

WINDSOR LOCKS PUBLIC SCHOOLS



BOARD OF EDUCATION MEETING

Special Meeting

March 25, 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
Special Meeting - Agenda
March 25, 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. Board Member Appreciation & Recognition
- III. Student Board Representatives Report
- IV. Board of Education and Superintendent Communications
- V. 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.*
- VI. Student Recognition p. 4 Exhibit I
- VII. Approval of Donations: **Vote Needed** p. 5 Exhibit II
- VIII. Request for Early Graduation: **Vote Needed** p. 6 Exhibit III
- IX. WLHS Overnight Field Trips Request: **Vote Needed** p. 7 Exhibit IV
- X. Approval of Minutes p. 10 Exhibit V
 - March 22, 2024 Special Meeting
 - March 22, 2024 Regular Meeting
- XI. Personnel Report
 - A. Job Description Updates: **Vote Needed** p. 20 Exhibit VI A
- XII. Business Office Report:
 - A. Review of FY24 Expenditures Year to Date p. 28 Exhibit VII A
 - B. Healthy Food Certification: **Vote Needed** p. 31 Exhibit VII B
- XIII. Policy Review p. 33 Exhibit VIII
 - Second Read: Vote Needed**
 - 0521 Nondiscrimination - *NEW* p. 34
 - 5144.2 Use of Exclusionary Time Out - *NEW* p. 40

First Read:

- 3541.5 Reporting of Transportation Safety Complaints - *NEW* p. 45
- 3542.22 Food Services Personnel Code of Conduct - *NEW* p. 46
- 3542.41 Food Services Personnel Professional Standards - *NEW* p. 50
- 3542.43 Charging Policy Food Services - *NEW* p. 52
- XIV. Proposed 2024-2025 School Calendar: **Vote Needed** p. 58 Exhibit IX
- XV. District K - 5 Literacy Team Information p. 60 Exhibit X
- XVI. FY25 Budget Appeal: **Vote Needed** p. 62 Exhibit XI
- XVII. Board and Superintendent Comment
- XVIII. 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: MARCH 25, 2024
RE: STUDENT RECOGNITION

Tonight we have several students to be recognized.

Jack Scholefield, a Windsor Locks High School Junior, auditioned and was selected to the Connecticut All-State Band.

Karissa Mori, a Windsor Locks High School Junior, auditioned and was selected to the Connecticut All-State Choir.

The Suffield Windsor Locks Granby Wildcat Hockey team recently won the Conference Championship and played in the Division III State Tournament, reaching the Final Four.

This evening, three members of Windsor Locks High School, who are members of the SWLG Wildcats Hockey Team will be honored and celebrated for their 23-24 accomplishments.

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: MARCH 25, 2024

RE: APPROVAL OF DONATIONS

The District was recently gifted with three generous donations that need Board of Education approval.

- *In a Heartbeat Foundation*, located in Wallingford Connecticut, donated a Zoll semi-automatic AED worth approximately \$1,400 to benefit South Elementary School. The founder Mike Papale suffered a cardiac event as a high school athlete and has since worked to donate and train schools and businesses in CPR and AED use.
- The Windsor Locks Raiders Booster Club received a generous donation from *USA Hauling and Recycling* for the purpose of temporary lighting for team use to have several night football games. Due to unforeseen circumstances the Booster Club was unable to use the donation for the lights, and given the recent Windsor Football tragedy, they wished to use the funds to purchase two new AED's for the High School Athletic programs. With the donation of two AED's to the High School Athletic programs, they could then send one of their existing AEDs to the Middle School for use in their Athletic Programs. With the recommendation of Nursing Supervisor Lisa Ciaffaglione, the Windsor Locks Raiders Booster Club purchased two Zoll AED Plus units for a total cost of \$2,800.00. The Windsor Lock Raiders Booster Club would like to thank USA Hauling and Recycling for their support of our football team, First Selectman Paul Harrington for helping facilitate this donation, and Nursing Supervisor Lisa Ciaffaglione for her expertise and assistance in the selection of the AED equipment.

Board Motion: “**MOVE** that the Board of Education approve the generous donations of 3 Zoll AEDs totalling approximately \$4,200, with gratitude to *In a Heartbeat Foundation*, the Windsor Locks Raiders Booster Club, and *USA Hauling and Recycling*.”

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN L. PARKHURST, SUPERINTENDENT
DATE: MARCH 25, 2024
RE: REQUEST FOR EARLY GRADUATION

Aleesia Moulton is a student in 11th grade and is on target to earn 25 credits by June 7th. She has utilized Edgenuity Online courses, participated in internship programs, and completed quarterly exhibition projects to advance her studies with the goal to graduate early. Aleesia is planning on pursuing the Cosmetology and Nail Tech program at Asnuntuck Community College when she turns 18. In the meantime, she will continue working at Dunkin Donuts.

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN L. PARKHURST, SUPERINTENDENT
DATE: MARCH 25, 2024
RE: WLHS OVERNIGHT FIELD TRIP REQUESTS

Tonight, Ms. Sjodin-Niziolek will be on hand to discuss the High School's request for an EF Tours field trip to London, Paris, Florence and Rome in April of 2025, and answer any questions you may have.

Ms. Kristen Krupa will be on hand to discuss the High School's request for an overnight field trip for the Shattered Dreams retreat on 4/25 - 4/26, and answer any questions you may have.

Possible Board Motion: “**MOVE** that the Board of Education approve the EF Tours field trip to London, Paris, Florence and Rome in April of 2025, and the High School's Shattered Dreams Retreat overnight field trip from 4/25/2024 - 4/26/2024 as presented.”

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

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

Regulation Page 1 of 8

FORM A - TEACHER REQUEST FOR SCHOOL SPONSORED TRIPS

Date of Field Trip Request Grand April Break 2025 Teacher Sponsor: Sybil W. Ziolek

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: <u>W.L.S.</u>	Grade(s): <u>9-12</u>	Destination/Location: <u>London, Paris, Florence & Rome</u>
Purpose/Curriculum Connection: <u>Students will be immersed in the history, culture, & geography of major European cities.</u>		
Desired Date: <u>2025 April Break</u>	Alternative Dates: <u>2</u>	<u>3</u>
Time of Trip From: <u>10 days</u> To: _____		Total Number of Students Attending: <u>at least 6</u>
<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: _____	Lunch 2: _____	Lunch 3: _____
Chaperone in Charge: <u>Sybil W. Ziolek</u>		
Chaperone certified to distribute medication: _____		
Chaperone List: <u>T.B.D</u>	Ratio - Grades K-8 1:10	Ratio - Grades 9-12 1:15
Arrangements for Students with Disabilities: <u>T.B.D</u>		
Transportation: _____		
Other: _____		
Cost per Student (include transportation and all other fees): <u>4,300.00</u>		
Name of Bus/Transportation Company: <u>E.F. TOURS</u>		
Approval of Principal: <u>[Signature]</u>		

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

RECEIVED

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

MAR 15 2024

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

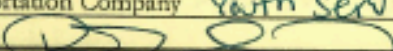
WINDSOR LOCKS
BOARD OF EDUCATION

Regulation Page 1 of 8

FORM A - TEACHER REQUEST FOR SCHOOL SPONSORED TRIPS

Date of Field Trip Request 3/14/24 Teacher Sponsor: Kristen Krupa

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: <u>WLHS</u>	Grade(s): <u>9-12</u>	Destination/Location: <u>Homewood Suites / Spare Time</u>
Purpose/Curriculum Connection: <u>Shattered Dreams Retreat - SEL curriculum Connections</u> <u>Health Curriculum Connections</u>		
Desired Date: <u>4/25 - 4/26</u>	Alternative Dates: 2. <u>NA</u>	3. <u>NA</u>
Time of Trip From: <u>2:15 PM</u> To: <u>9:00 AM</u>		Total Number of Students Attending: <u>21</u>
<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. Notify Food Service		
Lunch 1: <u>NA</u>	Lunch 2: <u>NA</u>	Lunch 3: <u>NA</u>
Chaperone in Charge: <u>Dr. Bissonnette</u>		
Chaperone certified to distribute medication:		
Chaperone List: Ratio - Grades K-8 1:10 Ratio - Grades 9-12 1:15		
<u>Wendy Knowles</u>	<u>officer Malone</u>	
<u>Kristen Krupa</u>	<u>officer Kiselback</u>	
<u>Kristen Smith</u>	<u>Evan Wojcik</u>	
Arrangements for Students with Disabilities: <u>NA</u>		
Transportation: <u>Youth Service Van</u>		
Other:		
Cost per Student (include transportation and all other fees): <u>0</u>		
Name of Bus/Transportation Company <u>Youth Services</u>		
Approval of Principal: 		

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

EXHIBIT V

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN L. PARKHURST, SUPERINTENDENT
DATE: MARCH 25, 2024
RE: APPROVAL OF MINUTES

February 22, 2024 Special Meeting

February 22, 2024 Regular Meeting

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

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

**MINUTES OF THE SPECIAL MEETING
February 22, 2024 at 4:00 p.m.**

Members Present: K. Christianson, D. Gragnolati, L. Cutler and G. Guyette
Members Absent: A. Osorio
Administrators: S. Parkhurst, J. Robinson, M. Warner and C. Domler
Staff: None
Students: Student C
Others: Mother of Student C, Aunt-Godmother of Student C and Sister of Student C

I. Call to Order

Chairperson Kylee Christianson called the Special Meeting to Order at 4:01 p.m., in the Windsor Locks Public School's Professional Development Room.

II. Roll Call

Board Members present were Ms. Kylee Christianson, Mr. Dennis Gragnolati, Ms. Lindsay Cutler, and Mr. Greg Guyette.

III. Pledge of Allegiance

Everyone present stood and pledged allegiance to the flag.

IV. Executive Session

It was **MOVED** (Cutler) and **SECONDED** (Gragnolati) and **PASSED** (U), that the Board of Education enters into Executive Session to conduct a student expulsion hearing and to preserve the confidentiality of student records, and that the following be invited to attend the executive session to offer testimony: Superintendent of Schools, High School Administration, witnesses to testify for the administration, student and parents, witnesses for student and parents, legal counsel for the Board of Education and the administration, and the student, if present.

Chairperson Ms. Christianson asked all persons in attendance to identify themselves for the record:

Board of Education Members:

Ms. Kylee Christianson
Ms. Lindsay Cutler
Mr. Dennis Gagnolati
Mr. Greg Guyette

Others:

Student C
Mother of Student C
Aunt-Godmother of Student C
Sister of Student C
Mr. Shawn Parkhurst, Superintendent of Windsor Locks Public School
Mr. Joshua Robinson, Director of Pupil Services
Mr. Matthew Warner, Principal of Windsor Locks Middle School
Ms. Christine Domler, Assistant Principal of Windsor Locks Middle School
Mrs. Denise Piotrowicz, Recording Secretary, Windsor Locks Board of Education

Witnesses were sworn in by Chairperson Ms. Christianson.

V. Action Regarding Expulsion

Testimony regarding the offense and penalty phase was given by Mr. Shawn Parkhurst, Mr. Matthew Warner, Ms. Christine Domler, Mom of Student C, Aunt-Godmother of Student C, Sister of Student C and Student C followed by questions from the Board of Education Members.

Board Recessed at 4:28 p.m.

Board Reconvened at 4:33 p.m.

Board reconvened into public session at 4:33 p.m.

It was **MOVED** (Gagnolati) and **SECONDED** (Guyette) and **PASSED** (U) that the finds that Student C did engage in conduct that violated Board Policy and seriously disruptive to the educational process. The student has therefore committed an expellable offense.

It was **MOVED** (Guyette) and **SECONDED** (Cutler) and **PASSED** (U) that the Board of Education reconvenes in Executive Session to conduct a student expulsion hearing and to protect the confidential student records and that the same persons who were previously invited to attend the Executive Session are invited to attend at 4:34 p.m.

VI. Action Regarding Expulsion

Testimony regarding the penalty phase of the expulsion was given by Mr. Shawn Parkhurst, Mr. Matthew Warner, Ms. Christine Domler, Mom of Student C, Aunt-Godmother of Student C, Sister of Student C and Student C followed by questions from the Board of Education Members.

Board Recessed at 4:45 p.m.
Board Reconvened at 5:16 p.m.

Board reconvened into public session at 5:16 p.m.

It was **MOVED** (Gragnotati) and **SECONDED** (Cutler) and **PASSED** (U that the Windsor Locks Board of Education (1) accepts and adopts the findings and facts discussed and presented in executive session; and find that Student C is hereby expelled from the Windsor Locks Public Schools, including all school-related activities, curricular or otherwise, for a period of one calendar year and (2) that as a consequence of said conduct, Student C shall be expelled in accordance with the terms and conditions of the Administrations Recommendations dated February 22, 2024, as amended.

VII. Adjournment

It was **MOVED** (Guyette) and **SECONDED** (Gragnotati) and **PASSED** (U) that the Board of Education adjourns the February 22, 2024 Special Meeting at 5:25 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 REGULAR MEETING
February 22, 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, G. Testani, J. Robinson, C. Domler, A. Goodwin, and via Zoom – M. Briggs, M. Parrette, R. March and K. Krupa
Student Representatives:	E. Norris
Students:	R. Blinn and P. Annis
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 Regular 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 Report

Miss Emma Norris, Student Representative, addressed the Board. She spoke to about the upcoming NCCC Boys' Basketball Tournament, the Boys' team will be playing at home on Friday night. Tickets can be purchased on-line.

III. Board of Education and Superintendent Communications

Chairperson Ms. Christianson mentioned the Girls' Basketball Tournament begins on Tuesday in North Branford. She shared an email the district received from Ms. Tammy Salminen, adjutant for Ira Williams, Commander for Disabled American Veterans, Chapter 17. Recently she was at the VA in Newington and she saw Valentine Day cards at the entrance that were made by students at North Street

School. Her chapter loved the cards and to have students take the time to make, decorate and write detailed message was heartfelt. She thanked Ms. Testoni, Principal of North Street School and all of the students for remembering the veterans on the holiday.

Mr. Shawn Parkhurst, Superintendent of Schools, addressed the Board. He thanked Board Member Mr. Guyette for attending the Art Exchange at the Windsor Locks Middle School. He also echoed Ms. Christianson and Miss Norris about the upcoming Basketball Tournaments.

IV. Public Audience (only on Agenda Items)

None.

V. Student Recognition

Mr. Parkhurst announced he was recognizing and celebrating two Windsor Locks High School Student Athletes for their recent Athletic accomplishments. The two students were:

- Rachael Blinn is a member of the WLHS Indoor Track Team and has qualified for the National competition in the pole vault. Best of luck to her as she represents Windsor Locks High School and the greater community in the upcoming competition.
- Peter Annis is a member of the Suffield Wildcat Wrestling Team and was recently crowned the NCCC Champ in the 106 lb. class. Peter recently competed in the Class S State Championship and has made our school and community proud of his accomplishments.

VI. Approval of Minutes

· January 30, 2024 Special Meetings (1)

An error was noted in the January 30, 2024 Special Meeting the Chairperson's name was misspelled in Section I. Call to Order, and the correction is as follows:

“Chairperson Kylee Christainson called..”

To

“Chairperson Kylee Christianson called...”

An error was noted in the January 30, 2024 Special Meeting in Section I., Sub-section A. Roll Call, and the correction is as follows:

“All Board Members were present other than Ms. Lindsay Cutler.”

To

“Board Members present were K. Christianson, D. Gragnolati and A. Osorio”

· **January 30, 2024 Special Meeting (2)**

An error was noted in the January 30, 2024 Special Meeting the Chairperson’s name was misspelled in Section VIII. FY 25 CIAC Item, Paragraph 1, Line 1, and the correction is as follows:

“Chairperson Ms. Christainson ...”

To

“Chairperson Ms. Christianson ...”

An error was noted in the January 30, 2024 Special Meeting in Section IX. Kindergarten Entrance Plan, Paragraph 2, Line 1, and the correction is as follows:

“...district will be using, Brigance Early Childhood...”

To

“...district will be using; Brigance Early Childhood...”

An error was noted in the January 30, 2024 Special Meeting in Section IX. Kindergarten Entrance Plan, Paragraph 2, Line 5-6, and the correction is as follows:

“...measure of emergency literacy skills. It proves cute scores...”

To

“...measure of emergent literacy skills. It proves cut scores...”

An error was noted in the January 30, 2024 Special Meeting in Section X. FY 24-25 Budget Forum & Input, Paragraph 6, Line 1, and the correction is as follows:

“Mr. Matt Segal, President of...”

To

“Mr. Matt Sigall, President of...”

An error was noted in the January 30, 2024 Special Meeting in Section X. FY 24-25 Budget Forum & Input, Paragraph 9, Line 3, and the correction is as follows:

“...their proposed budget as the Board has many...”

To

“...their proposed budget at a later date as the Board has many...”

An error was noted in the January 30, 2024 Special Meeting in Section X. FY 24-25 Budget Forum & Input, Paragraph 9, Line 4, and the correction is as follows:

“...consensus of the Board agreed.”

To

“...consensus of the Broad.”

An error was noted in the January 30, 2024 Special Meeting in Section XI. Board and Superintendent Comments, Paragraph 1, Line 3, and the correction is as follows:

“...preparing the budget, starting at a ...”

To

“...preparing the budget, starting at a ...”

· **February 8, 2024 Regular Meeting**

It was **MOVED** (Gragnolati) and **SECONDED** (Osorio) and **PASSED** (U) that the Board of Education approves the January 30, 2024 Special Meeting Minutes (2), as amended and February 8, 2024 Regular Meeting Minutes as presented.

VII. 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 presented three of descriptions for a second read, which were: Data Specialist, Director of Facilities and Facilities Attendant. Additional job descriptions were presented to the Board for their review, which were: Director of Finance and Operations and Director of Human Resources.

A brief discussion was held.

It was **MOVED** (Cutler) and **SECONDED** (Guyette) and **PASSED** (U) that the Board of Education approves the revised job descriptions as presented.

VIII. Business Office Report

Ms. Allison Pierce, Director of Finance and Operations, addressed the Board. She commented that back in October, it was discussed and agreed that the district would go out to bid for the transportation contract as the current contract expires June 30, 2024. It was also discussed having a Board Member to be involved in the process of the RFP and in November, Board Member Ms. Osorio volunteered to participate in the process. In January, Ms. Pierce in preparation of the RFP, did

some research on the district's current contract cost per bus/per day which is \$385-\$425; which is lower cost than regional companies by 15-27%. She discussed the trends and forecasts of 15-30% inflation, 30% insurance, and 10-15% for fuel. The regional feedback was 20-25% RFP regional responses above current rates of \$385-\$400 per bus/per day of about \$425-\$475 per bus/per day. She discussed the current costs and trends resulting in significant annual increases at a minimum of 20% projected increase. The current contract is already lower than regional averages. She contacted a consulting firm, MJK Transportation Consultants, to discuss and review their current contract and the possibilities of going out to bid for a new transportation contract. She gave a copy of their analysis and recommendations for the Board to review. She noted the consulting firm believes the current company Smyth Bus Company is favorable. She recommended not to initiate a RFP and to negotiate with the current vendor for a three year contract with a two year option.

A brief discussion was held.

It was **MOVED** (Gragnotati) and **SECONDED** (Osorio) and **PASSED** (U) that the Board of Education agrees that it is not the best interest of Windsor Locks Public Schools or Town of Windsor Locks to initiate a RFP for bus services and negotiate with the current vendor for a three year contract with two year option.

IX. Policy

A. Policy Review: First Read

- **0521 Nondiscrimination – New**
- **5144.2 Use of Exclusionary Time Out – New**

Mr. Robert Stacy noted this was the first read of two policies, both new policies. He gave a brief description of the policies.

A brief discussion was held.

X. Facilities Update

Mr. Parkhurst introduced Mr. Greg Weigert, Director of Facilities, to address the Board. He prepared a cost analysis of maintaining versus replacing infrastructure. He discussed four projects, which included North Street School leaking roof of the kindergarten wing; Windsor Locks Middle School faulty main office rooftop unit and failed boiler room hot water heater; and, Windsor Locks High School faulty Media Center/Guidance Suite rooftop unit. He discussed the cost to maintain the equipment versus the cost to replace. The projects were labeled in priority 1 through 4. The first being the failed boiler room hot water heater. He noted that the replacement of the hot water heater cost is under \$10,000 and the project does not qualify for CIAC projects and will have to come from the operating budget.

A brief discussion was held.

XI. FY 25 CIAC Items

Mr. Parkhurst noted that the entire list of projects has been given to the Board to review. He indicated that the process for the CIAC budget/projects is different than it has been in the past. The projects will be embedded into the budget and will be presented to the Board of Finance on March 12, 2024.

A brief discussion was held.

It was **MOVED** (Cutler) and **SECONDED** (Guyette) and **PASSED** (U) that the Board of Education approves the three recommended projects for CIAC.

XII. FY 24-25 Budget

Mr. Parkhurst gave an overview of the proposed budget FY 24-25 of \$38,436,158 or an increase of \$5,410,320 or 16.38% increase. He gave an overview of between the actual expenditures of FY 21-22 and FY 22-23. He noted the increase of \$5.4 Million Dollars includes the \$2.5 Million cost of insurance and 15% additional increase of insurance or \$3 Million dollars. The budget is due to the Town on March 1, 2024 and the Board will be presenting to the Board of Finance on March 12, 2024.

A brief discussion was held.

It was **MOVED** (Cutler) and **SECONDED** (Osorio) and **PASSED** (U) that the Board of Education approves the proposed budget of \$38,326,158 or an increase of \$5,410,320 or a 16.38% increase as presented.

XIII. Board and Superintendent Comment

Mr. Parkhurst commented the next Board of Education Meeting will be March 25, 2024. He reminded everyone the dates of the high school play *Mean Girls* of March 14, March 15, and March 16, 2024.

XIV. Public Audience (General)

None.

XIV. Adjournment

It was **MOVED** (Guyette) and **SECONDED** (Osorio) and **PASSED** (U) that the Board of Education adjourn the Regular Meeting of February 22, 2024 at 6:58 p.m.

Respectfully submitted,
Denise M. Piotrowicz
Recording Secretary

EXHIBIT VI A

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: ROBERT STACY, DIRECTOR OF HUMAN RESOURCES
DATE: MARCH 25, 2024
RE: JOB DESCRIPTION UPDATES

The job descriptions attached are presented for Board approval.

- Director of Information Technology
- School Nurse

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: ~~Network Systems Manager~~ Director of Information Technology
Department: Technology
Reports to: ~~Director of Curriculum, Instruction and Assessment~~ Superintendent of Schools
Revised: 6/07 March 2024

1. BROAD FUNCTIONS:

To provide leadership in successfully maintaining and advancing the integrity and security of an internet based network infrastructure and its associated resources as well as assuring the smooth and efficient operation of the district network.

2. ESSENTIAL DUTIES, FUNCTIONS AND RESPONSIBILITIES:

A. TECHNOLOGY:

1. Coordinate the development, updating operation and maintenance of the district-wide voice, video, and data systems
2. Responsible for Microsoft Windows Servers, LAN/WAN administration, configuration and system level application support
3. Responsible for Network management/administration
4. Responsible for desktop/laptop troubleshooting, repairing, building, installing, and imaging
5. Responsible for server hardware and system capacity planning
6. Responsible for user account and email administration
7. Responsible for designing, implementing and supporting system backups
8. Ensures security by maintaining Spam and Internet content filtering
9. Makes recommendations after making sound decisions in the research and purchasing of technology
10. Develops documents, and implements a disaster recovery plan
11. Implements and monitors network security
12. Responsible for software licensing, administration and procurement
13. Documents and maintains hardware, software and network standards
14. Coordinates maintenance of equipment under warranty with outside vendors.
15. Develops and maintains an inventory of hardware, software licenses.
16. Serves as a ~~member~~ chair of the district's technology committee.
17. Continues to learn about technology advancements and keep up to date in the field, especially as they pertain to educational uses.

B. BUDGET OPERATIONS:

1. Collaborates, prepares and jointly manages annual technology budget

2. Recommends upkeep of all technology equipment through contracted services

C. COMMUNICATIONS:

1. Meets with administrators, ~~coordinator of instructional technology~~, and other staff members as needed to determine their needs and provides appropriate and professional customer service
2. Provides written communications with WLPS Staff as needed regularly
3. Maintains section of website that pertains to this position

D. MANAGEMENT:

1. Provides project management
2. Prioritizes workflow management for self and others)
3. Provides strategic planning for technology infrastructure
4. Participates in the development, administration and implementation of the district's technology plan.

Performs other duties as appropriate and required.

3. SUPERVISORY RESPONSIBILITIES:

Supervises Department staff, to include :Technology Technician

4. 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.

5. EDUCATION AND/OR EXPERIENCE:

Five (5) years' experience providing tier 2 network support as a network administrator or manager

Bachelors degree in computer science or related field and progressive technical training and experience in design, implementation, and support of district-wide computer and network systems preferred

Must be highly skilled in network operating system software including Microsoft Windows Server 2003

Must be highly skilled in the areas of routing and security, making routing changes and managing firewall configuration changes.

Must be highly skilled in the area of managing messaging and collaboration services including Microsoft Exchange 2003.

Must have certification from one or more recognized programs in systems management – MCSA/MCSE/CCNA preferred.

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 complex technology 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.

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. While performing the duties of this job, the employee may push or lift up to 75 pounds such as boxes of computer equipment. The employee is directly responsible for safety, well-being or work output of other people. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

10. 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 moderate to loud. Duties are performed indoors and occasionally outdoors.

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: School Nurse
Department: Special Services
Reports to: Director of Special Services
Revised: (BOE Approved 11/13/02); March 2024

SUMMARY:

Under the direction of the school nurse supervisor, the school nurse is responsible for providing nursing services to the Windsor Locks school system.

ESSENTIAL DUTIES, FUNCTIONS AND RESPONSIBILITIES:

- Provides care to students who need emergency care due to injury or illness, or who present with an acute illness
- Documents on all visits to the health office to nursing standards.
- Within the nurse's scope of practice and state laws, trains and delegates to unlicensed school personnel medication administration and/or the delivery of health services as ordered by a licensed health care provider. Delegation to others involves initial assessment, training, and supervision.
- Assist faculty and staff in monitoring chronic health conditions.
- Develop an individual health plan (IHP) for children with chronic disease.
- Provides case management support as needed for acute and chronic illness and absences.
- Coordinates care and student emergency action plans, related to diabetes, seizures, asthma, allergies and use of emergency medications i.e. Epi-Pen, glucagon, diasat, naloxone.
- Obtain parental consent for health services.
- Serves on advisory committees/consultation for health accommodations necessary to support students individual education care plans (504 & IEP)
- Address potential health problems that are barriers to learning or symptoms of underlying medical conditions by coordinating and assisting with mandated screenings, i.e. vision, hearing, and scoliosis.
- Initiate referrals according to state and school policies.
- Provide staff with in-services related to health services and delegation of medication.
- Monitor and report communicable diseases as required by law
- Review immunization records for compliance to state laws and school policies
- Implements the policies and procedures regarding the receipt, storage, and administration of medication.

- Reviews all documentation pertaining to the administration of medications for students not less than once each month.
- Refers students to their private physician and arranges for students to be picked up by parent/guardian in incidents of illness or injury.
- Supports students personal health, hygiene and other matters as medically necessary.
- ~~Serves as needed on pupil study teams and at PPT conferences.~~
- Reviews orders or changes in orders and administers medications ~~at various schools~~ based on written orders from a physician or standing orders from the medical advisor.
- Carries out nursing responsibilities as requested by the school nurse supervisor.
- ~~Supervises school health aides as necessary.~~
- Develops reports, provides information and services as are customarily associated with position of school nurse and any related activities as may be necessary or requested by the school nurse supervisor.
- Performs other duties as appropriate and required.

SUPERVISORY RESPONSIBILITIES:

~~School health aides~~

LPN, CNA, staff assigned to assist in health services of students under an IEP or 504

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:

BSN degree preferred or graduation from an approved nursing program. License to practice nursing in Connecticut. R.N. and qualifications as a school nurse in accordance with state requirements.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret health periodicals, professional journals, technical procedures and governmental regulations. Ability to write reports, business correspondence, and health notes. Ability to effectively present information and respond to questions from staff and parents.

Multilingual (Spanish) preferred.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. 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.

OTHER SKILLS AND ABILITIES:

Must be considerate and sensitive to needs of students. Must relate well to administrators and program participants from various agencies.

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, stand, walk and talk or hear. The employee is occasionally required to run, stoop and kneel. The employee must occasionally lift and/or move up to 50 pounds. The employee must occasionally push items of 50 pounds such as pushing children on a bike or moving/rearranging furniture. While performing the duties of the job, the employee occasionally may visit a child's home. Specific vision abilities required by this job include close vision, distance vision and depth perception.

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 may be loud and is a standard acceptable level for this environment. Is directly responsible for students safety, work output and well-being.

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.

EXHIBIT VII A

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: ALISON PIERCE, DIRECTOR OF OPERATIONS AND FINANCE
DATE: MARCH 25, 2024
RE: BUSINESS OFFICE REPORT

FY FINANCIALS

FY24 GL Budget \$33,025,838.00
Range to Date (February 2024 only) \$ 3,360,148.05
YTD through February 2024 \$ 20,759,125.02
FY24 Encumbrances \$ 11,407,925.03
FY24 Budget Balance \$ 858,787.95
FY24 % of Budget Remaining 2.60%

CAPITAL PROJECTS (FORMERLY CIAC) - STATUS UPDATE

Description	Budget	YTD Transactions	Balance	Encumbrance	Uncommitted Balance
21 DS Sprinkler Upgrades	\$15,036.00	\$4,526.45	\$10,509.55	\$0.00	\$10,509.55
21 FB HS Elevator Upgrade	\$70,000.00	\$2,425.00	\$67,575.00	\$0.00	\$67,575.00
21 FB MS Elevator repairs	\$54,137.58	\$12,050.00	\$42,087.58	\$0.00	\$42,087.58
23 HVAC Upgrades (NS)	\$700,000.00	\$24,098.60	\$675,901.40	\$60,246.50	\$615,654.90

23 DS Upgraded Signage	\$36,077.00	\$0.00	\$36,077.00	\$0.00	\$36,077.00
24 HS Auditorium Upgrades	\$314,446.00	\$0.00	\$314,446.00	\$0.00	\$314,446.00

PENDING CIAC PROJECTS (FY21-FY24)

COMPLETED CIAC PROJECTS (FY19-24)

PROJECT	BALANCE	NOTES
2019 HS Athletic Field Architectural Survey	\$31,491.79	Initial study conducted in 2019. Remaining project components unavailable due to Pandemic supply chain issues and inflation. Project not completed within timeframe.
2020 NS Drop Off Area Study	\$27,500.00	Project components unavailable due to Pandemic supply chain issues and inflation. Project not completed within timeframe. Refund issued.
2020 SS Partial Roof Replacement	\$199,281.46	Project came in under budget. Project complete. Refund issued.
2024 DS Chromebooks	\$25.20	Project complete. Refund issued.
2024 MS Acoustic Panels	\$16,237.00	Supply cost decreased due to color option availability. Project complete. Refund issued.
	\$274,625.45	Refund issued back to Town of Windsor Locks

Windsor Locks Public Schools

BOE GF by Acct Area

Fiscal Year: 2023-2024

From Date: 2/1/2024

To Date: 2/29/2024

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	\$31,516.71	\$208,565.35	\$295,373.65	\$66,085.91	\$229,287.74	45.50%
010.00.110.0000.000.000	Account Area: Central Administration - 110	\$1,416,473.63	\$100,560.04	\$874,898.74	\$541,574.89	\$441,629.27	\$99,945.62	7.06%
010.00.120.0000.000.000	Account Area: Capital Improv & Equip - 120	\$1,000.00	\$0.00	\$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	\$24,327.96	\$147,483.93	\$77,500.22	\$77,515.28	(\$15.06)	-0.01%
010.00.140.0000.000.000	Account Area: Tuition & Special Services - 140	\$2,409,354.00	\$549,733.93	\$1,441,455.15	\$967,898.85	\$922,202.31	\$45,696.54	1.90%
010.00.211.0000.000.000	Account Area: Principals - 211	\$1,074,718.01	\$79,590.92	\$679,527.98	\$395,190.03	\$358,101.44	\$37,088.59	3.45%
010.00.213.0000.000.000	Account Area: Instructional Staff - 213	\$14,942,693.10	\$1,243,631.18	\$8,466,294.01	\$6,476,399.09	\$5,947,187.58	\$529,211.51	3.54%
010.00.214.0000.000.000	Account Area: Support Staff - 214	\$2,521,531.16	\$221,602.32	\$1,364,580.21	\$1,156,950.95	\$1,098,446.93	\$58,504.02	2.32%
010.00.215.0000.000.000	Account Area: Secretarial Staff - 215	\$367,096.00	\$27,937.58	\$235,698.23	\$131,397.77	\$127,637.50	\$3,760.27	1.02%
010.00.220.0000.000.000	Account Area: Textbooks - 220	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$995.87	\$1,504.13	60.17%
010.00.230.0000.000.000	Account Area: Library - 230	\$25,833.97	\$4,027.57	\$12,574.82	\$13,259.15	\$1,334.17	\$11,924.98	46.16%
010.00.231.0000.000.000	Account Area: Technology - 231	\$222,125.00	\$17,840.57	\$189,651.60	\$32,473.40	\$5,815.45	\$26,657.95	12.00%
010.00.240.0000.000.000	Account Area: Teaching Supplies - 240	\$185,675.00	\$8,553.76	\$94,531.90	\$91,143.10	\$34,111.55	\$57,031.55	30.72%
010.00.250.0000.000.000	Account Area: Instructional Support - 250	\$61,646.43	(\$957.25)	\$22,014.39	\$39,632.04	\$4,478.99	\$35,153.05	57.02%
010.00.300.0000.000.000	Account Area: Health Care - 300	\$339,236.00	\$29,435.24	\$190,356.62	\$148,879.38	\$111,649.16	\$37,230.22	10.97%
010.00.520.0000.000.000	Account Area: Transportation - 520	\$1,881,834.14	\$154,206.47	\$915,172.52	\$966,661.62	\$951,923.83	\$14,737.79	0.78%
010.00.610.0000.000.000	Account Area: Custodial Staff - 610	\$1,394,591.91	\$169,666.70	\$923,709.44	\$470,882.47	\$529,800.41	(\$58,917.94)	-4.22%
010.00.620.0000.000.000	Account Area: Contracted Service/Plant Op - 620	\$401,552.00	\$24,899.02	\$188,174.39	\$213,377.61	\$36,749.38	\$176,628.23	43.99%
010.00.640.0000.000.000	Account Area: Utilities - 640	\$993,445.00	\$97,329.15	\$517,070.70	\$476,374.30	\$352,345.92	\$124,028.38	12.48%
010.00.650.0000.000.000	Account Area: Custodial Supplies - 650	\$130,000.00	\$19,513.50	\$58,396.83	\$71,603.17	\$342.39	\$71,260.78	54.82%
010.00.720.0000.000.000	Account Area: Building & Grounds Repairs - 720	\$164,462.50	\$5,743.86	\$80,588.98	\$83,873.52	\$5,271.67	\$78,601.85	47.79%
010.00.721.0000.000.000	Account Area: Equip Repair & Rental - 721	\$137,991.00	\$1,485.91	\$89,632.26	\$48,358.74	\$38,207.18	\$10,151.56	7.36%
010.00.729.0000.000.000	Account Area: Lease/Rental - 729	\$0.00	\$6,175.00	\$55,575.00	(\$55,575.00)	(\$55,575.00)	\$0.00	0.00%
010.00.810.0000.000.000	Account Area: Retire/Social Security - 810	\$1,558,983.00	\$122,021.42	\$898,113.33	\$660,869.67	\$59,783.87	\$601,085.80	38.56%
010.00.820.0000.000.000	Account Area: Insurance - 820	\$2,064,173.00	\$421,306.49	\$3,100,361.64	(\$1,036,188.64)	\$291,883.97	(\$1,328,072.61)	-64.34%
	Grand Total:	\$33,025,838.00	\$3,360,148.05	\$20,759,125.02	\$12,266,712.98	\$11,407,925.03	\$858,787.95	2.60%

ANNUAL HEALTHY FOOD CERTIFICATION STATEMENT (VOTE REQUIRED)

FOOD SERVICES

The Healthy Food Certification (HFC) statute (C.G.S. Section 10-215f) requires that each local board of education or governing authority (BOE) for public schools participating in the National School Lunch Program (NSLP) each year must certify whether all food items sold to students (separately from reimbursable meals) will or will not meet the Connecticut Nutrition Standards (CNS).

Vote 1: Required vote for participation in healthy food option of HFC

This vote is required for all BOEs that participate in the NSLP. Each BOE must vote “yes” or “no” to participate in the healthy food option of C.G.S. Section 10-215f and follow the Connecticut Nutrition Standards (CNS).

The motion and BOE-approved meeting minutes must include the exact motion language below:

Board Motion to participate in the healthy food option of HFC:

“Pursuant to C.G.S. Section 10-215f, the Windsor Locks Board of Education certifies that all food items offered for sale to students in the schools under its jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will comply with the Connecticut Nutrition Standards during the period of July 1, 2024, through June 30, 2025. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to school stores, vending machines, school cafeterias, culinary programs, and any fundraising activities on school premises sponsored by the school or non-school organizations and groups.”

Vote 2: Required vote for combined food & beverage exemptions for BOEs choosing healthy food option of HFC. *This vote is required for all BOEs that vote “yes” to participate in the healthy food option. The motion and BOE-approved meeting minutes must reflect a “yes” or “no” vote to allow food exemptions using the exact motion language below.*

Board Motion to allow food & beverage exemptions:

“The Windsor Locks Board of Education will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards and beverages not listed in Section

10-221q of the Connecticut General Statutes provided that the following conditions are met:

- 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend;
- 2) the sale is at the location of the event; and
- 3) the food and beverage items are not sold from a vending machine or school store.

An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The “regular school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held and must be the same place as the food and beverage sales.”

EXHIBIT VIII

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: ROBERT STACY, DIRECTOR OF HUMAN RESOURCES

DATE: MARCH 25, 2024

RE: POLICY - FIRST READ / SECOND READ AND APPROVAL

The following policies will be presented for a **second read and approval** by the Board of Education:

- 0521 Nondiscrimination
- 5144.2 Use of Exclusionary Time Out

The following policies will be presented as a **first read/review** by the Board of Education:

- 3541.5 Reporting of Transportation Safety Complaints
- 3542.22 Food Services Personnel Code of Conduct
- 3542.41 Food Services Personnel Professional Standards
- 3542.43 Charging Policy Food Services

Possible Board Motion: “**MOVE** the Board of Education approve policies: 0521: Nondiscrimination, and 5144.2: Use of Exclusionary Time Out as presented.”

Mission Goals Objectives

Nondiscrimination

The District shall promote nondiscrimination and an environment free of harassment based on an individual's race, color, religion, sex, sexual orientation, gender identity/expression, national origin, ancestry, disability, (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, marital status or age or because of the race, color, religion, sex, sexual orientation, gender identity or expression, national origin, disability, genetic information, marital status or age of any other persons with whom the individual associates or status as a Veteran. The District provides equal access to the Boy Scouts and other designated youth groups.

In keeping with requirements of federal and state law, the District strives to remove any vestige of discrimination in employment, assignment and promotion of personnel; in educational opportunities and services offered to students; in student assignment to schools and classes; in student discipline; in location and use of facilities; in educational offerings and materials; in accommodating the public at public meetings; as well as the District website.

The Board encourages staff to improve human relationships within the schools and to establish channels through which citizens can communicate their concerns to the administration and the Board.

The Superintendent shall appoint and make known the individuals to contact on issues concerning the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1974, Title VI, Title VII, Title IX and other civil rights or discrimination issues. The Board will adopt and the District will publish grievance procedures providing for prompt and equitable resolution of student and employee complaints.

Federal civil rights laws prohibit discrimination against an individual because he/she has opposed any discrimination act or practice or because that person has filed a charge, testified, assisted or participated in an investigation, proceeding or hearing. ADA further prohibits anyone from coercing, intimidating, threatening or interfering with an individual for exercising the rights guaranteed under the Act.

(cf. [4000.1](#) - Title IX)

(cf. [4111](#) - Recruitment and Selection)

(cf. [4111.1/4211.1](#) - Affirmative Action)

(cf. [4118.11/4218.11](#) - Nondiscrimination)

(cf. [4118.112/4218.112](#) - Sex Discrimination and Sexual Harassment in the Workplace)

(cf. [4118.113/4218.113](#) - Harassment)

(cf. 5145.4 - Nondiscrimination)

(cf. [5145.5](#) - Sexual Harassment)

(cf. [5145.51](#) - Peer Sexual Harassment)

(cf. 5145.52 - Harassment)

(cf. [5145.6](#) - Student Grievance Procedure)

(cf. [6121](#) - Nondiscrimination)

(cf. [6121.1](#) - Equal Educational Opportunity)

Legal Reference: Title VII, Civil Rights Act, 42 U.S.C. 2000e, et seq.

29 CFR 1604.11, EEOC Guidelines on Sex Discrimination.

Title IX of the Educational Amendments of 1972, 20 U.S.C. 1681 et seq.

Title IX Final Rule, May 6, 2020

Age Discrimination in Education Act, 29 U.S.C. §621

Americans with Disabilities Act, 42 U.S.C. §12101

Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §794

Title II of the Genetic Information Act of 2008

Title VI of the Civil Rights Act of 1964, 42 U.S.C. §2000d et. Seq.

34 CFR Section 106.8(b), OCR Guidelines for Title IX.

Definitions, OCR Guidelines on Sexual Harassment, Fed. Reg. Vol 62, #49, 29 CFR Sec. 1606.8 (a) 62 Fed Reg. 12033 (March 13, 1997) and 66 Fed. Reg. 5512 (January 19, 2001)

20 U.S.C. 7905 (Boy Scouts of America Equal Access Act)

Meritor Savings Bank. FSB v. Vinson, 477 U.S. 57 (1986)

Faragher v. City of Boca Raton, No. 97-282 (U.S. Supreme Court, June 26, 1998)

Gebbs v. Lago Vista Indiana School District, No. 99-1866, (U.S. Supreme Court, June 26, 1998)

Davis v. Monroe County Board of Education, No. 97-843, (U.S. Supreme Court, May 24, 1999.)

The Vietnam Era Veteran's Readjustment Act of 1974, as amended, 38 U.S.C. §4212

Title II of the Genetic Information Nondiscrimination Act of 2008

Connecticut General Statutes

[46a-51](#) Definitions

[46a-58](#) Deprivation of rights. Desecration of property. Placing of burning cross or noose on property. Penalty. (as amended by PA 17-127)

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

[46a-81a](#) Discrimination on basis of sexual orientation: Definition

[10-15c](#) Discrimination in public schools prohibited. School attendance by five-year olds. (Amended by P.A. 97-247 to include "sexual orientation" and P.A. 11-55 to include "gender identity or expression")

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

[17a-101](#) Protection of children from abuse.

P.A. 17-127, An Act Concerning Discriminatory Practices Against Veterans,
leaves of Absence for National Guard Members”

Public Law 111-256

Meacham v. Knolls Atomic Power Laboratory 128 S.Ct. 2395, 76 U.S.L.W.
4488 (2008)

Federal Express Corporation v. Holowecki 128 S.Ct. 1147, 76 U.S.L.W. 4110
(2008)

Kentucky Retirement Systems v. EEOC 128 S.Ct. 2361, 76 U.S.L.W. 4503
(2008)

Sprint/United Management Co. v. Mendelsohn 128 S.Ct. 1140, 76 U.S.L.W.
4107 (2008)

Bostock v. Clayton County, Georgia, 140 S.Ct. 1731, 2020 WL3146686 (June
15, 2020)

Policy Adopted:

Mission-Goals-Objectives

Nondiscrimination

Grievance Procedure for Section 504 and Title VII Regulations

The Board of Education does not knowingly condone discrimination on the basis of an individual's race, color, religion, sex, sexual orientation, gender identity/expression, national origin, ancestry, disability, (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, marital status or age or because of the race, color, religion, sex, sexual orientation, gender identity or expression, national origin, disability, genetic information, marital status, status as a Veteran or age of any other persons with whom the individual associates in admission or access to, or treatment, or employment in its programs or activities.

Inquiries regarding compliance, including receipt and investigation of any complaint alleging non-compliance may be directed to the Superintendent of Schools, or in the Superintendent's absence, the Supervisor of Special Services.

Definitions

A "grievance" is a complaint by an employee, or group of employees, or a student or group of students based upon an alleged violation of the provisions of Section 504, or Title VII.

The term "employee" is considered to apply to any employee of the Nutmeg Board of Education. The term "student" is considered to apply to any student enrolled in the Nutmeg Public Schools. The term "teacher" is considered to apply to any teacher employed by the Nutmeg Board of Education. The "teacher", "employee", or "student" may include a group of teachers or a group of employees or a group of students who are similarly affected by a grievance.

An "aggrieved person" is the person or persons making the claim.

The term "days", when used in this article, shall, except when otherwise indicated, mean working days.

Purpose

The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to the problems which may arise under the provisions of Section 504, or Title VII.

The parties agree that these proceedings shall be kept as informal and confidential as may be appropriate at any level of the procedure.

Nothing herein contained shall be construed as limiting the right of the complainant having a problem to discuss the matter informally with any appropriate member of the administration.

Any complainant shall have the right at any time to present any grievance to such persons and through such channels as are designated for that purpose in this article.

Time Limits

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum, and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement in writing.

If a complainant does not file a grievance in writing as provided herein within 30 days after the aggrieved person knew or should have known of the act or condition on which the grievance is based, then the grievance shall be considered waived.

Informal Procedure

Any student, employee or applicant to a program who feels that he/she has been discriminated against on the basis of race, color, national origin, sex, sexual orientation or handicap shall contact the building Principal/supervisor within 30 days of the alleged occurrence to discuss the nature of the complaint.

The Principal/supervisor shall maintain a written record which shall contain the following:

1. Full name and address of complainant.
2. Full name and position of person(s) who allegedly discriminated against the complainant.
3. A concise statement of the facts constituting the alleged discrimination.
4. Dates of the alleged discrimination.

At the time the alleged discrimination complaint is filed, Principal/supervisor shall review and explain the grievance procedures with the complainant and answer any questions. An investigation of the complaint shall begin as soon as practical, but in no case, more than ten (10) working days from the time the complaint was received. Within this time limit, the Principal/supervisor shall meet informally with the complainant and the individual(s) against whom the complaint was lodged and shall provide confidential counseling where advisable and shall finally seek an informal agreement between the parties concerned. Every attempt shall be made to seek a solution and resolve the alleged discrimination complaint at this level.

If the complainant is not satisfied with these initial informal procedures, within twenty (20) school days from the date of the original discussion with the principal/supervisor, more formal procedures may be initiated by the complainant to further explore and resolve the problem.

Formal Procedure

1. Level One - School Principal

If a complainant is not satisfied with the disposition of the problem through informal procedures, he/she may submit his/her claim as a formal grievance in writing to the Principal.

The Principal shall within five (5) days render a decision and the reasons therefore in writing to the complainant, with a copy to the Superintendent of Schools.

2. Level Two - Superintendent of Schools

If the complainant is not satisfied with the disposition of his/her grievance at Level One, or if no decision has been rendered within five (5) days after presentation of the grievance in writing, the complainant may file a written appeal for a hearing by the Superintendent of Schools within five (5) days.

The Superintendent of Schools shall represent the administration at Level Two of the grievance procedure. Within ten (10) days after receipt of the written appeal for a hearing by the Superintendent, the Superintendent shall meet with the complainant for the purpose of resolving the grievance. A full record of such hearing shall be kept by the Superintendent. The Superintendent shall within three (3) days of the hearing render the decision and the reasons therefore in writing to the complainant.

3. Level Three - Board of Education

If the complainant is not satisfied with the disposition of the grievance at Level Two, or if no decision has been rendered within three (3) days after first meeting with the Superintendent, the person may file the grievance again with the Board of Education within five (5) days.

Within fifteen (15) days after receiving the written appeal, the Board shall meet with the complainant for the purpose of resolving the grievance. The decision of the Board shall be rendered in writing within three (3) days.

General Provisions

Decisions rendered at all levels of the formal grievance shall be in writing setting forth the decision and the reasons therefore.

All documents, communications and records dealing with the processing of a grievance shall be filed separately from the existing files of the participants.

Any person may also file a complaint of illegal discrimination with the Office for Civil Rights, Washington, D.C., at the same time he/she files the grievance during or after use of the grievance process, or without using the grievance process at all. If a complaint is filed with the Office for Civil Rights, it must be filed in writing no later than 180 days after the occurrence of the possible discrimination.

The Director of Human Resources is the Title VII, and Section 504 Coordinator and may be contacted at: RStacy@WLPS.ORG

Regulation Approved:

Students

The Board of Education (Board) acknowledges that behavior management practices for students may sometimes include the use of exclusionary time out settings. A time out setting is an area for a student to safely deescalate, self-regulate, self-calm, regain control and prepare to meet expectations to return to his/her educational program. A time out setting shall only be used in conjunction with a behavior management program which teaches and reinforces acceptable behaviors, except where it is necessary to remove a student from a potentially dangerous situation or an unanticipated situation.

Definitions

Exclusionary time out means a temporary, continuously monitored separation of a student from an ongoing activity in a non-locked setting, for the purpose of calming such student or deescalating such student's behavior.

Seclusion means the involuntary confinement of a student in a room, physically prevented from leaving. Seclusion does not include an exclusionary time out.

Physical restraint means any mechanical or personal restriction that immobilizes or reduces the free movement of a person's arms, legs or head, including, but not limited to, carrying or forcibly moving a person from one location to another. Excluded from this definition is briefly holding a person in order to calm or comfort the person; restraint involving the minimum contact necessary to safely escort a person from one area to another; medical devices including but not limited to, supports prescribed by a health care provider to achieve proper body position or balance; helmets or other protective gear used to protect a person from injuries due to a fall; helmets, mitts and similar devices used to prevent self-injury when the device is part of a documented treatment plan or individualized education program pursuant to Connecticut's special education laws or prescribed or recommended by a medical professional and is the least restrictive means to prevent such self-injury or an exclusionary timeout.

Types of Time Out

A time-out is a behavioral support strategy in which a student temporarily separates from the learning activity or classroom, either by choice or by staff direction for the purpose of calming.

There are two kinds of time-out:

- Inclusionary - when a student is removed from positive reinforcement or full participation in the class while remaining in the class. The use of inclusionary time-out functions as a behavior support strategy while allowing the student to remain fully aware of the learning activities in the classroom.
- Exclusionary - when a student is separated from the rest of the class through complete visual separation or actual physical separation.

Time-out is used for calming an agitated student. Time-out is not used for punishment or discipline.

Use of Exclusionary Time Out Setting/Space

If a time out setting/space is to be used, it must be used as a behavioral intervention strategy that is designed to teach and reinforce alternative appropriate behaviors in which a student is removed to a supervised area or room in order to facilitate self-control or when it is necessary to remove a student from a potentially dangerous situation and for unanticipated situations that pose an immediate concern for the physical safety of a student or others.

The Board has adopted and implemented the following policy and procedures governing school use of time out settings/spaces as part of its behavior management approach consistent with P.A. 18-51.

At a minimum, the use of exclusionary time out settings/spaces shall be governed by the following rules and standards:

1. The Board prohibits placing a student in a locked room or space or in a setting where the student cannot be continuously observed and supervised. The time out space shall be unlocked and the door must be able to be opened from the inside. The use of locked rooms or spaces for purposes of time out or emergency interventions is prohibited.

Staff shall continuously monitor the student in a time out setting. The staff must be able to see and hear the student at all times. At least one school employee must remain with the student or be immediately available to the student so that the student and the staff member can communicate verbally throughout the time out.

Under no circumstances shall a time out setting/space in a school program be used for seclusion of the student, where the term "seclusion" is interpreted to mean placing a student in a locked room or space or in a room where the student is not continuously observed and supervised.

2. Factors which may precipitate the use of the time out setting/space:
 - a. Student fails to respond to less severe interventions (behavior that cannot be controlled through interventions short of isolation in the designated time out space or room)
 - b. Behavior that is severely disruptive
 - c. Dangerous behavior that presents a risk of injury or harm to that student or to others
 - d. Behavior that is dangerous or presents a risk of significant property damage.

The designated time out setting/space shall not be used for punitive purposes, for staff convenience or to control minor misbehavior.

3. Time limitations for the use of the time out setting/space:

A student should remain in the designated time out setting/space only for the time necessary for the student to compose him/herself sufficiently to return to the classroom with minimal risk that the behavior will quickly reoccur, in the opinion of school staff monitoring the intervention. The time should normally not exceed 30 minutes. (A suggested time-legislation does not specify time limits)

School staff shall not keep a student in the designated time out setting/space for more than one hour. If the student continues to present dangerous behaviors after this period of time, the placement in that space may be continued only with written authorization of the building Principal or designee. In that event, the student's parent/guardian should also be called for the purpose of taking the student home for the remainder of that school day.

If, at any point during the student's stay in the designated time out space, the building Principal or his/her designee believes that the student cannot be maintained safely even in that setting, the building Principal/designee shall call the student's parent/guardian to come pick up the student, and may also call other emergency personnel for the purpose of taking custody of the student and ensuring the student's safety.

Further, a student's IEP shall specify when a behavioral intervention plan includes the use of a time out setting for a student with a disability, including the maximum amount of time a student will need to be in a time out setting as a behavioral consequence as determined on an individual basis in consideration of the student's age and individual needs.

School administration or other personnel shall be notified in the event a student is placed in a time out setting for excessive amounts of time; and such information shall be considered when determining the effectiveness of the student's behavioral intervention plan and the use of the time out setting for the student. Whether the student requires a debriefing following the use of a time out setting shall be left to the staff knowledgeable about the individual student.

When it is decided through the program planning process to use a time out setting as a behavioral intervention, it should be clearly articulated in the planning what will be done if the student refuses to comply with the request to move to a time out setting or if the use of this strategy is not successful in managing the student's behavior. Should staff be required to physically remove the student to the time out setting, it is important that non-violent crisis techniques be used. Consideration must be given to the procedures pertaining to use of physical restraint and/or seclusion as defined in policy [5144.1](#).

4. Staff training on the policies and procedures related to the use of time out setting/space shall include, but not be limited to, the following measures:
 - a. The Director of Special Education shall be responsible to the Superintendent for establishing administrative practices and procedures for training all District personnel responsible for use of time out.
 - b. Specific Training Activities and Programs:

Staff members working with students who have the use of the time out space will:

- Receive full training in the policy and procedures for the use of a time out setting.
- Participate in work sessions to review each student's Behavior Intervention Plan and receive specific instruction in the implementation of the plan. The work sessions will include teachers, teaching assistants, monitors, building administrators and the Director of Pupil Personnel Services.

5. Data collection to monitor the effectiveness of the use of time out settings/spaces:

The District shall establish and implement procedures to document the use of time out space, including information to monitor the effectiveness of the use of the time out space to decrease specified behaviors. Such data may be subject to review by the State Education Department (SED) upon request.

Such data collection should appropriately include, but is not limited to, the following information:

- a. A record for each student showing the date and time of each use of the time out setting;

- b. A detailed account of the antecedent conditions/specific behavior that led to the use of the time out setting;
 - c. The amount of time that the student was in the time out setting; and
 - d. Information to monitor the effectiveness of the use of the time out setting to decrease specified behaviors which resulted in the student being placed in the setting.
6. Information to be provided to parents:

The School District shall inform the student's parents prior to the initiation of a behavioral intervention plan that will incorporate the use of a time out setting for a student, and shall give the parent the opportunity to see the physical space that will be used as a time out setting and provide the parent with a copy of the school's policy on the use of time out settings/spaces.

Additionally, parents should be notified if their child was placed in a time out setting. Minimally, whenever a time out setting is used as an emergency intervention the parent shall be notified of the emergency intervention. Such notification will be provided the same day whenever possible. The use of a time out setting must be included on the student's IEP.

Parent reports of alleged inappropriate interventions used in a time out setting should be directed to school administrators.

Physical Space Used as a Time Out Setting/Space

The physical space used as a time out setting must meet certain standards:

- a. The area shall provide a means for continuous visual and auditory monitoring of the student. (Staff assigned to monitor the time out area must be able to see and hear the student at all times and be able to communicate verbally with the student throughout the time out.)
- b. The space or setting used for an exclusionary time out must be appropriate for calming or deescalating the student's behavior.
- c. The area shall be of adequate width, length and height to allow the student to move about and recline comfortably.
- d. Wall and floor coverings should be designed to prevent injury to the student, and there shall be adequate lighting and ventilation.
- e. The temperature of the area shall be within the normal comfort range and consistent with the rest of the building.
- f. The area shall be clean and free of objects and fixtures that could be potentially dangerous to a student and shall meet all local fire and safety codes.
- g. The setting must be unlocked and the door must be able to be opened from the inside at all times. The use of locked rooms or spaces for the purpose of time out is strictly prohibited.

(cf. [4148](#)/4248 - Employee Protection)

(cf. 5141.23 - Students with Special Health Care Needs)

(cf. [5144.1](#) - Physical Restraint/Seclusion/Exclusionary Time Out)

Legal Reference: Connecticut General Statutes

[10-76b](#) State supervision of special education programs and services.

[10-76d](#) Duties and powers of boards of education to provide special education programs and services.

[10-236b](#) Physical restraint and seclusion of students by school employees. (as amended by PA 17-220 and PA 18-51)

[46a-150](#) Definitions. (as amended by PA 07-147 and PA 15-141)

[46a-152](#) Physical restraint, seclusion and use of psychopharmacologic agents restricted. Monitoring and documentation required.

[46a-153](#) Recording of use of restraint and seclusion required. Review of records by state agencies. Reviewing state agency to report serious injury or death to Office of Protection and Advocacy for Persons with Disabilities and to Office of Child Advocate. (as amended by PA 12-88)

[53a-18](#) Use of reasonable physical force or deadly physical force generally.

[53a-19](#) Use of physical force in defense of person

[53a-20](#) Use of physical force in defense of premises.

[53a-21](#) Use of physical force in defense of property.

PA 15-141 An Act Concerning Seclusion and Restraint in Schools.

State Board of Education Regulations Sections [10-76b-5](#) through [10-76b-11](#).

Policy Adopted:

Business and Non Instructional Operations**Safety Complaints/Records and Reports****Transportation Complaints**

All complaints concerning school transportation safety will be made to the Transportation Coordinator. The Coordinator will maintain a written record of all such complaints and will conduct appropriate investigations of the allegations.

The Superintendent of Schools of each local or regional school district and the supervisory agent of each nonpublic school shall make a written report of the circumstances of any accident within his jurisdiction and knowledge, involving a motor vehicle and any pedestrian who is a student, which occurs at a designated school bus stop or in the immediate vicinity thereof, to the Commissioner of Motor Vehicles within ten days thereafter on a form prescribed by the Commissioner.

The Superintendent will provide the Commissioner of Motor Vehicles with a copy of the written record of complaints within thirty (30) days of the end of the school year.

Legal Reference: Connecticut General Statutes

[10](#) 221c Development of policy for reporting complaints re school transportation safety. Reporting of accidents at school bus stops.

Policy adopted:

Business and Non Instructional Operations

Food Services

Food Service Personnel - Code of Conduct

The following conduct is expected of all persons who are engaged in the award and administration of contracts supported by the Child Nutrition Program (CNP) funds. These programs include the National School Lunch Program, School Breakfast Program, Child and Adult Care Food Program, and Summer Food Service Program.

No employee, officer or agent of the _____ School District shall participate in selection or in the award or administration of a contract supported by program funds if a conflict of interest, real or apparent, would be involved.

To ensure objective contractor performance and eliminate unfair competitive advantage, a person that develops or drafts specifications, requirements, statements of work, invitations, for bids, requests for proposals, contract terms and conditions of other documents for use by the child nutrition program in conducting procurement shall be excluded from competing for such procurements. Such persons are ineligible for such procurements regardless of the procurement method used.

Conflicts of interest arise when a school district employee:

1. Has a financial or other interest in the firm selected for the award;
2. Is an employee, officer, or agent of the firm selected for the award;
3. Has a member of the immediate family who is an employee, officer or agent of the firm selected for the award;
4. Is about to be employed by the firm selected for the award; or
5. Has a member of the immediate family who is about to be employed by the firm selected for the award.

The _____ School District employees, officers or agents shall neither solicit nor accept gratuities, favors, or anything of material monetary value from contractors, potential contractors or parties to sub-agreements.

The purchase during the school day of any food or service from a contractor for individual use is prohibited.

_____ Board of Education employees, officers and agents shall be governed by the following rules:

1. The purchase during the school day of any food or service from a contractor for individual use is prohibited.

2. The removal of any food, supplies, equipment or school property, such as official records, recipe books, and the like is prohibited unless express permission of the Food Service Coordinator/Business Manager/Cafeteria Supervisor has been granted.

3. The outside sale of such items as used oil, empty cans and the like will be sold by contract between the _____ School District and the outside agency.

4. Individual sales by any school person to an outside agency or other school person are prohibited.

Failure of any employee to abide by this Code of Conduct could result in a fine, suspension or dismissal.

Resolution of Controversies

Any actual or proposed supplier who is aggrieved in connection with a proposed purchase may protest to the Superintendent or his/her designee.

1. The protest shall be in writing.

2. The protest shall be delivered within 10 days of the action which is being aggrieved.

3. A hearing will be scheduled within 15 days of receipt of protest.

4. The proposed purchase will be delayed until the protest is resolved unless the delay will result in disruption of meal service to children. In the event it is determined that the purchase is necessary, an emergency shall be declared by the Superintendent/Assistant Superintendent for Business/purchasing agent and emergency purchase procedures will be followed until protest resolution.

5. The decision of the hearing officer shall be in writing and shall be delivered to the aggrieved supplier with proof of delivery required.

6. The aggrieved supplier shall be notified that an appeal of the hearing officer's decision is possible. The appeal request should be written and addressed to the Board of Education.

Public Access to Procurement Information

1. Procurement information shall be a public record to the extent provided in Connecticut's Freedom of Information law.

2. All bid/offers shall be taken under advisement. Between the time an IFB/RFP is opened and awarded it may be viewed by any company or individual who entered a response, to the proposed intent to purchase.

a. Any supplier providing information, as a part of a proposal or offer shall stamp each page or sealed envelope, which they consider proprietary information, "not for public release."

b. Should the school district receive a request to release this marked information the supplier shall be notified within 24 hours and given 10 working days to obtain a court order to stop release.

c. In 10 working days the party requesting the information shall be provided a copy of the court order or instructions on when the information may be reviewed.

3. After acceptance, procurement information is available to the general public except as noted above.

(cf. [3320](#) - Purchasing Procedures)

(cf. [3323](#) - Soliciting Prices, Bids)

(cf. [3326](#) - Ordering Goods and Services, Paying for Goods and Services)

(cf. [3542](#) - School Lunch Service)

(cf. [3542.31](#) - Participation in the Nutritional School Lunch Program)

(cf. [3542.33](#) - Food Sales Other Than National School Lunch Program)

(cf. [3542.34](#) - Nutrition Program)

(cf. [4118.13/4218.13](#) - Conflict of Interest)

(cf. [6142.101](#) - Student Nutrition and Physical Wellness, School Wellness)

Legal Reference: Connecticut General Statutes

[10-215](#) Lunches, breakfasts and other feeding programs for public school children and employees.

[10-215a](#) Nonpublic school and nonprofit agency participation in feeding programs.

[10-215b](#) Duties of State Board of Education re feeding programs.

[10-216](#) Payment of expenses.

State Board of Education Regulations

[10-215b-1](#) School lunch and nutrition programs.

[10-215b-11](#) Requirement for meals.

[10-215b-12](#) Reimbursement payments. (including free and reduced price meals)

Child Nutrition and WIC Reauthorization Act of 2004, 42 U.S.C. Section 1751.

School Lunch and Breakfast Programs 42 U.S.C. Section 1751 et seq.

National Food Service Programs, Title 7 Code of Federal Regulations, 7 CFR Part 210, Part 220, Part 215, Part 245.

42 U.S.C. Sec. 1758(h)/7 CFR Sect 210.13, 220.7 (School Food Safety Inspections).

Federal Register (74 Fed. Reg. 66213) amending federal regulations (7 CFR Part 210 and 220).

P.L. 111-296 Healthy, Hunger-Free Kids Act of 2010 (HHFKA), 42 U.S.C.
1751

7 CFR Parts 210 & 220 - Nutrition Standards in the National School Lunch &
School Breakfast Programs.

Nondiscrimination on the Basis of Handicap in Programs or Activities

Title 7 Chapter 11 of the Code of Federal Regulation Federal Management
Circular A- 102, Attachment 0 FNS Instruction 796-1 Revision 2.

2 CFR 200.318 General Procurement Standards

Policy adopted:

Business/Non-Instructional Operations

Food Service

School Lunch Service

Professional Standards for Food Service Personnel

The Board of Education (Board) recognizes that students require adequate, nourishing food and beverages in order to grow, learn and maintain good health. Therefore the Board provides a food service program for { } school breakfasts; { } school lunches that meet the dietary specifications in accordance with the Healthy Hunger-Free Kids Act of 2010, as periodically amended, and applicable state laws and regulations.

This service shall be under the supervision of the Food Services Director who shall be responsible to the { } Superintendent { } Business Manager/Director of Finance { } Assistant Superintendent. The Food Services Director shall be hired under specific job specifications and approved by the Board.

The Board shall comply with the minimum professional standards for school nutrition personnel who manage and operate the National School Lunch and School Breakfast Programs which are contained in the regulations to the Healthy, Hunger-Free Kids Act of 2010 (HHFKA), Public Law 111-296. These regulations, effective July 1, 2015, as amended, effective April 30, 2019, establish hiring standards for the selection of State and local school nutrition program directors, and requires all personnel in the school nutrition programs to complete annual continuing education/training.

The Board believes that the fulfillment of these professional standards for food service personnel will result in consistent, national professional standards that strengthen the ability of school nutrition professionals and staff to perform their duties effectively and efficiently. Requiring proper qualifications to serve in the District's Child Nutrition Programs is expected to improve the quality of school meals, reduce errors, and enhance Program integrity.

Flexibility for districts with 2,499 students or less, subject to the prior approval of the Connecticut State Department of Education (CSDE), allows such districts to accept food service experience as a substitute for school nutrition experience when hiring new school nutrition program directors. This shall include volunteer or unpaid work as relevant food service experience.

The Superintendent is directed to develop administrative regulations which detail the required hiring standards and continuing education training for all District food service personnel.

(cf. [3542.31](#) - Participation in the Nutritional School Lunch Program)

(cf. [3542.33](#) - Food Sales Other Than National School Lunch Program)

(cf. [3542.34](#) - Nutrition Program)

(cf. [3542.43](#) - Charging Policy)

(cf. [6142.101](#) - Student Nutrition and Physical Wellness, School Wellness)

Legal Reference: Connecticut General Statutes

[10-215](#) Lunches, breakfasts and other feeding programs for public school children and employees.

[10-215a](#) Nonpublic school and nonprofit agency participation in feeding programs.

[10-215b](#) Duties of State Board of Education re feeding programs.

[10-216](#) Payment of expenses.

[10-217](#) State Board of Education Regulations.

[10-215b-1](#) School lunch and nutrition programs.

[10-215b-11](#) Requirement for meals.

[10-215b-12](#) Reimbursement payments. (including free and reduced price meals)

Child Nutrition and WIC Reauthorization Act of 2004, 42 U.S.C. Section 1751.

School Lunch and Breakfast Programs 42 U.S.C. Section 1751 et seq.

National Food Service Programs, Title 7 Code of Federal Regulations, 7 CFR Part 210, Part 220, Part 215, Part 245.

42 U.S.C. Sec. 1758(h)/7 CFR Sect 210.13, 220.7 (School Food Safety Inspections).

Federal Register (74 Fed. Reg. 66213) amending federal regulations (7CFR Part 210 and 220).

Federal Register (80 Fed No 40) Professional Standards for State and Local Nutrition Programs Personnel as Required by the Healthy, Hunger-Free Kids Act of 2010, as amended effective 4/30/19.

P.L. 111-296 Healthy, Hunger-Free Kids Act of 2010 (HHFKA), 42 U.S.C. 1751.

7 CFR Parts 210 & 220 - Nutrition Standards in the National School Lunch & School Breakfast Programs.

Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Assistance, 7 C.F.R. Part 15b (2001).

U.S. Department of Agriculture (USDA) Final Rule 84 FR6953

Policy adopted:

Business and Non-Instructional Operations

Food Service

Charging Policy

The goal of the food service program is to provide students with nutritious and healthy foods, through the District's food services program, that will enhance learning. The school nutrition program is an essential part of the education system and by providing good-tasting, nutritious meals in pleasant surroundings; we are helping to teach students the value of good nutrition.

Alternate language to consider: *Connecticut's school Child Nutrition Programs consist of the National School Lunch, School Breakfast, Special Milk, After School Snack and Fresh Fruit and Vegetable Programs. It is a local decision as to in which programs the District selects to participate. These programs are federally funded and are administered by the United States Department of Agriculture's Food and Nutrition Service. At the State level, the school Child Nutrition Programs are administered by the Connecticut State Department of Education, which operates the program through agreements with the local school food authorities.*

The school nutrition program is an extension of the school's educational programs and it is the District's vision to have a partnership among students, staff, school family and the community in offering access to and providing nutritious meals, which are attractively presented at an affordable price.

The Board of Education (Board) has an agreement with the Connecticut State Department of Education to participate in one or more school Child Nutrition Programs and accepts full responsibility for adhering to the federal and state guidelines and regulations pertaining to these school Child Nutrition Programs. The Board also accepts full responsibility for providing free or reduced price meals to eligible elementary and secondary students enrolled in the District's schools. Applicants for such meals are responsible to pay for meals until the application for the free or reduced price meals is completed and approved. All applications for free and reduced price lunch and any related information will be considered strictly confidential and not to be shared outside of the District's food services program. Meals are planned to meet the specified nutrient standards outlined by the United States Department of Agriculture for children based on their age or grade group.

Note *At the discretion of the school food authority, schools participating in the National School Lunch Program and School Breakfast Program may offer meals at no cost to children who would otherwise qualify for reduced price benefits. This is a strategy to consider to prevent children eligible for reduced price meals from accruing unpaid meal charges.*

Although not required by law, because of the District's participation in the Child Nutrition Programs, the Board approves the establishment of a system to allow a student to charge a meal.

The Board realizes that funds from the non-profit school food service account, according to federal regulations, cannot be used to cover the cost of charged meals that have not been paid.

Moreover, federal funds are intended to subsidize the meals of children and may not be used to subsidize meals for adults (teachers, staff and visitors). Adults are not allowed to charge meals and shall pay for such meals at the time of service or through pre-paid accounts.

The Board prohibits the public identification or shaming of a child/student for any unpaid charges, including, but not limited to, the following:

- Delaying or refusing to serve a meal to such student,
- Designating a specific meal option for such student or otherwise taking any disciplinary action against such student.

A student needing to charge a meal will be informed of his/her right to purchase a meal, which may exclude a la carte items, for any school breakfast, lunch or other feeding.

In order to sustain the District's food services program, the District cannot permit the excessive charging of student meals. Therefore, any charging of meals must be consistent with this policy and any accompanying regulations. The Superintendent or his/her designee shall develop regulations designed to effectively and respectfully address family responsibility for unpaid meals.

Any parent/guardian who anticipates a problem with paying for meals is encouraged to contact the Food Services Manager/Director and/or the applicable school Principal for assistance. The Board encourages all families who may have a child eligible for free or reduced price lunch to apply.

Definitions

"Delinquent Debt" are unpaid meal charges, like any other money owed to the nonprofit school food service account when payment is overdue, as defined by state or local policies.

"Bad Debt" are when unpaid meal charges are not collected and are considered a loss. Such debt must be written off as an operating loss, which cannot be absorbed by the nonprofit school food service account, but must be restored using nonfederal funds.

Elementary Students (*Options to consider/choose*)

1. The District shall maintain a "no charging policy." The charge/no charge policy will be strictly enforced to eliminate unnecessary debt within the School Food Service Program.
2. The District uses _____, an automated prepayment system, which allows parents/guardians to view their child's meal account balance and purchases, receive low-balance notifications, as well as, make deposits, to their child's school meal account. Any student whose account has insufficient funds (i.e., is at the charging limit) and does not bring a meal from home may charge any combination of meals up to an amount not to exceed the cost of thirty (30) meals. Negative balance status can be avoided by making a payment in the form of cash, check, or by credit card to the _____ website.
3. Students shall be allowed up to thirty (30) reimbursable meal charges. All other a-la-carte items shall not be charged. After thirty charges, the parents/guardians of such child will be referred to the District's homeless education liaison. The alternate meal shall consist of one or more of the examples listed above. When a charge is occurred, a written notification shall be sent home to parents. All credited meals must be repaid.

Communications with parents/guardians regarding collection of a child's unpaid meal charges shall include information on local food pantries, application for free or reduced price meals and the Department of Social Services' supplemental nutrition assistance program and a link to the District's website that lists any community services available to town/city residents.

4. No elementary or middle school student shall be deprived a reimbursable meal due to forgotten or lost meal money. The school Principal will be responsible for maintaining a fund of money to loan to students without meal money. The pool of money may be established from school or PTA/PTO funds. The Principal or his/her designee is responsible for collecting money that has been loaned to students. Students will be responsible for repaying all loaned money within an established timeframe. A note shall be given to the student to take home or mailed to the student's home to inform parents of the loan obligation. In situations in which a student is consistently without meal money, the Principal or his/her designee should encourage the parent/guardian to apply for free or reduced price meals.

Communications with parents/guardians regarding collection of a child's unpaid meal charges shall include information on local food pantries, application for free or reduced price meals and the Department of Social Services' supplemental nutrition assistance program and a link to the District's website that lists any community services available to town/city residents.

The Board will accept gifts, donations, or grants from any public or private sources for the purpose of paying off any unpaid charges for school meals.

5. The District strongly discourages meal charges, but understands that an occasional emergency makes it necessary at the elementary level. The District/school policy is as follows:

a. All charges must be paid in 10 days.

b. Students may not charge more than 5 reimbursable meals.

c. Parents will be notified and asked for prompt payment after 3 charges.

d. Communications with parents/guardians regarding collection of a child's unpaid meal charges shall include information on local food pantries, application for free or reduced price meals and the Department of Social Services' supplemental nutrition assistance program and a link to the District's website that lists any community services available to town/city residents.

6. Students shall be allowed to charge up to thirty meals. The student will be given the same reimbursable meal that other children are provided. Parents of students who charge shall be notified by phone, after their child has received the meal. If a pattern of charging continues, attempts will be made to discuss the issue with the parents/guardians and encourage them to complete a free and reduced meal application. Communications with parents/guardians regarding collection of a child's unpaid meal charges shall include information on local food pantries, application for free or reduced price meals and the Department of Social Services' supplemental nutrition assistance program and a link to the District's website that lists any community services available to town/city residents.

Secondary Students (*Options to consider/choose*)

1. A student shall not be allowed to purchase any reimbursable meal on credit.

2. The District uses _____, an automated prepayment system, which allows parents/guardians to view their child's meal account balance and purchases, receive low-balance notifications, as well as, make deposits, to their child's school meal account. Any student whose account has insufficient funds (i.e., is at the charging limit) and does not bring a meal from home may charge any combination of meals up to a negative balance of \$6.00. No snacks or a-la-carte items may be charged. (*A source of funding needs to be established based upon the fact that the cost of this meal cannot come out of the school food service account.*) If a student with a

negative balance attempts to purchase a-la-carte items with cash, the money must first be applied to the negative balance.

3. Students may charge up to _____ meals at the middle school level and 2 meals at the high school level. *(A source of funding needs to be established based upon the fact that the cost of this meal cannot come out of the school food service account.)*

4. Students shall be allowed to charge up to two meals. The student will be given the same reimbursable meal that other children are provided. Parents of students who charge shall be notified by phone, after their child has received the meal. After charging four meals, the parents shall receive written notification. If a pattern of charging continues, attempts will be made to discuss the issue with the parents/guardians and encourage them to complete a free and reduced meal application.

District-Wide (*Options to consider/choose*)

1. Parents are responsible for providing meals or meal money for their student(s). Borrowing or charging is for one meal only in an emergency. Repayment is expected without delay. Snack and a-la-carte purchases are cash only.

2. Although not required by law, because of the District's participation in the school Child Nutrition Programs, the Board of Education approves the establishment of a system to allow a student to charge a meal. The Board authorizes the Superintendent to develop rules which address:

- a. What can be charged;
- b. The limit on the number of charges per student;
- c. The system used for identifying and recording charged meals;
- d. The system used for collection of repayments; and
- e. Ongoing communication of the policy to parents/guardians and students.

Delinquent Debt and Bad Debt

The District's efforts to recover from households money owed due to the charging of meals must not have a negative impact on the children involved and shall focus primarily on the adults in the household responsible for providing funds for meal purchases. The school food authority is encouraged to consider whether the benefits of potential collections outweigh the costs which would be incurred to achieve those collections.

Money owed because of unpaid meal charges shall be considered "delinquent debt," as defined, as long as it is considered collectable and reasonable efforts are being made to collect it. Such debt must be paid by June 30, effective with the 2017-2018 school year.

After reasonable attempts are made to collect the delinquent debt, and it is determined that further collection efforts are useless or too costly, the debt must be reclassified as "bad debt." Such debt shall be written off as an operating loss not to be absorbed by the nonprofit school food service account but must be restored using non-federal funds.

Dissemination of Policy

This policy shall be provided in writing to all households at the start of each school year and to households transferring to the school or school district during the school year.

This policy shall be included in student/parent handbooks, on online portals that households use to access student accounts, placed on the District's website, on the website of each school, and published at the beginning of each school year at the time information is distributed regarding free and reduced price meals and again to the household the first time the policy is applied to a specific child.

This policy shall be provided to all school staff and/or school food authority staff responsible for its enforcement. In addition, school social workers, nurses, the homeless liaison, and other staff members assisting children in need or who may be contacted by families with unpaid meal charges also should be informed of this policy.

The District's school food authority shall maintain, as required, documentation of the methods used to communicate this policy to households and school or school food authority-level staff responsible for policy enforcement.

(cf. [3542](#) - Food Service)

(cf. [3542.31](#) - Free or Reduced Price Lunch Program)

Legal Reference: Connecticut General Statutes

[10-215](#) Lunches, breakfasts and other feeding programs for public school children and employees. (as amended by PA 21-46)

[10-215a](#) Nonpublic school and nonprofit agency participation in feeding programs.

[10-215b](#) Duties of State Board of Education re feeding programs.

State Board of Education Regulations

State of Connecticut, Bureau of Health/Nutrition, Family Services and Adult Education Operational Memorandum No. 4-17, "Guidance on Unpaid Meal Charges and Collection of Delinquent Meal Payments," Nov. 2, 2016

Operational Memorandum #19-10, State of Connecticut, Bureau of Health/Nutrition, Family Services and Adult Education "Unallowable Charges to No-profit School Food Service Accounts and the Serving of Meals to Non-paying Full and Reduced Price Students"

National School Lunch Program and School Breakfast Program; Competitive Foods. (7 CFR Parts 210 and 220, Federal Register, Vol 45 No. 20, Tuesday, January 29, 1980, pp 6758-6772

USDA Guidance:

- SP 46-2016, "Unpaid Meal Charges: Local Meal Charge Policies"
- SP 47-2016, "Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payment"
- SP 57-2016 "Unpaid Meal Charges: Guidance and Q and A"

- SP 58-2016 "2016 Edition: Overcoming the Unpaid Meal Challenge: Proven Strategies from Our Nation's Schools"

Policy adopted:

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: MARCH 25, 2024

RE: PROPOSED 2024-2025 SCHOOL CALENDAR

Tonight we will present the 2024-2025 School Calendar that was approved by the Calendar Committee for final Board approval. The Calendar Committee was comprised of a Board of Education Member, Members of the WLAA, WLTA, the ParaEducators' Bargaining Unit, the Director of Human Resources and was facilitated by the Superintendent.

Possible Board Motion: “**MOVE** that the Board of Education approve the 2024-2025 school calendar as presented.”



Windsor Locks Public Schools

2024-2025 School Calendar

Website: www.wlps.org

22 - 23 New Staff Orientation <26, 27 & 28> Staff PD - NS 29 First Student Day of School Gr 1-12 30 Kindergarten First Day of School	August - 5/2 s m t w th f s 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 <26> <27> <28> 29 30 31	September - 20/20 s m t w th f s 1 {2} 3 4 5 6 7 8 9 10 [11] 12 13 14 15 16 17 [18] 19 20 21 22 23 24 25 26 27 28 29 30	{2} Labor Day Holiday No School 3 PK First Day of School [11, 18] PLC PK - 12 25> PK-12 Early Release Staff PD
	[2, 9, 30] PLC PK - 12 2 SES Parent Information Night 5:00- 7:00 pm 3 NSS Parent Information Night 5:00- 7:00 pm 8 HS Parent Information Night 6:00 - 8:00 pm 9 MS Parent Information Night 6:00 - 8:00 pm {14} Columbus Day Holiday No School [23] PLC for PK - 5 23 - 24 MS/HS Early Release Traditional Afternoon Conferences 23 MS Evening Conferences 24 HS Evening Conferences 25 MS and HS 2 Hour Delayed Opening Morning Conferences	October - 22/22 s m t w th f s 6 7 8 [9] 10 11 12 13 [14] 15 16 17 18 19 20 21 22 [23] 24 25 26 27 28 29 [30] 31	November - 17/16 s m t w th f s 3 4 <5> 6 7 8 9 10 [11] 12 13 14 15 16 17 18 19 [20] 21 22 23 24 25 26 [27] [28] [29] 30
[4] PLC PK - 12 [11] PLC Grade 6-12 11 - 12 NSS/SES Early Release Traditional Afternoon Conferences 11 SES Evening Conferences 12 NSS Evening Conferences 13 NSS/SES 2 Hour Delayed Opening Morning Conferences - No AM PK 20> PK - 12 Early Release December Break {23 - 31} December Break No School	December - 15/15 s m t w th f s 1 2 3 [4] 5 6 7 8 9 10 [11] 12 13 14 15 16 17 18 19 20 21 22 [23] [24] [25] [26] [27] 28 29 [30] [31]	January - 21/20 s m t w th f s 5 6 7 [8] 9 10 11 12 13 14 15 16 <17> 18 19 [20] 21 22 23 24 25 26 27 28 [29] 30 31	{1} New Years Day Holiday No School [8, 29] PLC PK - 12 <17> Staff Development - No School for Students {20} MLK Day Holiday No School
[5, 26] PLC PK - 12 {14} Holiday Break No School {17} President's Day Holiday No School {18} Holiday Break No School	February - 17/17 s m t w th f s 2 3 4 [5] 6 7 8 9 10 11 12 13 [14] 15 16 [17] [18] 19 20 21 22 23 24 25 [26] 27 28	March - 21/21 s m t w th f s 2 3 4 [5] 6 7 8 9 10 11 [12] 13 14 15 16 17 18 [19] 20 21 22 23 24 25 26 27 28 29 30 31	[5, 12] PLC PK - 12 [19] PLC Grade 6 - 12 19 - 20 NSS/SES Early Release Traditional Afternoon Conferences 19 NSS Evening Conferences 20 SES Evening Conferences 21 NSS/SES 2 Hour Delayed Opening Morning Conferences - No AM PK 26> PK-12 Early Release Staff PD
2 PLC PK - 5 2 - 3 MS/HS Early Release Traditional Afternoon Conferences 2 HS Evening Conferences 3 MS Evening Conferences 4 MS and HS 2 Hour Delayed Opening Morning Conferences [9, 23, 30] PLC PK - 12 {14-17} Spring Break - No School {18} Good Friday Holiday No School	April - 17/17 s m t w th f s 6 7 8 [9] 10 11 12 13 [14] [15] [16] [17] [18] 19 20 21 22 [23] 24 25 26 27 28 29 [30]	May - 21/21 s m t w th f s 4 5 6 [7] 8 9 10 11 12 13 [14] 15 16 17 18 19 20 [21] 22 23 24 25 [26] 27 28 29 30 31	[7, 14, 21] PLC PK - 12 {26} Memorial Day Observed Holiday No School
[4] PLC PK - 12 12> Early Release PK - 12 (Tentative) 13> Early Release PK - 12 Last Day of School (Tentative) 13 Graduation 5:30 pm {19} Juneteenth Holiday * Emergency/Snow Day Reserve: If it exceeds days in June, April Vacation will be shortened if necessary	June - 10/10 s m t w th f s 1 2 3 [4] 5 6 7 8 9 10 11 12 13 14 15 16* 17* 18* [19] 20* 21 22 23* 24* 25* 26* 27* 28 29 30*	Teacher Days 186 Student Days 181	

Approved:
 Draft - 3/4/24

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: MARCH 25, 2024

RE: DISTRICT K - 5 LITERACY TEAM INFORMATION

In order to align our literacy efforts to the **Connecticut Literacy Model (CTLM)**, Windsor Locks Public School has created a K-5 District Literacy Team. The team is composed of district and school based administration along with representatives from both elementary schools.

- Director of Special Education: **Josh Robinson**
- Director of Curriculum: **Megan Parrette**
- EL Coordinator: **Vita Beebe**
- Union Rep: **Aimee Carter**
- Principals: **Monica Briggs & Giovanna Testani**
- Instructional Specialists: **Tom Croyle & JoAnne Cutler**
- Educators (General, SPED, EL): **Sheri Parsons, Lisa Almada, Beth Belzek, Karen Snow, Danielle Nastri**
- Family Coordinator: **Ruth Sobolewski**

The primary goal is to install systems and processes to support the implementation of a multi-tiered assessment and instructional framework through a District Literacy Plan.

The District Literacy Plan establishes priority goals aligned to the key components of the Connecticut Literacy Model: Leadership, Assessment, Professional Learning, Family Engagement and Tiered Instruction. In collaboration with school based literacy teams, the district team will drive and monitor literacy initiatives across schools. This process will allow the district to create a clear continuum of literacy services aligned to the science of reading.



Connecticut’s Literacy Model is based on a **multi-tiered systems of support (MTSS) framework** and is anchored to **evidence-based literacy practices**. It includes the following critical features:

- Commitment to K-3 reading as a **top priority**
- Comprehensive school-wide reading **plan**
- Strong literacy **leadership**

- High-quality **classroom reading instruction**
- Intensive **reading interventions**
- **Assessments** to inform instruction
- Ongoing **coaching** and **professional development** for teachers
- Strong **family engagement**

Connecticut's Literacy Model...is based on a flexible framework designed to help schools enhance the effectiveness of their current practices through building efficient and integrated tiered systems of support and increasing teacher knowledge of effective reading instruction.

<https://readingsuccess.education.uconn.edu/our-model/>

The responsibilities of the District Literacy Team encompass several key areas:

Leadership: fosters collaboration and communication among educators, administrators, parents, and community stakeholders to support a cohesive approach to literacy instruction.

Assessment: inventories district literacy assessments used to monitor student progress and identify areas of need and redundancy.

Professional Learning: collaborates with PDEC in recommending ongoing professional development opportunities for teachers to deepen their understanding of the Science of Reading and enhance their instructional practices.

Tiered Instruction: offers guidance on implementing evidence-based instructional strategies to optimize student learning outcomes.

Family Engagement: collaborates with school based literacy teams to plan family workshops and identify ways to effectively communicate student progress.

Overall, the K-5 District Literacy Team plays a pivotal role in championing the Science of Reading initiative, driving systemic change in literacy instruction, and promoting equitable access to high-quality literacy education for all students.

EXHIBIT XI

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN L. PARKHURST, SUPERINTENDENT
DATE: MARCH 25, 2024
RE: FY 25 BUDGET APPEAL

The Board of Finance has temporarily approved the FY25 budget at \$33,025,838 which represents a 0% increase over the FY24 budget. The Board of Finance will fund \$2,500,000 from the Board of Education medical insurance line and \$63,800 from the technology line in the FY25 operating budget for student issued devices in the CIAC budget. This represents a deficit of the FY25 operating budget of \$2,846,021.

This evening the BOE will discuss and determine if an appeal to the Board of Finance is warranted and if so, what amount the FY25 budget appeal will be.

Appeals will occur at Town Hall on April 16, 2024 at 5:30 pm.

Windsor Locks Public Schools

www.wlps.org

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