

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

**MINUTES OF THE SPECIAL MEETING
February 8, 2024 at 6:00 p.m.**

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

Members Present:	K. Christianson, D. Gragnolati, L. Cutler, A. Osorio, and G. Guyette
Members Absent:	None
Administrators:	S. Parkhurst, R. Stacy, A. Pierce, R. Bissonnette, M. Warner, M. Briggs, G. Testani, J. Robinson and C. Domler
Student Representatives:	E. Norris and N. Gooden
Students:	J. Christie and S. Christie
Staff:	D. Bole and P. Sibila
Others:	A few others and some participating on Zoom
Press:	None

I. Call to Order

Chairperson Ms. Kylee Christianson called the Special Meeting to Order at 6:00 p.m. held at the Windsor Locks High School Media Center and via Zoom.

A. Roll Call for Quorum

All Board Members were present.

B. Pledge of Allegiance

All stood up and pledged allegiance to the flag.

II. Student Board Representatives

Miss Emma Norris, Student Representative, addressed the Board. She spoke to about the upcoming basketball games against Suffield. The girls' game will be held at home and the boys' game will be held in Suffield. The track team has also qualified for the State Tournament.

Mr. Parkhurst introduced the newest Student Representative, Mr. Nicardo Gooden to the Board. He is currently a junior at Windsor Locks High School. Mr. Gooden thanked the Board for the opportunity to serve as a Student Representative. He expressed how much he is enjoying his new school but it is taking him time to get used to the grading system. He has been speaking to his peers and they have expressed class offerings such as, IT coding classes and cursive writing.

III. Board of Education and Superintendent Communications

Chairperson Ms. Christianson welcomed newest Board Member, Mr. Greg Guyette, as did all of the other Board Members. Board Members Ms. Cutler noted she will be attending the girls' basketball game tomorrow. Board Member Ms. Osorio commented she is looking forward to the musical *Mean Girls* March 14, 2024 through March 16, 2024. Board Member Mr. Guyette thanked everyone for their warm welcome.

Mr. Parkhurst also welcomed Board Member Mr. Guyette. He mentioned that he will be acknowledging a student at a future meeting as that student, an indoor track athlete, has qualified for a national competition. He also acknowledged the new Student Representative, Mr. Nicardo Gooden. He thanked Chairperson Ms. Christianson for attending the Board of Finance Meeting requesting an extension of the proposed budget to March 1, 2024. This request was granted. The presentation to the Board of Finance is scheduled for March 12, 2024.

Mr. Parkhurst introduced Miss Jessica Christie and Miss Stacey Christie, students at Suffield Vo-Ag program. The girls are seniors and they wanted to appear before the Board to thank them for the opportunity of attending the school. Both of the girls spoke explaining their programs they are enrolled in and how the opportunity has given them both experience and confidence to pursue their dreams. They were able to participate in the 4H Dog Club along with job shadowing a veterinarian. They thanked the Board for their continued support of students attending the Suffield Vo-Ag program.

IV. Public Audience (only on Agenda Items)

None.

V. Overnight Field Trip Request – WLHS Robotics

Mr. Parkhurst introduced Mr. Pete Davis, a coach and advisor of the Robotics Team to the Board. Mr. Davis discussed their request to travel to Houston, Texas from April 16, 2024 through April 21, 2024 for a competition. He noted the team has been successful for 28 seasons and only three times did not make the World Competition. He estimates about 35 total people would be attending, which includes students and mentors. They cost is estimated to be about \$1,000 per person, which includes airfare and other expenses. He was asked about chaperones and he confirmed about ten adult chaperons will be attending.

A brief discussion was held.

It was **MOVED** (Gragnolati) and **SECONDED** (Osorio) and **PASSED** (U) that the Board of Education approves the overnight field trip request by WLHS Robotics to Houston, Texas from April 16, 2024 through April 21, 2024.

VI. Personnel Report

A. Job Description Updates

Mr. Robert Stacy, Director of Human Resources, addressed the Board. He commented that over the course of the next few months, he will be updating job descriptions of the

non-union staff members. He has updated three of those descriptions, which were: Data Specialist, Director of Facilities and Facilities Attendant. He gave those updates to the Board Members for their review.

A brief discussion was held.

It was **MOVED** (Cutler) and **SECONDED** (Guyette) and **PASSED** (U) that the Board of Education table the Agenda Item VI. Personnel Report, A. Job Description Updates until the next Regular Meeting on February 22, 2024.

VII. Business Office Report

A. Review of FY 24 Expenditures Year to Date

Ms. Alison Pierce, Director of Operations and Finance addressed the Board. She gave an update of the January financials, which included January encumbrances of \$3,492,061.35; year to date \$17,365,181.80; remaining encumbrances for 2024 \$13,852,967.76, which leaves a budget balance of \$1,807,688.44 or 5.47% of the FY 24 budget remaining.

She announced the district was awarded the Connecticut Stronger Connections Grant. It is a grant in the amount of \$55,754.00 for centralized server for security cameras/surveillance system.

A brief discussion was held.

VIII. Policy

A. Second Read

- **4111.4211 Recruitment and Selection – Revision**
- **4117.6 Exit Surveys - New**

Mr. Robert Stacy noted this was the second read of two policies, one a revision and the other a new policy. He gave a brief description of the policies.

A brief discussion was held.

It was **MOVED** (Osorio) and **SECONDED** (Cutler) and **PASSED** (4-0-1)(In Favor: K. Christianson, D. Gragnolati, A. Osorio and L. Cutler; Opposed: None; Abstained: G. Guyette) that the Board of Education approves the two policies: 4111.4211 Recruitment and Selection and 4117.6 Exit Surveys as presented.

IX. Discussion of April 18, 2024 BOE Meeting

Mr. Parkhurst noted that 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.

A brief discussion was held.

It was **MOVED** (Guyette) and **SECONDED** (Cutler) and **PASSED** (U) the Board of Education moves the Regular Board meeting scheduled for April 18, 2024 to April 22, 2024 at 6:00 p.m and make it a Special Meeting

X. Board of Education School Liaisons

Mr. Parkhurst explained each year a Board of Education member is assigned to be a school liaison for each of the Windsor Locks Public Schools. The role is to be the lead Board of Education member representative to attend school related functions. Since the Board has a full complement of Board Members, each school needs to have a Board of Education liaison. Assignments were as follows:

- Windsor Locks High School – Ms. Alba Osorio
- RISE Transition Academy – Ms. Kylee Christianson
- Pine Meadow Academy – Ms. Kylee Christianson
- Windsor Locks Middle School – Mr. Greg Guyette
- South Elementary School – Ms. Lindsay Cutler
- North Street School – Mr. Dennis Grangolati

XI. Board and Superintendent Comment

None.

XII. Public Audience (General)

None.

XIII. Executive Session

It was **MOVED** (Cutler) and **SECONDED** (Grangolati) and **PASSED** (U) that the Board of Education adjourns 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 School

The Board entered into executive session at 6:34 p.m.

The Board returned from executive session at 7:14 p.m.

XIV. Adjournment

It was **MOVED** (Cutler) and **SECONDED** (Gragnotati) and **PASSED** (U) that the Board of Education adjourn the Regular Meeting of February 8, 2024 at 7:16 p.m.

Respectfully submitted,

Denise M. Piotrowicz
Recording Secretary