

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

**MINUTES OF THE SPECIAL MEETING
May 14, 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, M. Briggs, G. Testani, K. Krupa, C. Domler, and A. Goodwin
Student Representatives:	None
Students:	None
Staff:	D. Bole, P. Sibila and T. Jones
Others:	A few others and some participating on Microsoft Teams
Press:	None

I. Call to Order

Chairperson Ms. Kylee Christianson called the Special Meeting to Order at 6:01 p.m. held at the Windsor Locks High School Media Center and via Microsoft Teams.

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. Parkhurst noted the Student Representatives are busy with their end of year activities and unable to attend the meeting.

III. Board of Education and Superintendent Communications

Board Member Mr. Greg Guyette commented that last Friday he toured the middle school with Mr. Deming. He enjoyed meeting the teachers and spending time at the Windsor Locks Middle School Café.

Mr. Shawn Parkhurst, Superintendent of Schools, addressed the Board. He noted last week was staff appreciation week. East building principal in the district, planned events and celebrated their staff for all of the hard work they perform throughout the entire year. Mr. Parkhurst thanked the principals for planning such events and thanked the staff for their dedication to the district.

He mentioned other year ending events, including Dollars for Scholars on May 16, 2024 at the high school, National Honor Society Induction Ceremony last week and Second Annual Civic Leadership, in which the Superintendent, First Selectman, Principals of the Windsor Locks High School and Windsor Locks Middle School, had a student shadow them during their work day. He mentioned various senior nights including the Prom on Friday and spring sports senior nights beginning on Wednesday. He reminded everyone about the Town Vote for the budget on May 21, 2024. He commented about the district's website which is a work in progress. He thanked Mr. Andrew Goodwin in updating the website to make it easier for parents and students to navigate. In conclusion, he noted with the help of Mr. Andrew Goodwin and Ms. Donna Bole, this is the first meeting in which the district is using Microsoft Teams.

IV. Approval of Minutes

- **April 15, 2024 Special Meeting**
- **April 22, 2024 Special Meeting**

It was **MOVED** (Cutler) and **SECONDED** (Osorio) and **PASSED** (U) that the Board of Education approves the April 15, 2024 Special Meeting Minutes and April 22, 2024 Special Meeting Minutes as presented.

V. Personnel Report

A. Resignations

Mr. Robert Stacy, Director of Human Resources, addressed the Board. He commented he has received six resignations, a total of 38 years of service to the district. Those resignations are as follows:

- Mr. Keith Burns, an Arts teacher at North Street School, will resign effective June 30, 2024. Mr. Burns has served the students of Windsor Locks for one (1) year.
- Ms. Jennifer Hofmann, a Social Studies teacher at Windsor Locks Middle School, will resign effective June 30, 2024. Ms. Hoffman has served the students of Windsor Locks for seventh (17) years.
- Ms. Bridget Kayan, a Language Arts teacher at Windsor Locks Middle School, will resign effective June 30, 2024. Ms. Kayan has served the students of Windsor Locks for three (3) years.
- Ms. Rachel Kohl, a Language Arts teacher at Windsor Locks Middle School, will resign effective June 30, 2024. Ms. Kohn has served the students of Windsor Locks for one (1) year.
- Ms. Sara St. Germain, an Elementary teacher at North Street School, will resign effective June 30, 2024. Ms. St. Germain has served the students of Windsor Locks for eight (8) years.

- Mr. Justin Waterman, an English teacher at Windsor Locks High School, will resign effective June 30, 2024. Mr. Waterman has served the students of Windsor Locks for eight (8) years.

It was **MOVED** (Guyette) and **SECONDED** (Osorio) and **PASSED** (U) that the Board of Education accepts the resignations on the dates noted and offer our appreciation for their service to the Windsor Locks Public Schools.

B. Job Description Revision

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 for a first read, which were: Director of Special Services.

A brief discussion was held and it was agreed to bring this job description back for a second read at the June 13, 2024 Regular Meeting.

VI. Business Office Report

A. Review of Expenditures Year to Date

Mr. Parkhurst noted the usual report that is given by Ms. Alison Pierce, Director of Operations and Finance. He gave an update of the April financials, which included April encumbrances of \$ 3,573,980.11; year to date \$27,647,017.54; remaining encumbrances for 2024 \$4,348,421.54, which leaves a budget balance of \$1,030,421.64 or 3.12% of the FY 24 budget remaining.

Mr. Parkhurst mentioned open enrollment for medical, dental and vision insurance is from Thursday, May 2, 2024 – Friday, May 31, 2024. All eligible staff should submit forms on/before Friday, May 31, 2024, to the Business Office. Forms. Instructions were emailed to staff on Thursday, May 2, 2024. Forms are also available on the district’s website under District Departments – Finance & Accounting – Business Office Forms.

VII. Policy Priority List

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

VIII. Policy Review

A. Second Read/Approval

- **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**
- **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

B. First Read/Review

- 0200 Statement of Education Goals & Student Objectives New
- 1105 Advertising on School Grounds Revise
- 1110.1 Parent Involvement New
- 4112/4212 Appointment (of staff) Revise 4112/New 4212 Resubmitted as First

Mr. Robert Stacy noted he was submitting ten second read policies for approval and as a first read/review of three new policies and two revisions. He gave a brief description of the policies. The policies are first read and will come back at the next meeting for a second read and possible approval.

A brief discussion was held.

It was **MOVED** (Cutler) and **SECONDED** (Guyette) and **PASSED** (U) that the Board of Education approves the following policies as submitted:

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

Mr. Stacy gave an update on the Increasing Educator Diversity Plan to the State Department of Education which was due by April 23, 2024. The district was to receive feedback on May 2; however, on May 10, 2024, the State pushed the timeline back to October 1, 2024.

IX. FY 25 Budget

Mr. Parkhurst announced the Board of Finance has temporarily approved the FY25 budget at \$34,051, 186. Mr. Parkhurst reviewed the recommended reductions to reach the temporarily approved Board of Finance Budget. The following is a consensus leadership recommendation to the Board of Education on the recommended reductions to the FY25 budget. This would allow to continue to move forward in the district despite the summary of positions reduced which are:

11 teaching positions; 3 teaching layoffs, 3.5 requested new positions; 1 administrative assistant position; and 1 administrative layoff. Mr. Parkhurst gave a sheet entitled listing all the FY25 reductions to the Board to review, which was as follows:

	Department	Line Item Narrative	FY25 Reduction
1	District	Medical Line Reductions (15% to 10%)	\$125,000
2	District	Medical Line Funding by BOF	\$2,500,000
3	District	Supplies & Uniforms	\$77,151
4	District	NEW .5 Business Office Clerical	\$21,294
5	District	NEW - Assistant Superintendent	\$190,000
6	District	Vacant Director of Curriculum	\$149,587
7	District	NEW Technology Specialist	\$44,000
8	Facilities	Vacant - Reduction of 5.0 Seasonal Housekeepers	\$16,475

9	High School	1.0 World Language Teacher	\$70,591
10	High School	1.0 PE Teacher	\$54,463
11	High School	Art Replacement Savings	\$29,767
12	High School	1.0 English Replacement Savings	\$5,990
13	High School	Shifting Funding Source for ECE and AP Programs	\$18,727
14	Middle	2.0 ELA Interventionists	\$147,233
15	Middle	1.0 Math Interventionist	\$95,812
17	Middle	1.0 Social Studies Replacement Savings	\$39,601
18	North/South	1.0 Librarian (NSS/SES Share)	\$95,812
19	North/South	1.0 Art Teacher (NSS/SES Share)	\$95,812
20	North/South	Reduction of 1.0 SRO (NSS/SES Share)	\$97,334
21	North	1.0 Flex General Ed Teacher	\$81,888
22	South	1.0 Flex General Ed Teacher	\$61,404
23	Sped	1.0 Job Coach at RISE	\$38,196
24	Sped	1.0 Tutor Pine Meadow	\$34,971
25	Sped	Reduce Contracted Services	\$103,000
26	Sped	1.0 Administrative Assistant in Special Services	\$63,843
27	Sped	504 Services - Reallocation of Funding Source	\$12,000
28	Technology	Student Issued Technology funded by BOF Capital	\$63,800
29	Technology	Technology Reductions	\$51,221

Mr. Parkhurst discussed each of the twenty-nine (29) reductions that were listed on the sheet in great detail.

A lengthy discussion was held among the Board Members, Ms. Briggs, Ms. Testoni, Ms. Krupa, Ms. Domler, and Mr. Parkhurst.

It was **MOVED** (Osorio) and **SECONDED** (Guyette) and **PASSED** (4-1)(In Favor: K. Christianson, L. Cutler, A. Osorio and G. Guyette; Opposed: None; Abstain: D. Gragnolati) that the Board of Education table the discussion and/or vote on the budget, Agenda Item No. IX FY25 Budget.

X. Public Audience (only on Agenda Items)

Ms. Jennifer Long, an art teacher at South Elementary School, addressed the Board. She thanked the Board for all of their work that they do for the district. She wanted to speak in hopes of having the Board reconsider staffing cuts as they will negatively impact teaching a high quality education for students and the students will not be properly prepared. Visual arts in 2024 are taking a backward trend; however, the arts fulfill the needs of younger children as the arts helps develop a child's creativity and critical personal development. Year after year, it is not right not to support education in Windsor Locks in all areas of academics. Staffing cuts will impact families and children, not just in art education but in all education. She asked the Board to reconsider any staffing cuts.

It was **MOVED** (Guyette) and **SECONDED** (Osorio) and **PASSED** (U) that the Board of Education take off table the discussion and/or vote on the budget, Agenda Item No. IX FY25 Budget.

It was **MOVED** (Guyette) and **SECONDED** (Cutler) and **PASSED** (U) that the Board of Education vote on budget as proposed in Agenda Item No. IX. FY25 Budget.

A motion was made by Mr. Gragnolati that the Board of Education approve the budget as proposed. No one seconded the motion. The motion died.

It was **MOVED** (Guyette) and **SECONDED** (Cutler) and **PASSED** (3-1)(In Favor: L. Cutler, A. Osorio and G. Guyette; Opposed: D. Gragnolati Abstain: None) that the Board of Education will take a vote on the budget after the Town vote on the approved budget at the Special Meeting on May 22, 2024.

XI. Board and Superintendent Comment

Chairperson Ms. Christianson voiced her concerns about the budget process and noted that the Board decided not to vote on the proposed budget cuts as the Board is not a comfortable saying the reductions are okay. The Board will vote on the budget at the Special Meeting on May 22, 2024 after the Town Vote on May 21, 2024. She thanked the leadership team for all of their hard work. It continues to get harder and harder and she hopes the leadership team can be creative enough to be able to save teachers jobs. Board Member Ms. Osorio echoed Ms. Christianson's comments as she doesn't want to lose staff in hopes they can make other reductions.

XII. EXECUTIVE SESSION

It was **MOVED** (Guyette) and **SECONDED** (Osorio) and **PASSED** (U) that the Board of Education adjourn the meeting to Executive Session as permitted by Connecticut General Statutes Section 1-225(a) for the following purposes as allowed by Section 1-200(6), that is:

- A. Discussion of United Public Service Employees Union (UPSEU) Local 424 - Unit 119 Custodial/Maintenance Employees Bargaining Unit Negotiations

That attendance in the Executive Session shall be limited to:

- Members of the Board of Education
- Superintendent
- Director of Human Resources

Board moved into executive session at 7:25 p.m.

Board returned to public session at 7:43 p.m.

XIV. Adjournment

It was **MOVED** (Gragnotati) and **SECONDED** (Guyette) and **PASSED** (U) that the Board of Education adjourn the Special Meeting of May 14, 2024 at 7:44 p.m.

Respectfully submitted,

Denise M. Piotrowicz
Recording Secretary