

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

**MINUTES OF THE REGULAR MEETING
September 26, 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, R. Bissonnette (via Teams) and A. Goodwin
Student Representatives:	None
Students:	A. Olberg
Staff:	D. Bole and J. Garcia
Others:	Grandparents of Miss Olberg and some participating on Microsoft Teams
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 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. Board of Education and Superintendent Communications

Mr. Shawn Parkhurst, Superintendent of Schools, addressed the Board. He gave a shout-out to the Windsor Locks High School Band and Music Department for their great performance at the Big E last week. He thanked everyone for the support of the annual Dollars for Scholars Mum Sale. He also mentioned open house events will begin next week throughout the district. This year the high school will have an open fair, it will look and feel different.

III. Public Audience (only Agenda Items)

None.

IV. Student Recognition

Mr. Parkhurst proudly announced during the Spring, Miss Alis Oberg, Windsor Locks High School Track Athlete, was selected to participate in the Adidas Track Nationals. He congratulated Miss Oberg for her outstanding athletic accomplishments and demonstrating Raider Pride at the National level.

V. Approval of Minutes

- **September 12, 2024 Special Meeting**
- **September 12, 2024 Regular Meeting**

It was **MOVED** (Osorio) and **SECONDED** (Guyette) and **PASSED** (U) that the Board of Education approves the minutes of the September 12, 2024 Special Meeting, as presented.

It was **MOVED** (Cutler) and **SECONDED** (Guyette) and **PASSED** (U) that the Board of Education approves the minutes of the September 12, 2024 Regular Meeting, as presented.

VI. Personnel Report: Resignations/Retirements

A. Resignations/Retirements:

Resignations: None

Retirements:

Mr. Robert Stacy, Director of Human Resources, addressed the Board. He commented he has received the following retirement:

- Tom Condon, a Science Teacher at Windsor Locks Middle School, will retire June 30, 2025. Tom will have served the students of Windsor Locks for 13 years.

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

B. Personnel Report – Job Description Revisions

Mr. Stacy addressed the Board, indicating job descriptions were presented to the Board for the second read and approval along with two other job descriptions were presented for a first read and review. Those job descriptions are as follows:

1. Second Read and Approval:

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

2. First Read for Review:

- Director of Curriculum, Instruction and Assessment PreK-12
- Administrative Assistant – Pupil Services

A brief discussion was held.

It was **MOVED** (Guyette) and **SECONDED** (Cutler) and **PASSED** (U) that the Board of Education approves the revised job description(s) for the Executive Assistant to the Superintendent, ELL Tutor, School Climate Coordinator, School Climate Specialist, and the HS Director of Guidance (stipend position) as presented.

VII. Policy Priority List

A. Mandated Policy List

Mr. Stacy gave a mandated policy list for the Board to review and a basic timeline of when those policies will be presented to the Board for review and approval.

VIII. Policy Review

A. Second Read/Approval:

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

- 6170 Homework: Change #6154 Revision

B. First Read/Review

- 3171.1 Non-Lapsing Education Fund New

A brief discussion was held.

It was **MOVED** (Guyette) and **SECONDED** (Cutler) and **PASSED** (U) that the Board of Education approves the revision of policies 0521 Nondiscrimination, 2400 Evaluation of Superintendent, 3850 Pesticide Application and Renummer to 3524.1, 5145.12 Search and Seizure, 6164.11 Student Use, Sale or Possession of Alcohol or Controlled Drugs, 6164.12 Exemption from Aids Instruction, and 6170 Homework and Renummer to 6154, and approve the new policies: 4000.1/4200.1/5145.44 Title IX, and 6141.323 Internet Safety Policy/Filtering as presented.

IX. Board and Superintendent Comment

None.

X. Public Audience (General)

None.

XI. Adjournment

It was **MOVED** (Cutler) and **SECONDED** (Osorio) and **PASSED** (U) that the Board of Education adjourn the Regular Meeting of September 26, 2024 at 6:23 p.m.

Respectfully submitted,

Denise M. Piotrowicz
Recording Secretary