

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

**MINUTES OF THE SPECIAL MEETING
April 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, M. Briggs, G. Testani, J. Robinson, A. Goodwin, and R. March,
Student Representatives:	N. Gooden
Students:	None
Staff:	D. Bole, P. Sibila and B. Demming
Others:	A few others and some participating on Zoom
Press:	None

I. Call to Order

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

A. Roll Call for Quorum

All Board Members were present.

B. Pledge of Allegiance

All stood up and pledged allegiance to the flag.

II. Student Board of Representatives Report

Mr. Nicardo Gooden, Student Representative, addressed the Board. He also spoke about the Robotics Team attending their championship competition in Houston. The team did well, but did not win. They lost during the semi-final round. The Windsor Locks High School Track Team is doing well. They had a strong meet last Saturday and look forward to the next one this Saturday. The Shattered Dreams program will be held at the high school on Thursday and Friday of this week. Finally, he noted that on Wednesday of this week, Student Lead Conferences will be held.

III. Board of Education and Superintendent Communications

Chairperson Ms. Christianson remarked that she has been in contact with Board Member Ms. Osorio and they have conflicts with upcoming meeting dates of May 2, 2024 and May 23, 2024. She would like to change the dates of those meetings to be accommodating to all Board Members. Mr. Parkhurst noted the upcoming budget dates for the appeal to the Board of Finance is April 23, 2024, Public Hearing is May 1, 2024 and Town Vote is May 21, 2024. He will be meeting and working with the Leadership Team after the appeal meeting later in the week to discuss the budget. He suggested to reschedule meetings to May 14, 2024 and May 22, 2024, both at 6:00 p.m. It was the consensus of the Board to reschedule those meetings.

Board Member Ms. Lindsey Cutler commented she took a tour through South Elementary School with Mr. Tim Jones and met teachers. Some she already knew, others were new faces.

Board Member Mr. Greg Guyette mentioned he is looking forward to touring the middle school with Mr. Brian Deming.

Mr. Parkhurst commented that he was extremely proud to announce that the SAT results were above the State average, which is an indication of all of the work that has been done in the district. Well done! He mentioned the Robotics Team on their run to the championship in

Houston. Unfortunately, their run was stopped and were eliminated in the semi-final round. They still done a great job this year. This week at the high school the program Shattered Dreams will be presented. The first day is the mock car accident and the repercussions of the accident and on Friday an assembly will be held at the high school with guest speakers discussing the dangers of using substances, texting and driving a vehicle. Windsor Locks Little League Opening Day and Parade was held last Saturday, but due to weather games were postponed. He mentioned upcoming events this week including the Induction to National Honor Society Ceremony on Wednesday along with celebrating Administrative Assistant Day and on Monday of next week the South School Talent Show.

IV. Approval of Minutes

- **March 25, 2024 Special Meeting**
- **March 25, 2024 Special Meeting**

An error was noted in the minutes of March 25, 2024, Section IV., Paragraph 4, Line 3 as follows:

“...Read Across American that took...”

to

“...Read Across America that took...”

An error was noted in the minutes of March 25, 2024, Section IV., Paragraph 4, Line 7 as follows:

“...performance of Mean Girls. Lastly, he...”

to

“...performance of *Mean Girls*. Lastly, he...”

An error was noted in the minutes of March 25, 2024, Section IX., Paragraph 1, Line 1 as follows:

“Ms. Kirsten Krupa, Assistant Principal...”

to

“Ms. Kristen Krupa, Assistant Principal...”

An error was noted in the minutes of March 25, 2024, Section IX., Paragraph 1, Line 3 as follows:

“...and April 26, 2024 event.”

to

“...and April 26, 2024.”

It was **MOVED** (Cutler) and **SECONDED** (Guyette) and **PASSED** (U) that the Board of Education approves the March 25, 2024 Special Meeting, as presented and March 25, 2024 Special Meeting, as amended.

V. 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 presented two of descriptions for a second read, which were: Director of Information Technology and School Nurse.

A brief discussion was held.

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

VI. Increasing Educator Diversity Plan Submission

Mr. Parkhurst explained a letter from the State of Connecticut Department of Education, a copy was given to the Board Members for their review, details the requirement that the district has to submit the district's initial Increasing Educator Diversity Plan to the State Department of Education by April 23rd. As such, the initial plan requires Board approval at this meeting. Plans were originally due in February 2024, but due to the delay in consulting support and the development of the submission format, extensions were granted. The State Department of Education will either approve the plan by May 10, 2024, or provide feedback regarding necessary plan revisions. A copy of the District Plan was given to the Board Members for their review.

A brief discussion was held.

It was **MOVED** (Cutler) and **SECONDED** (Gragnolati) and **PASSED** (U) that the Board of Education approves the District's initial Increasing Educator Diversity Plan for submission to the State Department of Education, and delegates authority for any revisions to the Superintendent of Schools

VII. Business Office Report

A. Review of Expenditures Year to Date

Ms. Alison Pierce, Director of Operations and Finance addressed the Board. She gave an update of the March financials, which included March encumbrances of \$ 3,314,846.17; year to date \$24,073,971.19; remaining encumbrances for 2024 \$7,559,014.73, which leaves a budget balance of \$1,392,852.08 or 4.22% of the FY 24 budget remaining. Ms. Pierce gave an update on Quarter 3 financials, which included January, February and March encumbrances of \$10,200,850.74; year to date – March 31, 2024 \$24,073,971.19; remaining encumbrances for 2024 \$7,559,014.73, which leaves a budget balance of \$1,392,852.08 or 4.22% of the FY 24

VIII. Policy Priority List

A list of priority list of policies to be reviewed was given to the Board Members for their reviews.

IX. Policy Review

A. Resubmitted as First Read/Review

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

B. First Read/Review

- **4111.3 Increasing Educator Diversity - NEW**
- **6115.2 School Ceremonies and Observances (Pledge of Allegiance) - NEW**
- **6142.104 Play Based Learning - NEW**
- **6171.2 Preschool Students with Disabilities - NEW**
- **6172 Title I Parent Involvement - REVISE: New Policy #**
- **6172 Alternative Education Programs (PMA) - NEW**

Mr. Robert Stacy noted he was resubmitting as a first read/review of four new policies. He gave a brief description of the policies. He also gave six new policies along with one revised policy as first read to be reviewed and brought to the next meeting as a second read and possible approval.

A brief discussion was held.

X. FY 25 Budget Appeal

Mr. Parkhurst commented 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.

Mr. Parkhurst gave a sheet entitled “FY25 Board of Education Requested Budget” to the Board to review. The document was color coded as to line items which could be reduced and have no impact or little impact (highlighted in green). The other line items which may have drastic impacts to the district if reduced (highlighted in red) included medical line funding by Board of Finance, technology reduction, staffing/salary reductions/eliminations, staffing reductions/elimination of benefits, and school consolidation. Mr. Parkhurst requested a discussion and determination to appeal to the Board of Finance and what amount the FY25 budget to be appealed.

A lengthy discussion was held.

It was **MOVED** (Gragnotati) and **SECONDED** (Guyette) and **PASSED** (U) that the Board of Education agrees to reduce the proposed budget in the amount of \$267,883 as presented on the sheet in green by Mr. Parkhurst.

XI. Board and Superintendent Comment

Board Member Mr. Guyette announced the Windsor Locks Middle School Basketball Team won their game! Mr. Parkhurst reminded everyone of the Board of Finance meeting on April 23, 2024 at 6:30 p.m. in the Town Hall.

XII. Public Audience (only on Agenda Items)

None.

XIV. Adjournment

It was **MOVED** (Gragnotati) and **SECONDED** (Osorio) and **PASSED** (U) that the Board of Education adjourn the Special Meeting of April 22, 2024 at 7:27 p.m.

Respectfully submitted,

Denise M. Piotrowicz
Recording Secretary