE: POLICY - FIRST READ

Tonight, the following policies will be presented for a first read by the Board of Education:

- 4111/4211 Recruitment and Selection - *Revision*
- 4117.6 Exit Surveys/Interviews - *New*

## **Personnel - Certified/Non-Certified**

### **4111/4211 - Recruitment and Selection**

The Board of Education (Board) desires the Superintendent to develop and maintain a recruitment program designed to attract and retain the best possible personnel who are "effective teachers" as defined by federal law in the District's schools. All District teachers must meet applicable state certification and licensure requirements, including any requirements for certification obtained through alternate routes to certification.

The Board recognizes the heterogeneity of the people who live in the Windsor Locks School District and believes that this characteristic should have an important bearing on all aspects of the District's activities.

The Board believes it is especially important that this heterogeneity of population be recognized in the recruitment and assignment of personnel.

To this end, the Board shall develop and implement a written plan for minority staff recruitment. The administration is directed to make a serious effort to see that the recruitment procedures of the District produce a total staff representative of the total population of the District and that the assignment procedures of the District bring to each school staff members representative of the population represented by the student membership in each local school.

The schools shall engage in fair and sound personnel practices in the appointment of all District employees. The administration shall be responsible for establishing recruitment, selection and appointment procedures, **which include:**

- A. Establishing a hiring committee.**
- B. Hiring committee members must sign the non-disclosure/confidentiality agreement.**
- C. Hiring committee members who have signed the non-disclosure/confidentiality agreement will be provided with a resume and supporting documents in advance.**

**Any member of the hiring committee who fails to maintain confidentiality will be subject to discipline up to and including termination.**

The Superintendent shall insure that the District is in compliance with the provisions of Title I and the Every Student Succeeds Act. Manuals and handbooks shall comply with federal law as to the qualifications for instructional personnel. Parents/guardians of students in Title I schools shall be informed annually, at the beginning of each school year, of their right to request information about whether their child's teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; is teaching under emergency or other provisional status through which state qualifications or licensing criteria have been waived; and is teaching in the field of discipline of the certification of the teacher. The qualifications of services provided by paraprofessionals shall also be provided. Timely notices shall also be provided to parents/guardians that the student has been assigned, or has been taught in a Title I school for four

or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

### **Hiring of Retired Teachers**

A retired teacher receiving benefits from the Teachers Retirement System (TRS) may be reemployed by the Board for up to one full school year in a position (1) designated by the Commissioner of Education as a subject shortage area, or (2) at a school located in a priority school district for the school year in which the teacher is being employed. Such employment may be for up to one full school year. Such reemployment may be extended for an additional school year, provided the Board (a) submits a written request for approval to the Teachers' Retirement Board, (b) certifies that no qualified candidates are available prior to the reemployment of such teacher and (c) indicates the type of assignment to be performed, the anticipated date of rehire and the expected duration of the assignment.

The salary of such teacher shall be fixed at an amount at least equal to that paid other teachers in the District with similar training and experience for the same type of service. Upon Board approval of such employment, the retired teacher shall be eligible for the same health insurance benefits provided to active teachers employed by the District. No retirement benefits shall be paid during this period of reemployment.

Except as indicated below, and in the first paragraph in this section, a certified educator receiving retirement benefits from the Teachers Retirement System (TRS) may not be employed in a certified position receiving compensation paid out of public money appropriated for school purposes except that such educator may be employed in such a position and receive no more than forty-five percent of the maximum salary level for the assigned position. Any certified educator who receives in excess of such amount shall reimburse the Board for the amount of such excess.

The Board wishes to avoid the appearance of cronyism in its hiring practices. "Cronyism" is defined as "the giving of special treatment, preference, jobs, political appointments, or contracts to people who are friends, donors, or political cohorts rather than to people based on their abilities or qualifications."

On the application form, an applicant for any position in the District shall disclose any previous relationship with the Superintendent or any Board member. Previous relationships will include any business, financial, personal, political or family connections. This will also include school relationships such as knowing the individual in high school, college, or graduate school.

The Superintendent shall provide the Board with full disclosure of any prior knowledge or relationship with any candidate recommended for employment.

The Board authorizes the Superintendent to employ teachers.

Legal Reference:

Connecticut General Statutes

[10-151](#) Employment of teachers. Notice and hearing on termination of contract. (as amended by P.A. 12-16 An Act Concerning Educational Reform)

[10-153](#) Discrimination on account of marital status.

[10-183v](#) Reemployment of teachers, as amended by PA 10-111, An Act Concerning Education Reform in Connecticut and P.A. 16-91, An Act Making Changes to the Teacher's Retirement System

[10-220](#) Duties of Boards of Education. (as amended by PA 98-252)

[46a-60](#) Discriminatory employment practices prohibited.

20 U.S.C. Section 1119 N Child Left Behind Act

34 C.F.R. 200.55 Federal Regulations

P.L. 114-95 Every Student Succeeds Act, S.1177-55, 56

Policy adopted: August 1975  
Revised: November 1983, October 2018

## **Personnel — Certified/Non-Certified**

### **R4111/4211 - Recruitment and Selection**

In the employment of teachers and other certified personnel, special consideration is given to professional training, teaching experience, and personal characteristics desirable in good teachers.

Each candidate will:

1. Submit evidence of meeting the certification requirements of the state.
2. Submit an official college transcript to the personnel office.
3. Submit a record of teaching and other work experience to the personnel office. Salary increments are based upon years of creditable service.
4. Appear, unless unusual hardship prevents, for a personal interview.

The Superintendent will ensure that all employee manuals or handbooks are in compliance with federal law and include:

- The education and experience required of all new instructional employees;
- Any credentials that current instructional employees must acquire;
- A timetable for the satisfaction of any new requirements;
- The consequences for employees who fail to comply.

All employees are to be advised of the revisions of the handbooks or manuals and of any implications for existing personnel.

The Superintendent will ensure that parents/guardians of students in Title I schools are informed of their right to know the professional qualifications of their child's teacher and will describe where and how this information may be obtained. The Superintendent will monitor Title I schools to ensure that parents/guardians of all students are notified when those students are taught for 4 or more consecutive weeks by a teacher who is not highly qualified as defined by law.

Staffing patterns will be reviewed annually to ensure that poor and minority students are not, at higher rates than are other children in the District, taught by inexperienced, unqualified, or out-of-field teachers. If such patterns are noted, strategies to correct the problem will be developed.

## Determining “Highly Qualified” Teachers

Beginning in school year 2006-2007, all teachers teaching a core academic subject area must be “highly qualified.” As defined in the No Child Left Behind Act (NCLB), core academic subjects include:

English	World Languages
Reading/language arts;	Civics and Government;
Science;	History;
Mathematics;	Geography; and
The arts (music, fine arts, dance and theater);	Economics.

To be considered “highly qualified,” individuals who are **currently employed** must:

1. Hold full state certification; and
2. Hold a bachelor’s degree; and
3. Demonstrate competency in the core academic subject area(s) they teach using **one** of the following four methods:
  - holds a major in the core academic subject area(s) that they teach; or
  - holds a master’s degree in the core academic subject area(s) that they teach; or
  - has successfully completed the Praxis II exam in the core academic subject area(s) that they teach; or
  - has successfully demonstrated competency in the core academic subject area(s) using the District’s High Objective Uniform State Standard of Evaluation (HOUSSE).
  - has successfully demonstrated competency in the core academic subject area(s) using the District’s High Objective Uniform State Standard of Education. (HOUSSE)

The reauthorized IDEA law includes special education teachers as teachers of core academic content. Therefore, special education teachers must demonstrate competency in the core academic subjects that they teach to one or more students. IDEA has provided some flexibility for special education teachers hired subsequent to July 1, 2006. In order to hire a special education teacher who will be a primary teacher of core academic content knowledge either in a resource room or self-contained classroom, that person must be “highly qualified” in one of the following core academic content areas prior to being hired: reading/language arts/English, mathematics or science. Special education teachers then have up to two years to become “highly

qualified” in the additional core academic subjects they will be teaching. The District may use the HOUSSE process for special education teachers to become designated as “highly qualified” in additional content areas.

Teachers who teach one or more core academic subject area(s) who have not successfully passed the CONNECT or Praxis II exam, must demonstrate competency in the core academic subject area(s) that they teach through one of the three remaining options provided under NCLB (e.g. hold a major in the core academic subject area(s), hold a master’s degree in the core academic subject area(s) or demonstrate competency through the District’s HOUSSE process).

Teachers who do not hold either a major or a master’s degree in the core academic subject area(s) they teach, must demonstrate competency in the core academic subject area(s) they teach through the District’s HOUSSE process. This applies to teachers who have not successfully passed a state approved teacher assessment, or who do not hold a major or master’s degree, or its equivalent, in all of the core academic content area(s) that they teach. These teachers can demonstrate subject matter competency in all core academic subjects that they teach to become “highly qualified” through the “High Objective Uniform State Standard of Evaluation (HOUSSE) process. HOUSSE is accomplished through the District’s teacher evaluation plan.

(cf. 4115 – Evaluation)

Legal Reference:

Connecticut General Statutes

10-145 Certificate necessary to employment.

10-151 Employment of teachers.

10-153a to 10-153n; Rights concerning professional organization and negotiations.

20 USCA §6311(h)(6)(A) – No Child Left Behind Act

34 C.F.R. 200.55 Federal Regulations

Circular Letter C-6, Series 2004-2005, Determining “Highly Qualified” Teachers

Circular Letter C-9, Series 2004-2005, “No Child Left Behind” and Districts’ High Objective Uniform State Standard of Evaluation (HOUSSE) Plans.

Circular Letter C-9, Series 2007-2008, “Discontinued Use of Districts’ High Objective Uniform State Standard of Evaluation (HOUSSE) Plans.”

Circular Letter C-13, Series 2007-2008, “Construction of HOUSSE Plans for Highly Qualifying Veteran Teachers”

Regulation approved: October 2018



**Personnel - Certified**

**Exit Survey/Interviews**

The Board of Education shall develop an exit survey to be completed by a certified professional educator who is employed by the Board and voluntarily resigns. The exit survey will include questions relating to the reason why the certified educator is ceasing employment, whether or not the certified educator is leaving the profession, the demographics of the certified educator, and the areas in which the certified educator taught or served.

Exit surveys are viewed by the Board of Education as a good way to gain insights into information that otherwise might not come to the school system's attention.

Additionally, any other employee who voluntarily resigns from employment in the District will receive an exit survey as well.

Legal Reference: Connecticut General Statutes  
P.A. 23-159 An Act Concerning Teachers and Paraeducators

**Policy Adopted:**

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: JANUARY 30, 2024

RE: FY25 CIAC ITEMS

A presentation of the WLPS CIAC Items will be provided for Board of Education review, discussion and potential approval.

The following capital items will be discussed:

- WLHS HVAC
- WLMS HVAC
- NSS Drop Off Area
- NSS PreK Roof
- SES Tractor
- WLMS Gator Utility Vehicle
- PMA/RISE Ford Transit Vans (2)
- Facilities F-350 Trucks (3)
- WLHS Town Track
- Facilities Salter/Sander
- WLMS Outdoor Basketball Court

Priority Ranking	Source of Funds
<p><b>1) Mandated or Obligated:</b> Projects that the Town has already contracted or for those mandated by specific code, statute, or regulation.</p> <p><b>2) Health/Safety:</b> Projects which will eliminate conditions that imperil health or safety.</p>	<p>1) Current year's Capital Budget</p> <p>2) Financing (short or long term)</p>
<p><b>3) Critical Repair or Improvement:</b> Projects that are needed to replace unsatisfactory conditions or to provide essential services.</p>	<p>3) State or Federal Aid (grants)</p>
<p><b>4) Scheduled Repair or Improvement:</b> Projects which are planned and necessary but can wait until scheduled funds are available.</p>	<p>4) Special Assessments (i.e. sewer)</p>
<p><b>5) Deferrable:</b> Projects that are desirable for ideal operations but cannot be considered an immediate need.</p>	<p><i>Note: More than one source of funds may be applicable for a project.</i></p>

TOWN OF WINDSOR LOCKS CIAC - CAPITAL REQUEST FORMS  
 FISCAL YEAR ENDING 2024-25

Project Title: WLHS 2 <sup>nd</sup> Floor HVAC	Department: Windsor Locks High School	<u>PRIORITY</u> (see POLICY for criteria) Table 1 Priority Ranking: 1 & 2
Description of Project: Funding provides moving toward FY26 required air quality compliance by providing HVAC to the 2 <sup>nd</sup> Floor of Windsor Locks High School.		Projected purchase date / expected completion date of project: FY26

----- ESTIMATED EXPENDITURES BY FISCAL YEAR -----

Estimated Project / Item Costs	Total Estimated Cost *	Accumulated Reserves Through FY 2024	FY 24-2025	FY 25-2026	FY 26-2027	FY 27-2028	FY 28-2029	Five-Year Total	Table 2 SOURCE OF FUNDS (see policy)
Engineering /Design/ Planning /Inspection				\$2,389,115					2 & 3
Site Acquisition/Cost									
Construction/Material & Labor/ Bldg Improvements									
Equipment & Furniture Purchases									
Other									
Contingency									
<b>TOTALS</b>				\$2,389,115					

\*Please note: Requests for 2025 and 2026 must be accompanied by a written cost estimate from an appropriate vendor.

Authorized Signature: *Kevin L. Palmieri*

Date: 1/26/24

TOWN OF WINDSOR LOCKS CIAC - CAPITAL REQUEST FORMS  
 FISCAL YEAR ENDING 2024-25

Project Title: WLMS 2 <sup>nd</sup> Floor HVAC	Department: Windsor Locks Middle School	<u>PRIORITY</u> (see POLICY for criteria) Table 1 Priority Ranking: 1 & 2
Description of Project: Funding provides moving toward FY26 required air quality compliance by providing HVAC to the 2 <sup>nd</sup> Floor of Windsor Locks Middle School.		Projected purchase date / expected completion date of project:  FY26

Estimated Project / Item Costs	Total Estimated Cost *	Accumulated Reserves Through FY 2024	----- ESTIMATED EXPENDITURES BY FISCAL YEAR -----						Table 2 SOURCE OF FUNDS (see policy)
			FY 24-2025	FY 25-2026	FY 26-2027	FY 27-2028	FY 28-2029	Five-Year Total	
Engineering /Design/ Planning /Inspection				\$2,215,164					2 & 3
Site Acquisition/Cost									
Construction/Material & Labor/ Bldg Improvements									
Equipment & Furniture Purchases									
Other									
Contingency									
<b>TOTALS</b>				\$2,215,164					

\*Please note: Requests for 2025 and 2026 must be accompanied by a written cost estimate from an appropriate vendor.

Authorized Signature: *Kevin J. Pulhuit*

Date: 1/26/24

TOWN OF WINDSOR LOCKS CIAC - CAPITAL REQUEST FORMS  
 FISCAL YEAR ENDING 2024-25

Project Title: North Street School Parent/Student Drop Off Area	Department: North Street School Facilities Department	<u>PRIORITY</u> (see POLICY for criteria) Table 1 Priority Ranking: 2
Description of Project: This funding provides adjustments at North Street School, resulting from a previously funded student, to alleviate the significant traffic congestion and increase the health and safety for drivers and pedestrians.		Projected purchase date / expected completion date of project: <u>FY25</u>

Estimated Project / Item Costs	Total Estimated Cost *	Accumulated Reserves Through FY 2024	----- ESTIMATED EXPENDITURES BY FISCAL YEAR -----						Table 2 SOURCE OF FUNDS (see policy)
			FY 24-2025	FY 25-2026	FY 26-2027	FY 27-2028	FY 28-2029	Five-Year Total	
Engineering /Design/ Planning /Inspection			\$79,561.57						1
Site Acquisition/Cost									
Construction/Material & Labor/ Bldg Improvements									
Equipment & Furniture Purchases									
Other									
Contingency									
<b>TOTALS</b>			\$79,561.57						

\*Please note: Requests for 2025 and 2026 must be accompanied by a written cost estimate from an appropriate vendor.

Authorized Signature: Shawn J. Paulhus

Date: 1/26/24

TOWN OF WINDSOR LOCKS CIAC - CAPITAL REQUEST FORMS  
 FISCAL YEAR ENDING 2024-25

Project Title: North Street School PreK Roof Repair	Department: North Street School Facilities Department	<u>PRIORITY</u> (see <u>POLICY</u> for criteria) Table 1 Priority Ranking: 2
Description of Project: This funding provides for replacement rather than ongoing repair work to the PreK roof area at North Street School.		Projected purchase date / expected completion date of project: <u>FY25</u>

Estimated Project / Item Costs	Total Estimated Cost *	Accumulated Reserves Through FY 2024	----- ESTIMATED EXPENDITURES BY FISCAL YEAR -----					Five-Year Total	Table 2 SOURCE OF FUNDS (see policy)
			FY 24-2025	FY 25-2026	FY 26-2027	FY 27-2028	FY 28-2029		
Engineering / Design / Planning / Inspection			\$880,000						2
Site Acquisition / Cost									
Construction / Material & Labor / Bldg Improvements									
Equipment & Furniture Purchases									
Other									
Contingency									
<b>TOTALS</b>			\$880,000						

\*Please note: Requests for 2025 and 2026 must be accompanied by a written cost estimate from an appropriate vendor.

Authorized Signature: *Sharon J. LaBrosse*

Date: 1/20/24

TOWN OF WINDSOR LOCKS CIAC - CAPITAL REQUEST FORMS  
 FISCAL YEAR ENDING 2024-25

Project Title: South Elementary School John Deer Tractor	Department: South Elementary School Facilities Department	<u>PRIORITY</u> (see POLICY for criteria) Table 1 Priority Ranking: 2
Description of Project: This funding provides the opportunity to replace the 20 year old John Deer Tractor at South Elementary School that is used for mowing and snow removal. Currently the parts for repair cannot be found or purchased due to the age of the equipment.		Projected purchase date / expected completion date of project: <u>FY25</u>

Estimated Project / Item Costs	Total Estimated Cost *	Accumulated Reserves Through FY 2024	----- ESTIMATED EXPENDITURES BY FISCAL YEAR -----						Table 2 SOURCE OF FUNDS (see policy)
			FY 24-2025	FY 25-2026	FY 26-2027	FY 27-2028	FY 28-2029	Five-Year Total	
Engineering /Design/ Planning /Inspection			\$74,979.99						3
Site Acquisition/Cost									
Construction/Material & Labor/ Bldg Improvements									
Equipment & Furniture Purchases									
Other									
Contingency									
<b>TOTALS</b>			\$74,979.99						

\*Please note: Requests for 2025 and 2026 must be accompanied by a written cost estimate from an appropriate vendor.

Authorized Signature: *Shawn G. Paulhus*

Date: 1/26/24

TOWN OF WINDSOR LOCKS CIAC - CAPITAL REQUEST FORMS  
 FISCAL YEAR ENDING 2024-25

Project Title: WLMS Gator Utility Vehicle	Department: Windsor Locks Middle School Facilities Department	<u>PRIORITY</u> (see POLICY for criteria) Table 1 Priority Ranking: 3
Description of Project: This funding provides equipment at WLMS, which currently does not exist, for grounds maintenance for baseball, softball and soccer fields.		Projected purchase date / expected completion date of project: <u>FY27</u>

Estimated Project / Item Costs	Total Estimated Cost *	Accumulated Reserves Through FY 2024	----- ESTIMATED EXPENDITURES BY FISCAL YEAR -----					Five-Year Total	Table 2 SOURCE OF FUNDS (see policy)
			FY 24-2025	FY 25-2026	FY 26-2027	FY 27-2028	FY 28-2029		
Engineering /Design/ Planning /Inspection					\$18,483.18				3
Site Acquisition/Cost									
Construction/Material & Labor/ Bldg Improvements									
Equipment & Furniture Purchases									
Other									
Contingency									
<b>TOTALS</b>					\$18,483.18				

\*Please note: Requests for 2025 and 2026 must be accompanied by a written cost estimate from an appropriate vendor.

Authorized Signature: *Shawn J. Parkhurst*

Date: 1/26/24



TOWN OF WINDSOR LOCKS CIAC - CAPITAL REQUEST FORMS  
 FISCAL YEAR ENDING 2024-25

Project Title: PMA/RISE FORD TRANSIT VANS (2)	Department: WLPS RISE/PMA PUPIL SERVICES	<u>PRIORITY</u> (see POLICY for criteria) Table 1 Priority Ranking: 3
Description of Project: Current vehicles are over 20 years old and in need of significant maintenance. Without the funding to purchase 2 vans the program will be without transportation.		Projected purchase date / expected completion date of project: FY25

Estimated Project / Item Costs	Total Estimated Cost *	Accumulated Reserves Through FY 2024	----- ESTIMATED EXPENDITURES BY FISCAL YEAR -----					Five-Year Total	Table 2 SOURCE OF FUNDS (see policy)
			FY 24-2025	FY 25-2026	FY 26-2027	FY 27-2028	FY 28-2029		
Engineering /Design/ Planning /Inspection			\$107,240						1
Site Acquisition/Cost									
Construction/Material & Labor/ Bldg Improvements									
Equipment & Furniture Purchases									
Other									
Contingency									
<b>TOTALS</b>			\$107,240						

\*Please note: Requests for 2025 and 2026 must be accompanied by a written cost estimate from an appropriate vendor.

Authorized Signature: *Kevin A. Parkhurst*

Date: 1/26/24

TOWN OF WINDSOR LOCKS CIAC - CAPITAL REQUEST FORMS  
 FISCAL YEAR ENDING 2024-25

<b>Project Title:</b> FACILITIES F350 TRUCKS (3)	<b>Department:</b> WLPS FACILITIES	<b>PRIORITY</b> (see POLICY for criteria) Table 1 Priority Ranking: 3
<b>Description of Project:</b> Current vehicles are over 20 years old and in need of significant maintenance. Without the funding to purchase 2 vans the program will be without transportation.		<b>Projected purchase date / expected completion date of project:</b> <u>FY25, FY26, FY27</u>

			----- ESTIMATED EXPENDITURES BY FISCAL YEAR -----						
Estimated Project / Item Costs	Total Estimated Cost *	Accumulated Reserves Through FY 2024	FY 24-2025	FY 25-2026	FY 26-2027	FY 27-2028	FY 28-2029	Five-Year Total	Table 2 SOURCE OF FUNDS (see policy)
Engineering /Design/ Planning /Inspection			\$46,015	\$46,015	\$46,015				1
Site Acquisition/Cost									
Construction/Material & Labor/ Bldg Improvements									
Equipment & Furniture Purchases									
Other									
Contingency									
<b>TOTALS</b>			\$46,015	\$46,015	\$46,015				

\*Please note: Requests for 2025 and 2026 must be accompanied by a written cost estimate from an appropriate vendor.

Authorized Signature: \_\_\_\_\_

*Sharon J. [Signature]*

Date: \_\_\_\_\_

1/26/24

TOWN OF WINDSOR LOCKS CIAC - CAPITAL REQUEST FORMS  
 FISCAL YEAR ENDING 2024-25

<b>Project Title:</b> WLHS TRACK	<b>Department:</b> WLPS FACILITIES WLHS Athletics	<b>PRIORITY</b> (see POLICY for criteria) Table 1 Priority Ranking: 2 & 3
<b>Description of Project:</b> The track is in need of replacement. Currently our team cannot have a meet as the track does not meet CIAC compliance. This is a staggered approach to become up to compliance over the next three years.		<b>Projected purchase date / expected completion date of project:</b> <u>FY25, FY26, FY27</u>

Estimated Project / Item Costs	Total Estimated Cost *	Accumulated Reserves Through FY 2024	----- ESTIMATED EXPENDITURES BY FISCAL YEAR -----					Five-Year Total	Table 2 SOURCE OF FUNDS (see policy)
			FY 24-2025	FY 25-2026	FY 26-2027	FY 27-2028	FY 28-2029		
Engineering /Design/ Planning /Inspection									1
Site Acquisition/Cost									
Construction/Material & Labor/ Bldg Improvements			\$5,000	\$5,000	\$5,000				
Equipment & Furniture Purchases									
Other									
Contingency									
<b>TOTALS</b>			\$5,000	\$5,000	\$5,000				

\*Please note: Requests for 2025 and 2026 must be accompanied by a written cost estimate from an appropriate vendor.

Authorized Signature: Shawn J. Paulhus Date: 1/26/24

TOWN OF WINDSOR LOCKS CIAC - CAPITAL REQUEST FORMS  
 FISCAL YEAR ENDING 2024-25

Project Title: <b>FACILITIES SALTER AND SANDER</b>	Department: <b>WLPS FACILITIES</b>	<b>PRIORITY</b> (see POLICY for criteria) Table 1 Priority Ranking: 3
Description of Project: This funding provides additional salter and sander for the district. Currently there is only one for all district locations which limits the timeliness of cleanup in the event of storm which then hinders the start time for schools due to inclement weather.		Projected purchase date / expected completion date of project: <u>FY25</u>

Estimated Project / Item Costs	Total Estimated Cost *	Accumulated Reserves Through FY 2024	----- ESTIMATED EXPENDITURES BY FISCAL YEAR -----						Table 2 SOURCE OF FUNDS (see policy)
			FY 24-2025	FY 25-2026	FY 26-2027	FY 27-2028	FY 28-2029	Five-Year Total	
Engineering /Design/ Planning /Inspection			\$8,990						1
Site Acquisition/Cost									
Construction/Material & Labor/ Bldg Improvements									
Equipment & Furniture Purchases									
Other									
Contingency									
<b>TOTALS</b>			\$8,990						

\*Please note: Requests for 2025 and 2026 must be accompanied by a written cost estimate from an appropriate vendor.

Authorized Signature: *Shawn G. Paulk*

Date: 1/24/24

TOWN OF WINDSOR LOCKS CIAC - CAPITAL REQUEST FORMS  
 FISCAL YEAR ENDING 2024-25

<b>Project Title:</b> WLMS OUTDOOR BASKETBALL COURT	<b>Department:</b> Windsor Locks Middle School	<b>PRIORITY</b> (see POLICY for criteria) Table 1 Priority Ranking: 4
<b>Description of Project:</b> This funding provides added areas for WLMS students for outdoor movement and well-being. This would provide an outdoor basketball court for all students.		Projected purchase date / expected completion date of project: FY28

Estimated Project / Item Costs	Total Estimated Cost *	Accumulated Reserves Through FY 2024	----- ESTIMATED EXPENDITURES BY FISCAL YEAR -----					Five-Year Total	Table 2 SOURCE OF FUNDS (see policy)
			FY 24-2025	FY 25-2026	FY 26-2027	FY 27-2028	FY 28-2029		
Engineering /Design/ Planning /Inspection									1
Site Acquisition/Cost									
Construction/Material & Labor/ Bldg Improvements						\$84,613.73			
Equipment & Furniture Purchases									
Other									
Contingency									
<b>TOTALS</b>						\$84,613.73			

\*Please note: Requests for 2025 and 2026 must be accompanied by a written cost estimate from an appropriate vendor.

Authorized Signature: Shawn D. Parkin

Date: 1/26/24

# **New Entry Age for Kindergarten**

**North Street School  
Guidelines & Procedures**

# Key Points: Public Act 23-208, Section 1(a)

- Children entering kindergarten in the 2023-2024 school year must turn 5 on or before January 1, 2024
- To start kindergarten in the 2024-25 school year, however, your child must turn 5 on or before September 1, 2024.
- If your child turns 5 on September 2, 2024, through September 1, 2025, they will now enter kindergarten in the 2025-26 school year.

# Exceptions

- Parents may submit a written request to the school to admit their child. An assessment completed by the school will determine if admitting the child would be developmentally appropriate.
- If the child receives special education services and does not meet the new cutoff date, the child's planning and placement team (PPT) will review/revise the child's IEP to meet the child's needs during an additional year of PreK. Parents can also submit a written request if they would like their child to enter kindergarten and the school will complete an assessment.



# Timeline of Process & Procedures

- February 2nd Coffee Call: Introduce Guidelines & Procedures to the Community
- February - March: Acceptance of Written Requests
- April: Conduct Assessments
- May: Inform Families of Results

# Assessment: Brigance Early Childhood Screens III

- Assesses physical development, language, academic/cognitive development, self-help, and social-emotional skills
- Combines both a parent and teacher report
- Standardized measure of emergent literacy skills
- Provides cutoff scores for detecting potential giftedness or academic talent and potential development or academic delays



# Questions

?

**EXHIBIT VI**

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION  
FROM: SHAWN L. PARKHURST, SUPERINTENDENT  
DATE: JANUARY 30, 2024  
RE: FY 24-25 BUDGET FORUM AND INPUT

This evening, the FY25 budget is presented for public input.

FY24 Approved Budget	\$33,025,838
FY25 Superintendent Recommended Budget	\$38,436,158
Increase in \$	\$5,410,320
Increase in %	16.38%

**Windsor Locks Public Schools**

[www.wlps.org](http://www.wlps.org)

**Educational Leadership**

**Shawn Parkhurst**

**Superintendent of Schools 860-292-5000**

[sparkhurst@wlps.org](mailto:sparkhurst@wlps.org)

**Giovanna Testani, Principal**

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