

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

**MINUTES OF THE SPECIAL MEETING
August 29, 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, K. Krupa, M. Parrette, M. Warner, R. Bissonnette, G. Weigert, A. Goodwin, J. Robinson, R. March
Staff:	D. Bole, P. Sibilila, K. Vohden, M. Sigall
Others:	C. Monroe, M. Christianson

I. The meeting was called to order by Chairwoman Kylee Christianson at 6:00 pm.

- A. Roll Call: All members present.
- B. All stood for the Pledge of Allegiance

II. Board of Education and Superintendent Comment

Superintendent Parkhurst indicated that today was the first day of school for students. He thanked Board Chairwoman Kylee Christianson and Director of Human Resources Robert Stacy for accompanying him to all the schools as they welcomed the students back. He indicated that it was a smooth start and a great opening day all around. Transportation at the end of the day is still a work in progress and will improve as the routes and stops are finalized in the coming school days. He thanked Board Member Lindsay Cutler for her opening remarks at Staff Convocation, as well as Robert Stacy for planning and facilitating New Staff Orientation. Mr. Parkhurst thanked BOE members Alba Osorio and Lindsay Cutler for welcoming new staff at staff orientation. Mr. Parkhurst indicated that although today is the first day of school, fall sports are already underway.

Board Member Alba Osorio commented that she attended the New Staff Orientation and enjoyed meeting the new staff.

Board Member Lindsay Cutler shared that she enjoyed seeing all the first day pictures posted on social media, and hoped that all the parents enjoyed them as well.

III. Donation

In the late Spring a representative from Ahlstrom contacted the District with information on a donation they wanted to make to the schools. Megan Parrette, Curriculum Director, and several Science Teachers went to view the items, which included unused science supplies including; test tubes, petri dishes, beakers, various glass and ceramic ware to name a few. In total their donation is valued at \$20,605.88.

Mr. Parkhurst thanked all those involved in the various aspects of this donation.

It was **MOVED** (L. Cutler), **SECONDED** (G. Guyette), and **PASSED** (Unanimous) to accept this very generous donation from Ahlstrom, and offered their sincere gratitude.

IV. Approval of Minutes

The Minutes of the June 3, 2024 Special Meeting, and the June 13, 2024 Regular Meeting were presented for approval.

A correction was made to the June 3, 2024 Special Meeting as follows:

- Item II: Mr. Greg.Guyette and Ms. Kylee. Christianson were in attendance and should have been included in Roll Call. The minutes should have been recorded as such:

“II. Roll Call

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

It was **MOVED** (D. Gragnolati), **SECONDED** (A. Osorio), and **PASSED** (Unanimous) that the Board approve the Minutes of the June 3, 2024 Special Meeting as amended, and the June 13, 2024 Regular Meeting as presented.

V. Personnel Report

A. Resignations

Mr. Robert Stacy, Director of Human Resources, addressed the Board and presented the following for approval:

Resignations

- Nicole Ciccarelli, a Science Teacher at Windsor Locks Middle School, resigned effective August 23rd. Nicole has served the students of Windsor Locks for 6 years.
- Stephanie Cota, a Special Education Teacher at South Elementary School, resigned effective July 3rd. Stephanie served the students of Windsor Locks for 4 years.
- Eva Martinez, a Reading Teacher at South Elementary School, resigned effective July 10th. Eva has served the students of Windsor Locks for 6 years.
- Stephanie McMeans, a Special Education Teacher at North Street School, resigned effective July 22nd. Stephanie has served the students of Windsor Locks for 5 years.
- Amanda Upchurch, a Special Education Teacher at North Street School, resigned effective August 23rd. Amanda has served the students of Windsor Locks for about 6 months.
- Evan Woicik, a Special Education Teacher at Windsor Locks High School, resigned effective August 23rd. Evan has served the students of Windsor Locks for 5 years.

Retirements

- Kristi Fields, a Pre-K Teacher at North Street School, retired effective June 30th. Kristi has served the students of Windsor Locks for 23 years.

It was **MOVED** (A. Osorio), **SECONDED** (L. Cutler), and **PASSED** (Unanimous) that the Board of Education accept the resignations and retirement on the dates noted, and offer appreciation for their service to the Windsor Locks Public Schools.

B. Job Descriptions

Two job descriptions were presented for a second read and possible approval (first read was at the June 13, 2024 Regular Meeting):

- Tutor
- Nurse Supervisor (Stipend Position)

Five job descriptions were presented as a first read/review:

- Executive Assistant to the Superintendent
- Tatal - ELL
- School Climate Coordinator
- School Climate Specialist
- HS Director of Guidance (Stipend Position)

A brief discussion was held.

It was **MOVED** (G. Guyette), **SECONDED** (D. Gragnolati), and **PASSED** (Unanimous) that the Board of Education approve the revised job descriptions for the Tutor and Nurse Supervisor as presented, and present the first read job descriptions for a second read/approval at an upcoming board meeting.

C. Update on Open Positions

Mr. Stacy indicated that a great deal of hiring work went in over the summer. He provided an update on open positions and indicated that many of those positions have candidates in the final stages of hiring. He stated that we're in good shape to start the year.

A brief discussion was held.

D. Director of Finance and Operations Search Update

Mr. Stacy provided an update on the Director of Finance and Operations position. Initial interviews conducted by the Search Committee did not produce a finalist. The search was reopened and outreach was broadened to both traditional and nontraditional candidate pathways. Additional candidates were screened with one interview held in August, which did not produce a finalist. Candidate pools are shallow for these positions. The search has been reopened and we will continue to actively recruit qualified candidates for consideration.

VI. Policy Priority List

Mr. Stacy gave a brief update on the mandated policy priority list requested by the Board at a previous meeting. He indicated that once the policies being presented tonight are fully approved after a second reading at an upcoming Board meeting that we should be in good standing with mandated policies.

VII. Policy Review

Revisions for 2 policies were presented for a second read and possible approval by the Board of Education:

- 5142.4 School Resource Officer
- 9170 Distribution of Diplomas

It was **MOVED** (L. Cutler), **SECONDED** (G. Guyette), and **PASSED** (Unanimous) that the Board of Education approve the revisions to policy 5142.4 School Resource Officer, and policy 9170 Distribution of Diplomas as presented.

The first read of the following policies will be presented for a second read/possible approval at an upcoming Board meeting:

- 0521 Nondiscrimination
- 2400 Evaluation of Superintendent
- 3850 Pesticide Application
- 4000.1/4200.1/5145.44 Title IX
- 5145.12 Search and Seizure
- 6141.323 Internet Safety Policy/Filtering
- 6164.11 Student Use, Sale or Possession of Alcohol or Controlled Drugs
- 6164.12 Exemption from AIDS Instruction
- 6170 Homework: Change #6154

VIII. 2024-2025 Revised School Calendar

Changes to the 24-25 School calendar were presented to the Board for consideration and approval. December 11 & March 19 early dismissal times, due to conferences and PLC's, don't allow for North and WLHS to be dismissed at the same time. The proposal is to utilize the "early dismissal weather related schedule" which is as follows to alleviate the transportation concerns:

Additionally, WLMS and WLHS are requested to switch the evening conference schedule so that WLMS will have evening conferences on October 24, 2024 and WLHS will have evening conferences on October 23, 2024.

A brief discussion was held.

It was **MOVED** (L. Cutler), **SECONDED** (A. Osorio), and **PASSED** (Unanimous) that the Board of Education approve the changes to the school calendar as presented.

IX. Discussion of October 24, 2024 Regular Board Meeting

Windsor Locks High School has identified the week of October 21 - 26, 2024 as Homecoming Week. The week is filled with spirit days and a variety of events. While looking ahead, Thursday, October 24, 2024 is the annual Student PowderPuff Game which conflicts with the regularly scheduled Board of Education Meeting.

The Board discussed several options including whether or not to reschedule the meeting, or cancel it. It was a consensus that the meeting would be canceled, and if a meeting is needed for any reason a Special Meeting could be scheduled.

It was **MOVED** (D. Gragnolati), **SECONDED** (G. Guyette), and **PASSED** that the Board of Education cancel the Regular Board Meeting scheduled for October 24, 2024.

X. Capital Improvement Project - North Street School Partial Roof Replacement

Facilities Director Greg Weigert discussed the Board of Finance Approved Capital

Improvement Project for the North Street School partial roof replacement. During the time of the pre-bid walkthrough, it was discovered that the chimney was deteriorating as well. All bidders included pricing for the additional chimney repair preemptively. Mr. Weigert presented the board with the results of the three bids that were submitted by State Contract list approved roofing vendors. It was his recommendation to award the bid to Silktown Roofing, a local roofing company located in Manchester, Connecticut.

It was **MOVED** (G. Guyette), **SECONDED** (A. Osorio) and **PASSED** (Unanimous) that the Board of Education award Silktown Roofers the contract to complete the North Street School Partial Roof replacement.

The additional cost of the chimney repair was discussed. The Board of Finance approved the estimated cost of \$880,000 and Silktown Roofing was awarded the base bid proposal for the project at \$858,700. The Board agreed to allow negotiating the price of Silktown Roofing's add alternate proposal of \$93,000 to allow for the chimney repair while completing the partial roof replacement. It was a consensus that the Superintendent, the Director of Facilities, and the Interim Business Manager would contact the Board of Finance to discuss this additional repair further as well as potential funding solutions at an upcoming Board of Finance meeting.

XI. CSDE Bureau of Special Education Integrated Monitoring Report

Mr. Josh Robinson gave a presentation to the Board regarding the Connecticut State Department of Education Special Education Integrated Monitoring Report. He outlined the findings, which included areas of strength, and targeted areas for work that needs to be improved, and the next steps needed to address those targeted areas.

The Board would like Mr. Robinson to come before the Board during the second half of the year to discuss the progress.

XII. Medical Insurance Presentation & Discussion

It was recently brought to the Board of Education's attention that there was a budget concern regarding the Health Insurance Plan for Windsor Locks. Mr. Chris Monroe, Senior Vice President of USI Consulting, and the Town's Insurance Consultant, came before the Board to discuss the plan's prior year budget performance, the current plan year budget recapitalization, and funding the proper reserve amount for the Town's self-insured program. A lengthy discussion was held.

XIII. Board of Education and Superintendent Comment - None

XIV. Public Audience - None

XV. Executive Session

It was **MOVED** (A. Osorio), **SECONDED** (G. Guyette), and **PASSED** (Unanimous) to adjourn the meeting into 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. Confidential Student Matter - Out of Town Residency Request to Remain in Windsor Locks Public Schools

That attendance in the Executive Session shall be limited to:

1. Members of the Board of Education
2. Superintendent of Schools
3. Windsor Locks High School Principal
4. Windsor Locks Middle School Principal
5. Others if Requested to Attend

B. Superintendent Goals & Evaluation Discussion

That attendance in the Executive Session shall be limited to:

1. Members of the Board of Education
2. Superintendent of Schools
3. Director of Human Resources
4. Others if Requested to Attend

The Board of Education Returned to Public Session at 7:37 p.m.

XVI. Action, if any, on Executive Session

It was **MOVED** (A. Osorio), **SECONDED** (G. Guyette), and **PASSED** (Unanimous) that the Board of Education not approve the request for out of district students to remain in the Windsor Locks Public Schools.

XVII. Executive Session

It was **MOVED** (G. Guyette), **SECONDED** (D. Gragnolati), and **PASSED** (Unanimous) that the Board of Education return to Executive Session for Item XV B.

The Board of Education Returned to Public Session at 7:50 p.m.

XVIII. Adjournment

It was **MOVED** (D. Gragnolati), **SECONDED** (G. Guyette), and **PASSED** (Unanimous) that the Board of Education adjourn the Special Meeting of August 29, 2024 at 7:51 p.m.

Respectfully Submitted:

Donna Bole

Acting Recording Secretary