

# WINDSOR LOCKS PUBLIC SCHOOLS



## BOARD OF EDUCATION MEETING

**Regular Meeting**

**February 8, 2024**

**6:00 p.m.**

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

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

**[Click Here for Zoom](#)**

**Windsor Locks Board of Education**

**Kylee Christianson, Chairwoman**

**Dennis Gragnolati, Vice Chairman**

**Lindsay Cutler**

**Alba Osorio**

**Greg Guyette**

**Superintendent of Schools**

**Shawn Parkhurst**

### **DISTRICT 2022-2025 (3) THREE YEAR VISION**

*All students will meet or exceed grade level standards because we want all students to feel a sense of accomplishment to pursue their passion.*

**Board of Education**  
**Town of Windsor Locks**  
**Regular Meeting - Agenda**  
**February 8, 2024 - 6:00 pm**  
**Windsor Locks High School - Library Media Center**  
**In Person Attendance Open**  
**Optional Public Attendance via Zoom, [Click Here for Zoom](#)**

- I. Call to Order
  - A. Roll Call
  - B. Pledge of Allegiance
- II. Student Board Representatives Report
- III. Board of Education and Superintendent Communications
- IV. Public Audience (only on Agenda Items)
  - A. *In Accordance with BOE Policy 1100 - The Windsor Locks Board of Education (Board) Chairperson shall recognize speakers, request proper identification and maintain proper order. The Board shall hear only concerns, views and opinions on topics within the jurisdiction of the Board. The appropriateness of the subject being presented, the suitability of the time for such presentation, the number of speakers, and the time to be allowed for public comment will be determined by the Chairperson. The public is advised that any discussion of specific employees will not be allowed at meetings and should be addressed to the employee's immediate supervisor or the Superintendent.*
- V. Overnight Field Trip Request - WLHS Robotics: **Vote Needed**                      p. 4    Exhibit I
- VI. Personnel Report
  - A. Job Description Updates: **Vote Needed**    p. 6    Exhibit II A
- VII. Business Office Report:
  - A. Review of FY24 Expenditures Year to Date    p. 15    Exhibit III A
- VIII. Policy
  - A. Policy Review: **Second Read: Vote Needed**    p. 17    Exhibit IV A
    - 4111/4211 Recruitment and Selection - *Revision*    p. 18
    - 4117.6 Exit Survey/Interviews - *New*    p. 24
- IX. Discussion of April 18, 2024 BOE meeting: **Vote Needed**                              p. 25    Exhibit V
- X. Board of Education School Liaisons    p. 26    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. Executive Session: To adjourn the meeting to Executive Session as permitted by Connecticut General Statutes Section 1-225(a) for the following purposes as allowed by Section 1-200(6), that is:

A. Superintendent Goals & Evaluation Process

That in attendance in the Executive Session shall be limited to:

1. Members of the Board of Education
2. Superintendent of Schools

XIV. Action, if any, on Executive Session Item: **Vote Possible**

XV. Adjourn Meeting

For the Chairperson of the Board of Education

Shawn L. Parkhurst - Superintendent of Schools

Copy: Town Clerk - Please Post

**EXHIBIT I**

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION  
FROM: SHAWN L. PARKHURST, SUPERINTENDENT  
DATE: FEBRUARY 8, 2024  
RE: OVERNIGHT FIELD TRIP REQUEST - WLHS ROBOTICS

The Coaches and Members of the Robotics Team will be on hand to discuss their request to travel to Houston, Texas from 4/16/24 - 4/21/24 for a competition, and answer any questions the Board Members may have. This trip will be dependent on their success in local competition.

Windsor Locks Board of Education  
Manual of Policies, Regulations, and Bylaws

JAN 24 2024

**WINDSOR LOCKS  
BOARD OF EDUCATION**

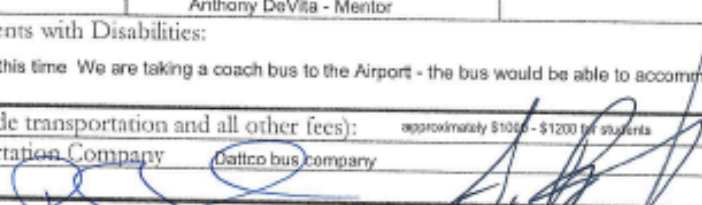
Policy 6153  
Field Trips, Recreational Trips and Other Trip Sponsored by the Schools  
REGULATION/PROCEDURES/FORMS

Regulation Page 1 of 8

**FORMA - TEACHER REQUEST FOR SCHOOL SPONSORED TRIPS**

Date of Field Trip Request 4/16 - 21/2024 Teacher Sponsor: Peter Davis

1. A "Request for School Sponsored Trips" form is to be completed in full by the teacher and submitted to the building principal in duplicate at least three (3) weeks prior to a day trip; ten (10) weeks prior to an overnight trip, and four (4) months prior to a school sponsored trip out of the country.
2. School sponsored trips should support and enrich curriculum-related goals. If a majority of a grade level is planning a trip, it should be open to all students at that grade level.
3. Upon principal's approval, the teacher will contact the bus company and make arrangements for the transportation. Arrangements should be made well in advance of the trip for students with disabilities to be transported with their peers. Smyth Bus Company is the district's contracted carrier (623-2211 or 623-8775). Arrangements with carriers other than Smyth Bus are allowable and follow the same procedure. Costs associated with any trip should be determined in advance by contacting the carrier directly.
4. Bus transportation for all field trips is paid through the Windsor Locks School Activity Account. A yellow disbursement form must be completed and submitted to the Business Office for payment.

School: <b>WLHS</b>	Grade(s): <b>9-12</b>	Destination/Location: <b>Avenida De Las Americas Houston, TX George R Brown Convention Center</b>
Purpose/Curriculum Connection: <small>First Robotics Team Championship Competition Championship is a culminating, international event for our youth robotics competition season and an annual celebration of science, technology, engineering, and math (STEM)</small>		<small>Leave WLHS Time TBD depending on flight. Datco bus brings team from the HS to Lagueardia Airport. Transportation by shuttle from the airport to the hotel. Students will walk from the hotel to the convention center a distance of 1-2 city blocks. Students will sleep either 2 or 4 to a room depending on availability. This trip is for Windsor Locks and Suffield students</small>
Desired Date: <b>4/16 - 4/21/24</b>	Alternative Dates: <b>2. N/A</b>	<b>3. N/A</b>
Time of Trip From: <b>4/16 - 4/21/2024</b> To:		Total Number of Students Attending: <b>approx 10 WLHS students</b>
<i>All school buses must return to school by 1:30 p.m. unless other arrangements have been made.</i>		
Indicate # of students who will be missing each lunch. <i>Notify Food Service</i>		
Lunch 1: <b>5</b>	Lunch 2: <b>5</b>	Lunch 3:
Chaperone in Charge: <b>Peter Davis</b>		
Chaperone certified to distribute medication: <b>Peter Davis</b>		
Chaperone List:		Ratio - Grades K-8 <b>1:10</b> Ratio - Grades 9-12 <b>1:15</b>
<b>Melissa Pascarelli - WLHS Assistant Coach</b>		<b>Nick Tseka - Mentor</b>
<b>Francis DeVita - Mentor</b>		<b>Anthony DeVita - Mentor</b>
Arrangements for Students with Disabilities: Transportation: <b>N/A at this time We are taking a coach bus to the Airport - the bus would be able to accommodate special needs</b> Other:		
Cost per Student (include transportation and all other fees):		<b>approximately \$1050 - \$1200 per student</b>
Name of Bus/Transportation Company: <b>Datco bus company</b>		
Approval of Principal: 		

Section:	<b>INSTRUCTION</b>	Definition:	<b>POLICY</b>
Title:	<b>Field Trips, Recreational Trips and Other Trips Sponsored by the Schools</b>	Number:	<b>6153</b>
		Page:	<b>4 of 11</b>

**EXHIBIT II A**

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION  
FROM: ROBERT STACY, DIRECTOR OF HUMAN RESOURCES  
DATE: FEBRUARY 8, 2024  
RE: JOB DESCRIPTION UPDATES

The attached job descriptions are presented for Board approval.

- Data Specialist
- Director of Facilities
- Facilities Attendant

NOTE: ~~Strike through indicates language to be deleted.~~  
Underline means language to be added.

**BOARD MOTION:** “**MOVE** that the Board of Education approve the revised job descriptions.”

# WINDSOR LOCKS PUBLIC SCHOOLS POSITION DESCRIPTION

## **Position Title: Data Specialist**

Department: ~~Curriculum~~ Central Office

Reports to: ~~Director of Curriculum, Instruction & Assessment~~ Superintendent of Schools

Created: April 2008

Revised: February 2024

## **BROAD FUNCTIONS:**

The Data Specialist is responsible for the management, organization and application of all district databases. The specialist provides database support and coordination for both instructional and management functions.

## **1. ESSENTIAL DUTIES AND PERFORMANCE RESPONSIBILITIES:**

- Provides overall management, coordination and supervision of database applications for the school district.
- Manages and analyzes database information
- Coordinates and is responsible for the preparation of district, state and federal reports which relate to database management, including but not limited to current and historical data such as ~~GMT, CAPT, SBA, NGSS, PSAT, SAT, and PSIS, etc.~~
- Provides educators with information to make decisions regarding teaching and learning
- Assists staff in entry, retrieval, storage, manipulation and printing of data
- Prepares and provides specialized reports as needed
- Provides staff development and training
- Maintains historical pupil records
- Assist in the planning and budgeting for existing and recommended database applications
- Keeps informed of national and state trends regarding data management.
- Designs the protocol for the collection and distribution of the results from district common assessments.
- Participates in the development of district data teams and supports data team needs.
- Performs other duties as assigned by the ~~Director of Curriculum, Instruction & Assessment~~ Superintendent of Schools.

## **2. SUPERVISORY RESPONSIBILITIES:**

None.

## **3. EDUCATION AND/OR EXPERIENCE:**

Bachelor's (B.A.) degree and five years related experience.

#### **4. CERTIFICATES, LICENSES, REGISTRATIONS:**

None

#### **5. LANGUAGE SKILLS:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, government regulations and procedures related to government reporting. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of supervisors and employees. Multilingual, Spanish preferred.

#### **6. MATHEMATICAL SKILLS:**

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

#### **7. REASONING ABILITY:**

Ability to define problems, collect data, establish facts and draw valid conclusions.

#### **8. OTHER SKILLS AND ABILITIES:**

Ability to develop effective working relationships with staff, ability to communicate clearly and concisely, both orally and in writing. Ability to negotiate and handle pressure situations for long periods of time.

#### **9. PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee is occasionally required to stand and walk. Specific vision abilities required by this job include close vision such as to read typed or hand written work. The employee frequently works irregular hours.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.



## WINDSOR LOCKS PUBLIC SCHOOLS POSITION DESCRIPTION

**Position Title:** Director of Facilities  
**Department:** Maintenance  
**Reports to:** ~~Business Manager~~ Director of Finance and Operations  
**Created:**  
**Revised:** February 2024

### **SUMMARY: BROAD FUNCTIONS:**

To direct and coordinate the planning and managing of maintenance, repair, physical operation, and improvement of all school facilities.

### **ESSENTIAL DUTIES, FUNCTIONS AND RESPONSIBILITIES:**

- Directs, plans, and schedules all maintenance, repair, grounds keeping, security, custodial requirements, and capital improvements for the school system.
- Confers with ~~Business Manager~~ the Director of Finance and Operations and building principals and inspects all school buildings, grounds, and installations on a regular basis to determine that high standards of workmanship, cleanliness, safety and security are maintained.
- Supervises all custodial and maintenance staff to include but not limited to: evaluating, scheduling, assigning, overseeing, and reviewing the work of custodial/maintenance personnel.
- Monitors and assigns all custodial and trade work through Incident IQ operating platform.
- Manages electronic facilities calendar application on a daily basis.
- Integrates internal and external events and registrations and ensures appropriate required setup and services are provided.
- Oversees and coordinates community facility use and all external organizations/individuals accessing facilities.
- Establishes price point proposals per Board policy for facility use.
- Oversees and modifies programming in relation to card access control and facility access through the building management system.
- Oversees and modifies programming in relation to HVAC equipment and scheduling.
- Recommends employment, assignment and termination of all personnel in the department.
- Monitors overtime, vacation, floating holidays and personal days of custodial staff.
- Recommends procedures and policies that will ensure that physical plant conditions are in compliance with safety and health standards and consistent with all applicable laws.
- Implements weekly, monthly, quarterly and bi-annual and annual preventive maintenance work orders.

- Establishes and recommends budget relative to the department, maintaining a detailed analysis program to control current departmental expenditures and to serve as a basis for forecasting future requirements.
- Purchases, determining specifications pertaining to supplies, materials, equipment and local contract work for the department.
- Helps maintain a system-wide emergency evacuation plan working with individual building principals in establishing emergency evacuation procedures for each school room and office.
- Manages the asbestos control program and ensures proper training and labeling of hazardous materials.
- Establishes and oversees a preventative maintenance program.
- Keeps accurate records in relation to the system's buildings (age of building, age of roof, major renovations, etc.).
- Prepares written and/or oral reports and presentations, in response to requests made by the Board of Education, administration, etc.
- Coordinates a continuing program of staff development and training.
- Performs additional duties as directed by the ~~Business Manager~~ Director of Facilities and Operations and/or Superintendent.

**SUPERVISORY RESPONSIBILITIES:**

Manages, supervises and evaluates all maintenance/custodial personnel, Housekeepers, and any seasonal employees.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE:**

A minimum of a high school diploma or general education degree (GED). ~~Trade licenses preferred.~~

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Trade license preferred. CDL license preferred.

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to deal with the public, students and staff using sound judgment.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations. Ability to understand the integrity and confidentiality of certain matters pertaining to the work of the system.

### **OTHER SKILLS AND ABILITIES:**

Significant knowledge of: plumbing, electrical, HVAC operations and general building maintenance. Significant knowledge of or ability to learn building, fire and waste disposal codes. Certification or willingness to obtain (at Board expense) Asbestos Management Certification. Knowledge of and ability to supervise and schedule custodial/cleaning/maintenance staff. Knowledge of and experience in keeping records and budget preparation. Drivers license and no record of recent moving violations with ~~CDL~~ preferred.

Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The physical qualifications include (a) freedom from communicable diseases; (b) lifting of objects up to ~~60~~ 50 pounds of weight; (c) ability to reach, bend and climb ladders in discharge of duties; (d) ability to drive tractors and small vehicles; ~~(e) pre-employment medical exam required of successful candidate.~~

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

*The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*

## **WINDSOR LOCKS PUBLIC SCHOOLS POSITION DESCRIPTION**

**Position Title:**       **Facilities Attendant**  
**Department:**       Maintenance  
**Reports to:**        Director of Facilities and the Custodial Coordinator  
**Revised:**            February 2024

### **1. BROAD FUNCTIONS:**

The job of Facilities Attendant was established for the purpose(s) of providing a variety of support to the Director of Facilities and the Facilities and Maintenance Department; establishing and maintaining records; coordinating and delegating assigned projects and work orders; and compiling and disseminating a wide variety of materials and supports.

### **2. ESSENTIAL DUTIES, FUNCTIONS AND RESPONSIBILITIES:**

- Maintains records regarding building codes, fire codes, Life Safety Amendments and AHERA requirements.
- Organizes and guides Facilities Department staff to complete tasks including inspections, maintenance repairs, electronic documentation and/or paperwork.
- Assists in the processing of Facilities Department purchase requisition and purchase orders.
- Assists in the submission of all Facilities Department invoices to the Business Office.
- Assists in coordinating and scheduling the annual fire inspections and all annual safety inspections and tests/requirements (e.g. backflow testing, water testing, boiler, elevator, grease traps, hood cleanings, fire extinguishers, fire sprinklers, etc.)
- Processes and delegates work orders and prepares work order reports.
- Organizes and inventories all custodial supplies.
- Assists with collecting and coordinating estimates and paperwork for all capital projects and assists with fixed asset reporting.
- Assists with coordinating emergency response drills throughout the school district.
- Tracks the work hours and timesheets of the housekeeping and seasonal housekeeping staff.
- Distributes forms and coordinates necessary reports for the Facilities Department matters to all building locations throughout the district.
- Communicates with vendors regarding service calls and supply/equipment orders.
- Updates and ensures the accuracy of the information on the Electronic Facilities Calendar.

- Reviews daily reports to document and create work orders for repairs issues that arise throughout the district.
- Receives requests for public use of building facilities from outside organizations, formulates cost estimates for Community Facility Use through the district's established policies and custodial union contract, and issues invoices following Community Facility Use.
- Completes district mail courier responsibilities to all district buildings/offices and Town entities (Town Hall, Department of Public Works, etc.)
- Performs other duties as may be directed by the Director of Facilities and the Custodial Coordinator.

**3. SUPERVISORY RESPONSIBILITIES:**

Not applicable

**4. QUALIFICATION REQUIREMENTS:**

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- Valid Driver's License

**5. EDUCATION AND/OR EXPERIENCE:**

- High School Diploma or Equivalent
- A minimum of three (3) years of experience in facility maintenance/operations.
- Advanced experience operating a computer and related software platforms, including all Google platforms and work order databases.
- Experience with establishing and maintaining records
- Experience with cleaning/custodial tasks

**6. LANGUAGE SKILLS:**

- Ability to read, analyze and interpret technology resources, technical manuals or governmental regulations. Ability to write reports and appropriate correspondence. Ability to effectively present information and respond to questions from administrators, staff and the general public.
- Multilingual (Spanish) preferred

**7. REASONING ABILITY:**

- Ability to solve reasonably complex problems as they arise.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to understand the integrity and confidentiality of certain matters pertaining to the work of the system.

## **8. OTHER SKILLS AND ABILITIES:**

- Ability to apply knowledge of current research and theory regarding technology.
- Ability to establish and maintain effective working relationships with staff and the school community.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to perform duties with awareness of all district requirements and Board of Education policies.

## **9. PHYSICAL DEMANDS:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The usual and customary methods of performing the job's functions require the following physical demands: Some lifting, carrying, pushing and/or pulling and significant fine finger dexterity. Generally the job requires 75% sitting, 15% walking and 10% standing. This job is performed in a generally clean and healthy indoor environment.
- The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

## **10. WORK ENVIRONMENT:**

- The noise level in the work environment is moderate to loud. Duties are performed both indoors and occasionally outdoors.

## **11. Work Year and Hours**

- Twelve-month, part-time position
  - 247 work days with no paid holidays
  - Monday through Friday, 8:00 a.m. to 12:00 p.m.

*The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION  
FROM: ALISON PIERCE, DIRECTOR OF OPERATIONS AND FINANCE  
DATE: FEBRUARY 8, 2024  
RE: BUSINESS OFFICE REPORT

**FY24 Financials**

FY24 GL Budget	\$33,025,838.00
Range to Date (January 2024 only)	\$ 3,492,061.35
YTD through January 31, 2023	\$17,365,181.80
FY24 Encumbrances	\$13,852,967.76
FY24 Budget Balance	\$ 1,807,688.44
FY24 % of Budget Remaining	5.47%

**Grant Awards**

- Connecticut Stronger Connections Grant Program
  - \$55,764.00 for centralized server for security cameras/surveillance system

**Windsor Locks Public Schools**

**BOE GF by Acct Area**  
**Fiscal Year: 2023-2024**

From Date: 1/1/2024

To 1/31/2024

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

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
010.00.100.0000.000.000								
	Account Area: Student Activity - 100	\$503,939.00	\$15,053.54	\$176,360.64	\$327,578.36	\$40,943.60	\$286,634.76	56.88%
010.00.110.0000.000.000								
	Account Area: Central Administration - 110	\$1,416,473.63	\$101,357.26	\$774,338.70	\$642,134.93	\$540,399.80	\$101,735.13	7.18%
010.00.120.0000.000.000								
	Account Area: Capital Improv & Equip - 120	\$1,000.00	\$3,899.00	\$4,697.00	(\$3,697.00)	\$0.00	(\$3,697.00)	-369.70%
010.00.130.0000.000.000								
	Account Area: Administrative Expenses - 130	\$224,984.15	\$3,294.27	\$122,760.90	\$102,223.25	\$56,740.29	\$45,482.96	20.22%
010.00.140.0000.000.000								
	Account Area: Tuition & Special Services - 140	\$2,409,354.00	\$449,819.51	\$880,571.72	\$1,528,782.28	\$1,536,097.42	(\$7,315.14)	-0.30%
010.00.211.0000.000.000								
	Account Area: Principals - 211	\$1,074,718.01	\$79,590.92	\$599,937.06	\$474,780.95	\$437,670.76	\$37,110.19	3.45%
010.00.213.0000.000.000								
	Account Area: Instructional Staff - 213	\$14,942,693.10	\$1,313,633.53	\$7,222,662.83	\$7,720,030.27	\$7,208,941.31	\$511,088.96	3.42%
010.00.214.0000.000.000								
	Account Area: Support Staff - 214	\$2,521,531.16	\$172,832.36	\$1,142,977.89	\$1,378,553.27	\$1,357,410.84	\$21,142.43	0.84%
010.00.215.0000.000.000								
	Account Area: Secretarial Staff - 215	\$367,096.00	\$28,008.94	\$207,760.65	\$159,335.35	\$155,935.56	\$3,399.79	0.93%
010.00.220.0000.000.000								
	Account Area: Textbooks - 220	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00	100.00%
010.00.230.0000.000.000								
	Account Area: Library - 230	\$25,833.97	\$523.90	\$8,547.25	\$17,286.72	\$3,659.09	\$13,627.63	52.75%
010.00.231.0000.000.000								
	Account Area: Technology - 231	\$222,125.00	\$13,034.74	\$171,811.03	\$50,313.97	\$15,685.01	\$34,628.96	15.59%
010.00.240.0000.000.000								
	Account Area: Teaching Supplies - 240	\$185,675.00	\$10,294.90	\$84,869.20	\$100,805.80	\$23,895.15	\$76,910.65	41.42%
010.00.250.0000.000.000								
	Account Area: Instructional Support - 250	\$61,646.43	\$1,816.63	\$18,471.64	\$43,174.79	\$4,870.13	\$38,304.66	62.14%
010.00.300.0000.000.000								
	Account Area: Health Care - 300	\$339,236.00	\$25,970.62	\$160,921.38	\$178,314.62	\$143,398.66	\$34,915.96	10.29%
010.00.520.0000.000.000								
	Account Area: Transportation - 520	\$1,881,834.14	\$326,196.01	\$760,591.05	\$1,121,243.09	\$1,071,981.30	\$49,261.79	2.62%
010.00.610.0000.000.000								
	Account Area: Custodial Staff - 610	\$1,394,591.91	\$103,980.26	\$754,042.74	\$640,549.17	\$639,144.73	\$1,404.44	0.10%
010.00.620.0000.000.000								
	Account Area: Contracted Service/Plant Op - 620	\$401,552.00	\$9,753.90	\$150,906.47	\$250,645.53	\$49,580.15	\$201,065.38	50.07%
010.00.640.0000.000.000								
	Account Area: Utilities - 640	\$993,445.00	\$86,627.32	\$418,256.63	\$575,188.37	\$458,792.56	\$116,395.81	11.72%
010.00.650.0000.000.000								
	Account Area: Custodial Supplies - 650	\$130,000.00	\$0.00	\$38,883.33	\$91,116.67	\$711.16	\$90,405.51	69.54%
010.00.720.0000.000.000								
	Account Area: Building & Grounds Repairs - 720	\$164,462.50	\$13,959.46	\$73,120.28	\$91,342.22	\$12,778.69	\$78,563.53	47.77%
010.00.721.0000.000.000								
	Account Area: Equip Repair & Rental - 721	\$137,991.00	\$23,222.14	\$88,146.35	\$49,844.65	\$38,236.50	\$11,608.15	8.41%
010.00.729.0000.000.000								
	Account Area: Lease/Rental - 729	\$0.00	\$12,350.00	\$49,400.00	(\$49,400.00)	(\$49,400.00)	\$0.00	0.00%
010.00.810.0000.000.000								
	Account Area: Retire/Social Security - 810	\$1,558,983.00	\$109,408.98	\$776,091.91	\$782,891.09	\$163.93	\$782,727.16	50.21%
010.00.820.0000.000.000								
	Account Area: Insurance - 820	\$2,064,173.00	\$587,433.16	\$2,679,055.15	(\$614,882.15)	\$105,331.12	(\$720,213.27)	-34.89%
	<b>Grand Total:</b>	<b>\$33,026,838.00</b>	<b>\$3,482,081.86</b>	<b>\$17,386,181.80</b>	<b>\$16,680,868.20</b>	<b>\$13,862,887.78</b>	<b>\$1,807,888.44</b>	<b>6.47%</b>



**EXHIBIT IV A**

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: ROBERT STACY, DIRECTOR OF HUMAN RESOURCES

DATE: FEBRUARY 8, 2024

RE: POLICY - SECOND READ

Tonight, the following policies will be presented for a second read and approval 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: FEBRUARY 8, 2024

RE: DISCUSSION OF APRIL 18, 2024 BOE MEETING

Due to a scheduling conflict, the Board of Education Chairperson is requesting that the Regular April Board of Education meeting scheduled for April 18, 2024 be moved to either April 4th or April 25th at 6:00 p.m. and become a Special Meeting.

**Board Motion:** “**MOVE** that the Board of Education move the Regular Board meeting scheduled for April 18, 2024 to April \_\_\_\_\_ at 6:00 p.m and make it a Special Meeting.”

**EXHIBIT VI**

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION  
FROM: SHAWN L. PARKHURST, SUPERINTENDENT  
DATE: FEBRUARY 8, 2024  
RE: BOARD OF EDUCATION SCHOOL LIAISONS

Each year, a Board of Education member is assigned to be a school liaison for each of our Windsor Locks Public Schools. The role is to be the lead BOE member representative to attend school related functions. Now that we have the full complement of BOE members, each school needs to have a BOE liaison.

Windsor Locks High School

RISE Transition Academy

Pine Meadow Academy

Windsor Locks Middle School

South Elementary School

North Street School

**Windsor Locks Public Schools**

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

**Educational Leadership**

**Shawn Parkhurst**

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

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

**Giovanna Testani, Principal**

North Street School 860-292-5027

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

**Monica Briggs, Principal**

South Elementary School 860-292-5021

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

**Matthew Warner, Principal, Christine Domler, Assistant Principal**

Windsor Locks Middle School 860-292-5012

[mwarner@wlps.org](mailto:mwarner@wlps.org) [cdomler@wlps.org](mailto:cdomler@wlps.org)

**Rebecca Bissonnette, Principal, Kirsten Krupa, Assistant Principal**

Windsor Locks High School 860-292-5032

[rbissonnette@wlps.org](mailto:rbissonnette@wlps.org) [kkrupa@wlps.org](mailto:kkrupa@wlps.org)

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**Matt Sigall, President**

Windsor Locks Teachers' Association 860-292-5032

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

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**Central Office**

**Megan Parrette**

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**Robert Stacy**

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