

WINDSOR LOCKS PUBLIC SCHOOLS



BOARD OF EDUCATION MEETING

Regular Meeting
September 12, 2024
6:00 p.m.

Windsor Locks High School - Library Media Center

In Person Attendance Open to All

Optional Public Attendance via Microsoft Teams

[Click Here for Teams Link](#)

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
Regular Meeting - Agenda
September 12, 2024 - 6:00 pm
Windsor Locks High School - Library Media Center
In-Person Attendance Open
Optional Public Attendance via Microsoft Teams - [Click Here for Teams Link](#)**

- I. Call to Order
 - A. Roll Call
 - B. Pledge of Allegiance
- II. Board of Education and Superintendent Communications
- III. Board Student Representative(s) Report
- IV. Public Audience (General)
 - 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.*
- V. Approval of Minutes: **Vote Needed** p. 4 Exhibit I
 - August 29, 2024 Special Meeting
- VI. Personnel Report
 - A. Retirements: **Vote Needed** p. 11 Exhibit II A
 - B. Educator New Hires p. 12 Exhibit II B
- VII. Legislative Update and Implications p. 15 Exhibit III
- VIII. Board and Superintendent Comment
- IX. Public Audience (General)
 - 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.*
- X. 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: SEPTEMBER 12, 2024
RE: APPROVAL OF MINUTES

- August 29, 2024 Special Meeting

Board Motion: “**Move** that the Board of Education approve the minutes of the August 29, 2024 Special Meeting.”

**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 Cicarelli, 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
- Total - 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

EXHIBIT II A

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: ROBERT STACY, DIRECTOR OF HUMAN RESOURCES

DATE: SEPTEMBER 12, 2024

RE: PERSONNEL REPORT - RETIREMENTS

Retirements

Deborrah Ramirez, a School Counselor at Windsor Locks High School, will retire June 30, 2025. Deborrah will have served the students of Windsor Locks for 11 years.

Tracy Rasmussen, a Mathematics Teacher at Windsor Locks High School, will retire June 30, 2025. Tracy will have served the students of Windsor Locks for 20 years.

BOARD MOTION: “**Move** that the Board of Education accepts the retirements on the dates noted and offer our appreciation for their service to the Windsor Locks Public Schools.”

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: ROBERT STACY, DIRECTOR OF HUMAN RESOURCES
DATE: SEPTEMBER 12, 2024
RE: PERSONNEL REPORT - EDUCATOR NEW HIRES

Name: Grace Canon
Assignment: Special Education Teacher (Life Skills) - High School
Education: University of Hartford, Bachelors
Years of Exp: 1 year

Name: Ben Carroll
Assignment: Special Education Teacher (Life Skills) - Middle School
Education: University of Saint Joseph, MA; University of South Wales, BA
Years of Exp: 4 years

Name: Susan Cimini
Assignment: Special Education Teacher - North Street School
Education: Springfield College, Masters; American Continental University, Bachelors
Years of Exp: 9 years

Name: Nancy Crilly-Kirk
Assignment: Library Media Specialist (1 yr non-continuing) - Middle School
Education: University of Albany, MLIS; University of Chicago, BA
Years of Exp: 35 years

Name: Kristin Dailida
Assignment: 2nd Grade Teacher - North Street School
Education: University of St. Joseph, Masters; Eastern CT State University Bachelors; Nichols, Bachelors
Years of Exp: 12 years

Name: Sarah Fitta
Assignment: Speech and Language Pathologist - District
Education: Northwestern University, Doctorate; University of Massachusetts, Graduate certificate/BCBA; University of Massachusetts, Master of Arts; University of Massachusetts, BA
Years of Exp: 15 years

Name: David Gladstein
Assignment: Choral and General Music Teacher - Middle School
Education: UCONN, Masters; UCONN, BA and BS
Years of Exp: 0 years

Name: Dylan Johnson
Assignment: Social Studies Teacher - Middle School
Education: UCONN, Masters; UCONN, Bachelors
Years of Exp: 1 year

Name: Hannah Krayeski
Assignment: Long Term Substitute Teacher - North Street School
Education: Western Connecticut State University, Bachelors
Years of Exp: 1 year

Name: Jessica Lees
Assignment: English Teacher - High School
Education: ARC, English Certificate; Simmons College, Masters;
Vassar College, Bachelors
Years of Exp: 3 years

Name: Rebecca Levine
Assignment: Special Education (ABA) Teacher - North Street School
Education: University of Rhode Island, Masters and Bachelors
Years of Exp: 6 years

Name: Debbie Luzietti
Assignment: Special Education Teacher - High School
Education: Central Connecticut State University, Masters and Bachelors
Years of Exp: 12 years

Name: Rebecca Mason
Assignment: Special Education Teacher - South Elementary School
Education: UCONN, Masters; Westfield State University, Bachelors
Years of Exp: 6 years

Name: Allison McKeegan
Assignment: ELL/TESOL Teacher (.50 FTE) - South Elementary School
Education: UCONN, Masters and Bachelors
Years of Exp: 6 years

Name: Philip Medeiros
Assignment: School Psychologist - North Street School
Education: UCONN, Masters; CCSU, Bachelors
Years of Exp: 10 years

Name: Carter Miller
Assignment: Language Arts (English) Teacher - Middle School
Education: UCONN, Masters; Lesley University, Bachelors
Years of Exp: 14 years

Name: Kaylie Morris
Assignment: Reading Teacher - South Elementary School
Education: CCSU, Bachelors
Years of Exp: 0 years

Name: Alexis Nuhn
Assignment: Special Education Teacher - North Street School
Education: Western Governors University, Masters; Salve Regina University, Bachelors
Years of Exp: 3 years

Name: Hilary Opperman
Assignment: Art Teacher (.50 FTE) - North Street School
Education: Eastern CT State University, Bachelors
Years of Exp: 1 year

Name: Morgan Perry
Assignment: School Counselor (Middle School)
Education: CCSU, Masters; Eastern CT State University, Bachelors
Years of Exp: 20 years

Name: Kathryn Richards
Assignment: Language Arts (English) Teacher - Middle School
Education: University of Hartford, Masters and Bachelors
Years of Exp: 18 years

Name: Matthew Stark
Assignment: Science Teacher - Middle School
Education: Idaho State University, Bachelors
Years of Exp: 1 year

EXHIBIT III

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN L. PARKHURST, SUPERINTENDENT
DATE: SEPTEMBER 12, 2024
RE: LEGISLATIVE UPDATE AND IMPLICATIONS

Attorney Tom Mooney from Shipman and Goodwin will present the latest Legislative Updates and Implications for Boards of Education.

Windsor Locks Public Schools

www.wlps.org

Educational Leadership

Shawn Parkhurst

Superintendent of Schools 860-292-5000

sparkhurst@wlps.org

Giovanna Testani, Principal

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Rebecca Bissonnette, Principal, Kristen Krupa, Assistant Principal

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