

# WINDSOR LOCKS PUBLIC SCHOOLS



## BOARD OF EDUCATION MEETING

**Regular Meeting**

**October 10, 2024**

**6:00 p.m.**

**Windsor Locks High School - Library Media Center**

**In Person Attendance Open to All**

**Optional Public Attendance via Zoom**

**Click Here for [Zoom Registration](#)**

**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**

*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**  
**October 10, 2024 - 6:00 pm**  
**Windsor Locks High School - Library Media Center**  
**In-Person Attendance Open**  
**Optional Public Attendance via Zoom - Click Here for [Zoom Registration](#)**

- I. Call to Order
  - A. Roll Call
  - B. Pledge of Allegiance
- II. Board of Education and Superintendent Communications
- III. Student Board 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
  - September 26, 2024 Regular Meeting
- VI. Personnel Report
  - A. Job Description Revisions: **Vote Needed** p. 9 Exhibit II
- VII. NEASC Accreditation Three-Year Report p. 20 Exhibit III
- VIII. CSDE - ED099 Authorized Signature Change: **Vote Needed** p. 23 Exhibit IV
- IX. Advanced Placement (AP) Report & Presentation p. 24 Exhibit V
- X. Policy Priority List p. 34 Exhibit VI
- XI. Policy Review: **Vote Needed** p. 35 Exhibit VII
  - A. Second Read/Possible Approval
    - 3171.1 Non-Lapsing Education Fund p. 36
- XII. Gifted and Talented/Acceleration Report & Presentation p. 37 Exhibit VIII
- XIII. FY 26 Proposed Budget Calendar/Timeline: **Vote Possible** p. 42 Exhibit IX
- XIV. Finance Report Update p. 44 Exhibit X
  - A. Budget Line-Item Transfer Request: **Vote Needed** p. 48 Exhibit XI
- XV. BOE Committee(s) Discussion & Formation p. 49 Exhibit XII

XVI. 25-26 School Calendar Committee Report

p. 50 Exhibit XIII

XVII. Board and Superintendent Comment

XVIII. 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.*

XIX. Executive Session: To 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. Interview Candidate for WLPS Director of Finance & Operations

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

B. Discussion of Windsor Locks Teachers' Association Bargaining Unit Negotiations

That attendance in the Executive Session shall be limited to:

5. Members of the Board of Education
6. Superintendent of Schools
7. Director of Human Resources
8. Others if Requested to Attend

C. 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

XX. Action, if any, on Executive Session Item: **Vote Possible**

XXI. Adjourn Meeting

For the Chairperson of the Board of Education  
Shawn L. Parkhurst - Superintendent of Schools

Copy: Town Clerk - Please Post

**EXHIBIT I**

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION  
FROM: SHAWN L. PARKHURST, SUPERINTENDENT  
DATE: OCTOBER 10, 2024  
RE: APPROVAL OF MINUTES

September 26, 2024 Regular Meeting

**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: 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 Renumber 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 Renumber 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

**Board Motion: “Move that the Board of Education approve the minutes of the September 26, 2024 Regular Meeting.”**



**EXHIBIT II**

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION  
FROM: ROBERT A. STACY, DIRECTOR OF HUMAN RESOURCES  
DATE: OCTOBER 10, 2024  
RE: PERSONNEL REPORT - JOB DESCRIPTION REVISIONS

The job descriptions attached are presented for Board approval.

Second Read and Possible Approval:

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

NOTE: ~~Strike-through~~ indicates language to be deleted.  
Underline means language to be added.

**BOARD MOTION:**

“**MOVE** that the Board of Education approve the revised job description(s) for the Director of Curriculum, Instruction and Assessment Prek-12, and Administrative Assistant, Pupil Services presented as second reads.”

**WINDSOR LOCKS PUBLIC SCHOOLS  
POSITION DESCRIPTION**

**Position Title:** ~~DIRECTOR OF ELEMENTARY (Grades PreK-5)~~  
~~DIRECTOR OF SECONDARY (Grades 6-12)~~  
~~CURRICULUM, INSTRUCTION & ASSESSMENT~~  
Director of Curriculum, Instruction and Assessment Pre-K - 12

Department: Central Office  
Reports to: Superintendent of Schools  
Revised: September 2024

**1. BROAD FUNCTIONS:**

The Director of Curriculum, Instruction and Assessment acts as the lead person in supporting teachers Pre-K to Grade 12 as they meet their instructional goals and objectives through effective feedback and guidance. The Director will meet with core content teachers ~~in professional learning communities~~ to revise curriculum using assessment and provide consistent feedback to students and educators in Windsor Locks Public Schools.

**2. ESSENTIAL DUTIES AND PERFORMANCE RESPONSIBILITIES:**

The Director shall:

- Supports WLPS Core Values and Beliefs About Learning and the Vision of the Graduate
- Act as the lead person for supporting and assisting WLPS core teachers with the revising and writing of their curriculum throughout the course of the school year
- Provide communication with Leadership about any issues throughout the calendar year
- Provide support and feedback to Core Content Area PLCs on the use of assessment data within the curriculum writing process and daily lesson plans
- ~~Serve as member of the District Professional Development Committee (PDEC)~~
- Assist in the creation, implementation, and data analysis of SBA, NGSS, PSAT/SAT style summative assessments
- Assist in the coaching of teachers on a daily basis in all domains found within the Common Core of Teaching
- Assist in the planning, organization, and implementation of instructional and curriculum related professional development
- Assist staff in developing curriculum units or making proposed changes in the curriculum
- Assist in the review of curriculum units for academic rigor, alignment, completeness, relevance and accuracy
- Provide instructional feedback to teachers on the CCT domains and other school & district initiatives including ~~Accountable Talk, the Workshop Model, and~~ differentiated, personalized, and mastery-based instruction to all learners
- Assist teachers in the analysis of student assessment data and in the development of instructional plans to address student academic needs; intervention and acceleration
- ~~Attend and participate in the Core Content Area PLC department meetings throughout the school year~~
- Assist teachers to strengthen their ability to differentiate their instruction for all learners including Special Education and EL learners
- Assist teachers in classrooms to implement high leverage instructional practices ~~including the use of Academic Productive Talk, Writing to Learn, and Effective Feedback~~

## **Other Duties**

- Performs other duties as appropriate and required by the Superintendent of Schools.

### **3. SUPERVISORY RESPONSIBILITIES:**

Assist administrators with evaluation of certified staff.

### **4. QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

### **5. EDUCATION AND/OR EXPERIENCE:**

Certification: Valid CT Certification; 092 required

Classroom teaching experience and proven record of high achievement with students preferred

Experience in **Humanities & Mathematics** curriculum, assessment analysis, professional learning communities, and instructional coaching

### **6. LANGUAGE SKILLS:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Multilingual (Spanish) preferred

### **7. MATHEMATICAL SKILLS:**

Ability to apply basic algebra and geometry concepts.

### **8. REASONING ABILITY:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to understand the integrity and confidentiality of certain matters pertaining to the district work.

### **9. OTHER SKILLS AND ABILITIES:**

Demonstrated leadership ability. Ability to establish and maintain effective working relationships with students, staff, and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Education policies.

### **10. PHYSICAL DEMANDS:**

The physical demands described here are representative of those that an employee must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

While performing the duties of this job, the employee is frequently required to sit and occasionally walk or stand. The employee is occasionally required to talk and hear. Specific vision abilities required by this job include close vision and the ability to adjust focus. The position requires meeting deadlines with severe time constraints, interacting with the public and staff, and irregular or extended work hours. The employee is responsible for the safety, well-being, and work output of others.

**11. WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The noise level in the work environment is usually quiet, but it varies in this position. When visiting a building, the noise level may be loud in the office, quiet at meetings, or moderate.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

**WINDSOR LOCKS PUBLIC SCHOOLS  
POSITION DESCRIPTION**

**Position Title:** Administrative Assistant – Pupil Services  
**Department:** Pupil Services  
**Reports to:** Director of Pupil Services  
**Revised:** September 2024

**SUMMARY:**

To provide administrative assistance for the Director of Pupil Services and to maintain the confidential nature and integrity of the Department.

The Administrative Assistant is responsible to the Director for administrative assistance in the general administration of the Director’s responsibilities. The person holding this position shall advise the Director and make recommendations/suggestions related to the essential duties of the position. In addition, this person shall work within local, state and federal statutes and regulations; Board of Education policies; and regulations and directives of the Director.

**ESSENTIAL DUTIES, FUNCTIONS AND RESPONSIBILITIES**

- **Special Education Students**
  - Update student information in databases (time sensitive)
    - CT-SEDS
    - PowerSchool
    - PSIS
    - SEDAC
    - Respond to Social Security Requests
    - Respond to Court Requests
- **504 Students**
  - Update student information in databases (time sensitive)
  - CT-SEDS
  - PowerSchool
  - PSIS
- **State Mandated Record Keeping - Hard Files**
  - Maintain and track filing systems on the following:
    - SpEd/504 Current and Historical files
    - Summary of Performance for students graduating/aging out
    - Birth to 3
    - DCF 603 forms
    - Risk Assessment forms
    - Unusual Incident reports
    - DCF referrals
    - Monitor and input data into monthly spreadsheet
- **Destruction of Records**
  - Submit file request for destruction of records with the state for SpEd and District Medical Files.
  - Attain signatures from Director of Pupil Services, Superintendent

- & First Selectman for approvals.
    - Create Press Releases for local newspapers for notifications.
    - Handle all records release requests prior to shredding.
    - Arrange date for third party shredding.
    - Organize and box up records for destruction.
- **IEP/504/CT-SEDS/SEDAC/PSIS/PowerSchool Direct Databases**
  - Update database with all new or exited students
  - Update change in address, phone #, guardianship
  - Confirm, maintain, and upload all student mandated reports are in Students' electronic and hard files
  - Technical support to staff for CT-SEDS
  - Respond to audit requests for review of student records
- **State Reporting**
  - Early Childhood Outcomes
    - Verify testing completed & uploaded to state database
    - Confirm this information was approved by Director of Pupil Services
  - Restraint & Seclusion
    - Verify that all seclusions & restraints have been entered into the state database and maintain files
  - Evaluation Timeline
    - Compile list of initial evaluations & upload to state
  - ED 166 Reporting
    - Compile discipline reports from all schools and enter into state data base twice a year
    - Coordinate training for school building Administrative Assistants and provide guidance for discipline entries
    - Request list of expulsions for data entry
    - Reconcile reports and justify any outliers bi-annually
- **Civil Rights Data Collection**
  - Coordinate data from all schools.
  - Compile and enter data for discipline statistics
  - Verify and enter date for SpEd and 504 student demographics
- **Magnet/VoAg/CHOICE/Out-of-District Students**
  - Identify 504 & SpEd Students
  - Attain and send appropriate records
- **Safety Care Certifications**
  - Maintain staff listing and ensure staff is renewed annually
    - Maintain staff listing for Crisis Committee
    - Attend district safety committee meetings
    - Setup training space
    - Process timesheets
    - Order supplies

- Process PO for certificates
  - Register trainers for initial and recertification with contractor
  - Meet monthly with Kim to verify certifications and upcoming trainings
- **DCF**
  - Attain and send appropriate records
  - Collect all DCF-603 notices
- **RISE/PMA**
  - Maintain Power School data demographics
  - Coordinate records with sending districts
  - Attain and send appropriate records
  - Input information into CT SEDS, Powerschool and PSIS
- **RISE Transition & Pine Meadow Academies**
  - Assist with student attendance
  - Parentlink attendance notifications
  - Maintain & reconcile staff attendance in Aesop
  - Review and verify timesheet entries in Veritime
  - Teacher Coverage & ParaEducator Coverage
  - Coordinate RISE weekly Friday Community Engagement events
  - Reconcile RISE & SHINE daily sales and cash received
  - Process bank transactions
  - Troubleshoot student & staff issues / concerns / requests on a daily basis
  - Receive & troubleshoot equipment and process SysAid/SchoolDude requests as needed, and follow up until completion.
  - Assist with maintaining Power School data demographics
  - Daily check in with PMA staff to discuss any requests
- **Continuous Throughout the School Year**
  - Process RISE student stipends (bi-weekly)
  - Maintain student cumulative files and red files
  - Upload registration paperwork to student PowerSchool account
  - Provide necessary supports to virtual high school once established
  - Maintain and submit requests for office equipment & supplies
  - Field Trips : plan and process all necessary forms (including district request form, coordination with venue & secure transportation
  - School Fundraisers: submit requests for approval, track all sales and funds received
- **New School Year**
  - Student Forms: update forms for each school year, send parent

letter, monitor form completion in Power School and hard copy receipts, follow up with families/guardians on missing forms, collect Chromebook insurance money, and distribute completed forms to appropriate staff

- Register new students for enrollment
- Create student Welcome/Back to School Packets with necessary forms and distribute to appropriate staff
- Attain annual Residency Verification forms from tuition students
- Confirming all forms are received and follow up as needed

- **Communications:**

- Director's Calendar: PMA, RISE, Sisu & SpEd Staff Vacation/Personal/Sick Days
- Organize weekly staff meetings to ensure deadlines are met and staff/student/parent concerns are addressed with Director of Pupil Services
- Answer all incoming calls to Pupil Services office and resolve/forward as needed
- Send ParentLink/SEC's announcements for upcoming events to distribute to students/families
- Assist with Pupil Services/PMA/RISE website

- **Lion's Club Holiday Party**

- Coordinate with Lion's Club chairperson
- Print & distribute packets to appropriate teachers
- Follow up with staff for final student/staff count
- Coordinate with school and bus company

- **Parent / Staff Meetings (In-District)**

- Schedule meeting space and ensure space set-up (ie tables, chairs, technology, etc.)
- Attain all necessary supplies
- Staff appreciation events
- Coordinate "Coffee with Director" events
- Monthly newsletter
- Parent Square
- Provide time sheets if needed for staff
- ParaEducator Meetings

- **Interoffice / USPS / Amazon Mail**

- Mass mailings to PMA/Sisu/RISE students/parents (welcome letter/quarterly report cards/monthly attendance reports)
- Mass mailing to all Special Ed parents
- Opening & distributing mail
- Maintaining staff mailboxes at PMA, RISE, & Pupil Services



- **Letters/Memos**

- Distribution of information as requested from Director
- Student Attendance Verifications

- **Financials**

- **Student Activity Fund Accounts (SAF): RISE, PMA, Sisu, Principal Fund:**
  - Reconcile Balance
  - Process Deposits
  - Process Check Disbursements
  - Reconcile monthly RISE and SHINE SquareUp Account
- **General Fund:**
  - Receiving instructional and assessment supply requests from District SpEd Staff, PMA and RISE and maintaining shared spreadsheets to track usage of requests, funds spent, and funds available.
  - Resolving issues with vendors regarding purchase orders
  - Confirming budget for available funds
  - Obtaining approval for purchases from Director
  - Submitting requisitions to business office
  - Printing purchase orders and submitting to vendor for materials
  - Receiving and verifying receipt of goods
  - Distributing goods to proper staff
  - Confirming invoice are accurate prior to submitting for payment

### **SUPERVISORY RESPONSIBILITIES:**

Temporary or seasonal staff as assigned.

### **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION AND/OR EXPERIENCE**

- Associates Degree with three to five years of experience in administrative support or an equivalent combination of experience and training as determined by the Superintendent.
- Familiarity with current computer systems, including Word, Excel, Power Point, Powerschool, Microsoft TEAMS, Infinite Visions, CTSEDS, PSIS, SEDAC and related software
- General knowledge of office procedures and related equipment

- Ability to maintain a high-level of confidentiality
- Proven ability to exercise professional judgment and attitude in dealing with staff members and the public.
- Proven ability to interact as an office team member with potential leadership qualities.
- Initiative and creativity.

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedures manuals. Ability to create routine and complex reports and correspondence and publications. Ability to disseminate information and answer questions from students, staff and parents. Ensure proper telephone techniques and etiquette are always in place.

**Multilingual (Spanish) preferred.**

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form. Ability to understand the integrity and confidentiality of certain matters pertaining to the work of the system.

**OTHER SKILLS AND ABILITIES:**

- Multi-task oriented and able to perform calmly and accurately in a stressful, high paced environment.
- Must have strong communication, computer and interpersonal skills.
- Must have ability to learn and utilize new software programs as systems are upgraded.
- Must pass a typing test of 55 words per minute.
- Ability to apply knowledge of current research and theory in specific field.
- Ability to establish and maintain effective working relationships with students, staff, Board of Education Members and the school community.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to perform duties with awareness of all district requirements and Board of Education policies.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk and use fingers, tools or controls.

The employee is occasionally required to stand and reach with hands or arms. Specific vision abilities required by this job include close vision. The employee must be able to transport from building to building for meetings.

**WORK ENVIRONMENT:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually quiet.

*The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.*

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN PARKHURST, SUPERINTENDENT

DATE: OCTOBER 10, 2024

RE: NEASC ACCREDITATION - THREE-YEAR REPORT

As part of the NEASC Accreditation process, WLHS submitted a Three-Year Report of Progress and Planning. The NEASC Commission has voted to award the school continued accreditation in the New England Association of Schools and Colleges.

The commission commended WLHS on the following:

- Safe School Climate Coordinator to support students
- Curriculum Director to support the development of curriculum
- Common curriculum template and the completion of curriculum documents
- Addition of a Math and ELA interventionist
- Structured SRBI to support students
- Formal process, such as student-led conferences, to assess, using mastery-based learning, and communicate individual learning progress toward achieving the Vision of the Graduate
- Commitment among all to support the school and students
- Exceptional growth in conceptual understanding, commitment, and competency

The commission identified two future priority areas for growth:

- Continue the work to implement the vision of the graduate
- Development of a district-wide curriculum review cycle



NEW ENGLAND ASSOCIATION OF SCHOOLS AND COLLEGES  
Commission on Public Schools

Director for Accreditation and School Improvement  
**ALYSON M. GEARY**  
781-425-7736 | [ageary@neasc.org](mailto:ageary@neasc.org)

Associate Directors for Accreditation and School Improvement:

**CARL R. JOHNSON**  
781-425-7718  
[cjohnson@neasc.org](mailto:cjohnson@neasc.org)

**FRANCIS T. KENNEDY**  
781-425-7749  
[fkennedy@neasc.org](mailto:fkennedy@neasc.org)

**KATHLEEN A. MONTAGANO**  
781-425-7760  
[kmontagano@neasc.org](mailto:kmontagano@neasc.org)

**BRUCE R. SIEVERS**  
781-425-7716  
[bsievers@neasc.org](mailto:bsievers@neasc.org)

October 2, 2024

Rebecca Bissonnette  
Principal  
Windsor Locks High School  
58 South Elm Street  
Windsor Locks, CT 06096

Dear Ms. Bissonnette:

The Commission on Public Schools, at its June 24, 2024 meeting, reviewed the Three-Year Report of Progress and Planning of Windsor Locks High School and voted to award the school continued Accreditation in the New England Association of Schools and Colleges.

The Commission would like to commend the following:

- the addition of a Safe Schools Climate Coordinator to support students
- the creation of curriculum directors to support the development of curriculum
- the creation of a common template for curriculum and the completion of documents for most courses
- the addition of a math and ELA interventionist, a more structured SRBI process, and professional development to support teachers in implementing Tier 1 strategies
- the addition of flexible blocks during the school day to meet students' needs
- the formal process to assess and communicate individual learning progress toward achieving the school's Vision of the Graduate, including student-led conferences
- the use of mastery-based learning throughout the school
- the commitment of all school stakeholders to support the school and students and the work being done through reflection and perseverance
- the exceptional growth in conceptual understanding, commitment, and competency

The Commission acknowledges that all the Foundational Elements have been met by the school since the First Report of Progress and Planning.

Rebecca Bissonnette  
October 2, 2024  
Page Two

In addition, the school has identified the following as Future Priority Areas for Growth:

- continue the work to implement the vision of a graduate
- develop a curriculum review cycle district-wide

The school will submit a Six-Year Report of Progress and Planning, which is due on May 1, 2027. The preparation of the Six-Year Report of Progress and Planning can be found on the website at <https://www.neasc.org/resources-schools-public> in the section marked *Six-Year Report of Progress and Planning*. In that report, the school will report any changes to the ratings of the Foundational Elements, progress on the current Priority Areas for Growth, future Priority Areas for Growth, changes in the 4Cs, progress toward the additional recommendations listed in the Decennial Accreditation Report. Also, the school will submit a revised school growth/improvement plan.

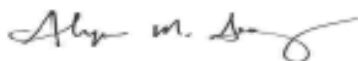
Priority Areas for Growth should be in the mid to final stages of implementation when the school submits its Six-Year Report of Progress and Planning. Inadequate progress towards completion of the Priority Areas for Growth or meeting the Foundational Elements could result in a request for additional Progress Reports or a change in the school's accreditation status.

The Commission requests that it be kept apprised of any substantive changes in the school before that date. For your convenience, a copy of the Substantive Change Policy is attached. Please notify the Commission office of any changes in the names of the principal and/or superintendent along with their corresponding e-mail addresses by submitting this information electronically to [cpss-air@neasc.org](mailto:cpss-air@neasc.org).

The school's accreditation status will be reviewed when the Commission considers the Six-Year Report of Progress and Planning, which should be submitted by the principal through the Accreditation Portal. Be sure to complete the report by clicking on the green "Mark Progress Report Complete" button.

Please contact me if I can be of any assistance.

Sincerely,



Alyson Geary

AMG/mv  
Attachment

cc: Shawn Parkhurst, Superintendent, Windsor Locks Public Schools  
Kylee Christianson, Chairperson, Windsor Locks Board of Education  
Kevin McCaskill, Chair, Commission on Public Schools

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION  
FROM: SHAWN PARKHURST, SUPERINTENDENT  
DATE: OCTOBER 10, 2024  
RE: CSDE - ED099 AUTHORIZED SIGNATURE CHANGE

In accordance with the terms of the Connecticut State Department of Education School Health, Nutrition and Family Services Child Nutrition Program, the Board of Education must authorize any changes to the ED-099 Child Nutrition Program. I would like to request that the Board of Education add Valerie Breda, to be an authorized signer of the ED-099 Agreement for Child Nutrition Programs, which designates her to sign the agreement and to sign claims for reimbursement.

**Board Motion:** “**Move** that the Board of Education approve Valerie Breda as an authorized signer of the ED-099 Child Nutrition Program, and authorize her to sign claims for reimbursement.”

**EXHIBIT V**

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION  
FROM: SHAWN PARKHURST, SUPERINTENDENT  
DATE: OCTOBER 10, 2024  
RE: ADVANCED PLACEMENT REPORT & PRESENTATION

At the request of the Board, the Administration and Staff at WLHS have prepared a report and presentation this evening on Advanced Placement classes.



# WLHS

## Advanced Placement

October 10, 2024

### Overview

01

Courses Offerings  
& Enrollment

02

Exam Results

03

Recognitions

# 01 Course Offerings & Enrollment

3

## Courses Offered at WLHS

- Art
  - 2-D Art & Design
  - 3-D Art & Design
  - Drawing
- Biology
- Calculus AB
- Calculus BC
- Chemistry
- Computer Science Principles
- English Literature and Composition
- English Language and Composition
- Environmental Science
- Human Geography
- Macroeconomics
- Microeconomics
- Music Theory
- Physics I
- Psychology
- Research
- Seminar
- Spanish Language and Culture
- Statistics
- United States Government and Politics
- United States History

4

## Enrollment by Grade

	2020	2021	2022	2023	2024
Grade 9				1	
Grade 10	14	21	25	26	21
Grade 11	39	39	34	34	51
Grade 12	35	41	38	42	43
Total	88	101	97	103	115

5

## 02 Exam Results

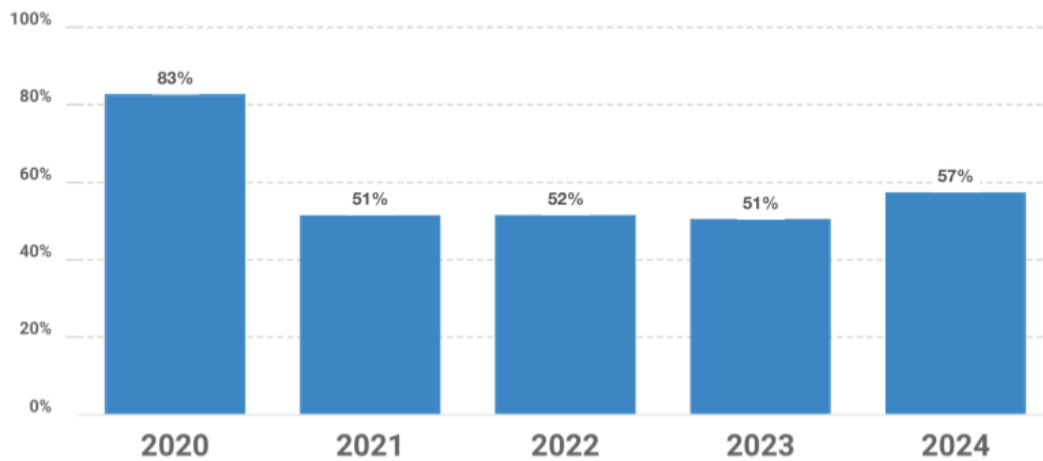
6

 SCHOOL SUMMARY

	2020	2021	2022	2023	2024
Total AP Students	87	101	97	101	115
Number of Exams	159	204	169	183	197
AP Students with Scores 3+	72	52	50	51	66
% of Total AP Students with Scores 3+	82.76	51.49	51.55	50.50	57.39

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 % OF TOTAL AP STUDENTS WITH SCORES 3+



8

# 2024

## Organization Summary (Total Students: 115)

	2D Art Dsgn	3D Art Dsgn	Biol	Calc AB	Comp Sci Prin	Draw	Eng Lang Comp	Eng Lit Comp	Env Sci	Precalc	Psyc	Sem	Stat	US Hist	Total Exams
Number of Exams	1	1	17	16	15	5	31	12	19	20	23	15	9	13	197
Average Score	2.0	3.0	1.8	3.6	3.5	3.0	2.3	2.8	1.7	3.4	1.9	2.9	2.6	2.8	2.6
Percent of Exams with Scores of 3 or Higher	0%	100%	18%	81%	87%	100%	32%	67%	21%	80%	26%	87%	44%	69%	53%

# 2023

## Organization Summary (Total Students: 103)

	2D Art Dsgn	3D Art Dsgn	Biol	Calc AB	Calc AB Subs	Calc BC	Chem	Eng Lit Comp	Env Sci	Phys 1	Psyc	Res	Sem	Span Lang	Stat	US Hist	Total Exams
Number of Exams	5	2	22	14	2	2	1	28	6	20	21	16	19	3	16	11	186
Average Score	3.4	3.0	2.4	2.4	3.0	2.0	1.0	2.8	1.7	1.2	1.6	2.4	3.3	4.0	2.7	1.5	2.3
Percent of Exams with Scores of 3 or Higher	80%	50%	32%	36%	100%	0%	0%	61%	17%	0%	24%	44%	95%	100%	50%	9%	41%

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# 2022

## Organization Summary (Total Students: 97)

	2D Art Dsgn	Biol	Calc AB	Comp Sci A	Draw	Eng Lang Comp	Eng Lit Comp	Hum Geog	Phys 1	Psyc	Res	Sem	Stat	US Gov Pol	US Hist	Total Exams
Number of Exams	3	12	12	3	1	21	10	1	10	28	7	17	24	1	19	169
Average Score	3.7	2.4	2.3	2.0	2.0	2.4	2.9	2.0	1.9	1.5	3.1	3.1	2.2	3.0	1.4	2.2
Percent of Exams with Scores of 3 or Higher	100%	42%	33%	33%	0%	33%	70%	0%	20%	18%	86%	88%	38%	100%	11%	40%

# 2021

## Organization Summary (Total Students: 101)

	2D Art Dsgn	Biol	Calc AB	Calc AB Subs	Calc BC	Chem	Comp Sci A	Comp Sci Prin	Draw	Eng Lang Comp	Eng Lit Comp	Hum Geog	Mus Aur Subs	Mus NonA Subs	Mus Theo	Phys 1	Psyc	Res	Sem	Span Lang	Stat	US Hist	Total Exams
Number of Exams	2	19	8	8	8	12	2	1	1	21	18	1	2	2	2	15	33	11	14	1	23	12	204
Average Score	3.5	1.9	1.9	2.9	2.8	1.9	1.0	4.0	4.0	2.6	2.7	2.0	3.0	1.5	2.0	1.4	1.3	3.1	3.1	5.0	2.2	1.5	2.1
Percent of Exams with Scores of 3 or Higher	100%	16%	13%	90%	38%	25%	0%	100%	100%	52%	56%	0%	90%	0%	50%	7%	9%	91%	93%	100%	39%	17%	37%

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2020

Organization Summary (Total Students: 88)

	2D Art Dsgn	Biol	Calc AB	Comp Sci A	Comp Sci Prin	Draw	Eng Lang Comp	Eng Lit Comp	Env Sci	Phys 1	Psyc	Sem	Stat	US Hist	Total Exams
Number of Exams	2	14	15	1	1	4	32	16	6	5	28	11	13	13	161
Average Score	4.0	2.7	2.2	5.0	3.0	3.8	3.8	3.4	2.5	1.8	2.6	3.2	2.5	2.9	3.0
Percent of Exams with Scores of 3 or Higher	100%	64%	27%	100%	100%	100%	88%	88%	50%	20%	61%	100%	54%	69%	69%

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03 ✨ Recognitions ✨

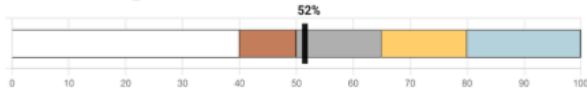
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# 2023

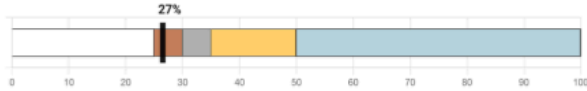
Congratulations! Windsor Locks High School has earned Bronze recognition on the 2023 AP School Honor Roll.

Class of 2023

College Culture ? SILVER



College Credit ? BRONZE



College Optimization ? GOLD



**BRONZE**  
AP 2023 School Honor Roll  
Windsor Locks High School

**College Culture** - percent of graduating class who took an AP Exam at any point in their high school career.

**College Credit** - percent of graduating class who scored 3+ on any AP Exam at any point in their high school career

**College Optimization** - percent of graduating class who took 5 or more AP Exams, where at least one was taken in 9th or 10th grade

# 2023

Congratulations! Windsor Locks High School has earned Bronze recognition on the 2023 AP School Honor Roll.

Class of 2023

AP School Honor Roll Metrics	Criteria				Your School ?	
	Bronze	Silver	Gold	Platinum		
College Culture ?	40%	50%	65%	80%	52% (50/97)	Silver
College Credit ?	25%	30%	35%	50%	27% (26/97)	Bronze
College Optimization ?	2%	5%	10%	15%	12% (12/97)	Gold



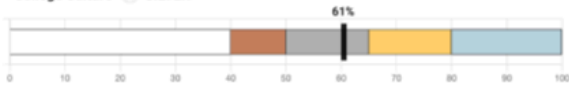
**BRONZE**  
Your school achieved all  
Bronze criteria!

# 2024

Congratulations! Windsor Locks High School has earned Silver recognition on the 2024 AP School Honor Roll.

Class of 2024

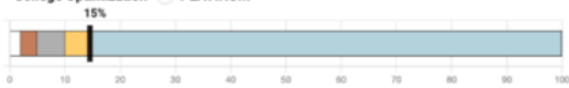
College Culture ? SILVER



College Credit ? GOLD



College Optimization ? PLATINUM



**SILVER**  
AP 2024 School Honor Roll  
Windsor Locks High School

**College Culture** - percent of graduating class who took an AP Exam at any point in their high school career.

**College Credit** - percent of graduating class who scored 3+ on any AP Exam at any point in their high school career

**College Optimization** - percent of graduating class who took 5 or more AP Exams, where at least one was taken in 9th or 10th grade

# 2024

Congratulations! Windsor Locks High School has earned Silver recognition on the 2024 AP School Honor Roll.

Class of 2024

AP School Honor Roll Metrics	Criteria				Your School ?	
	Bronze	Silver	Gold	Platinum		
College Culture ?	40%	50%	65%	80%	61% (52/85)	Silver
College Credit ?	25%	30%	35%	50%	39% (33/85)	Gold
College Optimization ?	2%	5%	10%	15%	15% (13/85)	Platinum



**SILVER**  
Your school achieved all Silver criteria!



## Scholar Awards

	2020	2021	2022	2023	2024
AP Scholar	9	18	10	11	14
AP Scholar with Honor	6	2	3		4
AP Scholar with Distinction	2	2	2	2	6
AP Seminar & Research Certificate		6	4	6	
AP Capstone Diploma		3	2		1
National AP Scholar	1				
Totals	18	31	21		

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# Questions?

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**EXHIBIT VI**

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION  
FROM: ROBERT STACY, DIRECTOR OF HUMAN RESOURCES  
DATE: OCTOBER 10, 2024  
RE: POLICY PRIORITY LIST

**November 14, 2024**

- 5121.3 Academic Dishonesty/Plagiarism New
- 5131.911 School Climate Mandatory Revision
- 4115 Educator and Leader Evaluation & Support New
- 6141.3273 Generative AI (Artificial Intelligence) New
- 6148 FAFSA Completion Program Mandatory Revision

**December 12, 2024**

- Review any policies from CAGE monthly recommended policy packet

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION  
FROM: ROBERT STACY, DIRECTOR OF HUMAN RESOURCES  
DATE: OCTOBER 10, 2024  
RE: POLICY REVIEW

The following policy is being presented for a **Second Read/Possible Approval**:

- 3171.1 Non-Lapsing Education Fund *New*

**Possible Board Motion:** “**MOVE** that the Board of Education approve the new policy: 3171.1 Non-Lapsing Education Fund as presented.”

## **Non-Instructional Operations**

### **3171.1 Non-Lapsing Education Fund**

The Windsor Locks Board of Education (Board) may deposit into a non-lapsing account any unexpended funds from the Board's prior fiscal year general operating budget, provided such deposited amount does not exceed two percent (2%) of the total budgeted appropriation for education for such prior fiscal year pursuant to C.G.S. 10-248a.

Any expenditure from the Non-Lapsing Education Fund shall be authorized solely by the Board. Each expenditure from such account shall be made only for educational purposes and under the following conditions:

- 1) such deposited amount does not exceed two percent (2%) of the total budgeted appropriation for education for such prior fiscal year;
- 2) each expenditure from such account shall be made only for educational purposes; and
- 3) each such expenditure shall be authorized by the Board.

The Board shall create the non-lapsing account and be responsible for the accounting of the funds in accordance with Governmental Accounting Standards and Generally Accepted Accounting Principles (GAAP). The account shall be subject to the annual audit as required by State statute. The Board shall review the fund balance on an annual basis.

Such fund may be discontinued, after the recommendation and approval by the Board, and any amounts held in the fund shall be transferred to the general fund of the District.

Legal Reference: Connecticut General Statutes

10-51 (d) (2) Fiscal year. Budget. Payments by member towns; adjustments to payments. Investment of funds. Temporary borrowing. Reserve funds. (as amended by PA 21-2, JSS, Section 363)

10-222 Appropriations and budget

10-248a Unexpended education funds account (as amended by PA 19-117, Section 285)

Public Act 24-45 An Act Concerning Education Mandate Relief, School Discipline and Disconnected Youth (Sections 7-8)

Policy Adopted:

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION  
FROM: SHAWN PARKHURST, SUPERINTENDENT  
DATE: OCTOBER 10, 2024  
RE: GIFTED & TALENTED/ACCELERATION REPORT  
& PRESENTATION

At the request of the Board, members of our leadership team have reviewed and prepared a report and presentation on Gifted and Talented/Acceleration in Windsor Locks. Megan Parrette, Director of Curriculum, will provide a presentation and answer any questions that the Board may have regarding this topic.



## WINDSOR LOCKS PUBLIC SCHOOLS GIFTED AND TALENTED IDENTIFIED STUDENTS BY GRADUATION YEAR

»»	Graduating Class of 2019	2012
»»	Graduating Class of 2020	2013
»»	Graduating Class of 2021	2014
»»	Graduating Class of 2022	2015
»»	Graduating Class of 2023	2016
»»	Graduating Class of 2024	2017



## WHERE WE WERE



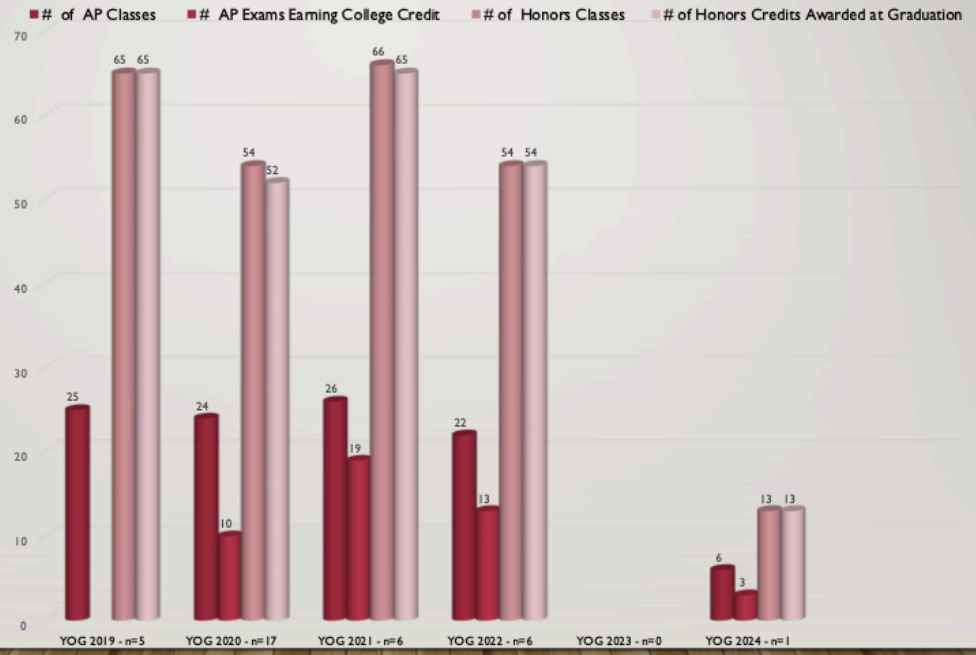
### Numbers of Identified Gifted and Talented Students 2019-2024

- # of AP Classes Taken
- # of AP Exams Taken that Earned College Credit
- # of Honors Classes Taken
- # of Honors Credits Awarded at Graduation

## WHERE WE ARE



# TALENTED AND GIFTED LONGEVITY REPORT



WHERE WE ARE GOING

- Equitably
- Inclusively
- Under-Represented Populations



**WINDSOR LOCKS PUBLIC SCHOOLS**  
 Longevity Report: Gifted and Talented – Enrichment Services



WHERE

*All students will  
meet or exceed grade level standards.*

WINDSOR LOCKS PUBLIC SCHOOLS

Longevity Report: Gifted and Talented – Enrichment Services

THANK YOU!

**EXHIBIT IX**

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION  
 FROM: SHAWN L. PARKHURST, SUPERINTENDENT  
 DATE: OCTOBER 10, 2024  
 RE: FY 26 PROPOSED BUDGET CALENDAR/TIMELINE

As we develop the FY26 Budget, below is a draft calendar and timeline for your review, discussion, and potential approval.

A few items to note:

- Leadership has reviewed and added input to this calendar/timeline
- The process will begin a bit earlier
- Added opportunities for staff and community input through Community Cares/Open Forum sessions
- Initial Presentation December 2024; providing the month of January for workshops with the BOE as needed on the budget

**Budget Calendar - Schedule of FY 2025-2026**

Due Date	Activity
<b>October</b>	
Thursday 10/10/24	Board of Education Reviews FY25/26 Budget Calendar
Friday 10/18/24	Distribution of Building/Department Budget Spreadsheets & Guidelines for FY 25/26
Wednesday 10/30/24 - PLC	Staff Open Forum & Discussion FY25/26 Budget
<b>November</b>	
Friday 11/8/24	Capital Improvement Budget(s) Due to Superintendent of Schools
Thursday 11/14/24	Community Cares Open Forum & Discussion FY25/26 Budget 5:00 pm - 5:45 pm (right before scheduled BOE meeting)
Thursday 11/21/24	Leadership Reviews Capital Improvement Budget
Friday 11/22/24	All Site Budgets Due to the Superintendent of Schools

Monday 11/25/24	Individual Administrator Site Budget Review with Senior Cabinet
<b>December</b>	
Thursday 12/5/24	Leadership Review of FY25/26 Superintendent Proposed Budget
Thursday 12/12/24	FY25/26 Superintendent Budget Presentation to Board of Education
<b>January</b>	
Wednesday 1/8/25 - PLC	Staff Open Forum & Discussion FY25/26 Budget
Thursday 1/9/25	Leadership Budget Review
Thursday 1/9/25	Community Cares Open Forum & Discussion FY25/26 Budget 5:00 pm - 5:45 pm (right before scheduled BOE meeting)
Thursday 1/23/25	Board of Education Meeting Approval of Budget
<b>February</b>	
Thursday 2/3/25	Operating Budget due to Town Finance Office
TBD	Board of Education Presentation of Budget to Board of Finance
<b>March</b>	
TBD	BOF finalize BOE budget
TBD	Appeals; Operating and Capital to Board of Finance
TBD	BOF prepares and finalizes town budget
<b>April</b>	
TBD	Town Public Hearing
<b>May</b>	
TBD	Annual Town Budget Meeting & Vote

**Board Motion:** “**Move** that the Board of Education approve the proposed FY26 Budget Calendar and timelines as presented.”

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION  
FROM: SHAWN PARKHURST, SUPERINTENDENT  
DATE: OCTOBER 10, 2024  
RE: FINANCE REPORT/UPDATE

**FY25 Quarter One Financials (July – September 2024)**

FY25 GL BUDGET	\$ 34,051,186.00
Range to Date (Q1: July, August, September)	\$ 4,296,451.72
YTD through September 30, 2024	\$ 4,296,451.72
FY25 Encumbrance	\$ 23,605,716.11
FY25 Budget Balance	\$ 6,149,018.17
FY25 % of Budget Remaining	18.06%

**Budget Line-item Transfers Executed – September 2024 – VOTE NOT NEEDED**

With Superintendent review and approval, the following budget line-item transfer(s) were executed during September 2024 by the Finance Department.

- Budget Transfer 2025-1: Transfer from MS Teachers Salary (010.MS.213.1000.111.100) to MS Coaches/Advisors 010.MS.100.1000.162.190). \$1,505.00. Volleyball stipend differential

# Windsor Locks Public Schools

## BOE GF Quarter One Expenditures by Acct Area

From Date: 7/1/2024

To Date: 9/30/2024

Fiscal Year: 2024-2025

- Subtotal by Collapse Mask   
  Include pre encumbrance   
  Print accounts with zero balance   
  Filter Encumbrance Detail by Date Range  
 Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
010.00.100.0000.000.000	Balance Sheet Account Area: Student Activity - 100	\$589,955.00 \$589,955.00	\$47,224.90 \$47,224.90	\$47,224.90 \$47,224.90	\$542,730.10 \$542,730.10	\$176,855.21 \$176,855.21	\$365,874.89 \$365,874.89	62.02% 62.02%
010.00.110.0000.000.000	Balance Sheet Account Area: Central Administration - 110	\$1,182,382.88 \$1,182,382.88	\$255,541.45 \$255,541.45	\$255,541.45 \$255,541.45	\$926,841.43 \$926,841.43	\$844,848.16 \$844,848.16	\$81,993.27 \$81,993.27	6.93% 6.93%
010.00.120.0000.000.000	Balance Sheet Account Area: Capital Improv & Equip - 120	\$4,200.00 \$4,200.00	\$0.00 \$0.00	\$0.00 \$0.00	\$4,200.00 \$4,200.00	\$0.00 \$0.00	\$4,200.00 \$4,200.00	100.00% 100.00%
010.00.130.0000.000.000	Balance Sheet Account Area: Administrative Expenses - 130	\$229,279.00 \$229,279.00	\$120,392.53 \$120,392.53	\$120,392.53 \$120,392.53	\$108,886.47 \$108,886.47	\$40,471.54 \$40,471.54	\$68,414.93 \$68,414.93	29.84% 29.84%
010.00.140.0000.000.000	Balance Sheet Account Area: Tuition & Special Services - 140	\$2,531,861.79 \$2,531,861.79	\$105,188.98 \$105,188.98	\$105,188.98 \$105,188.98	\$2,426,672.81 \$2,426,672.81	\$1,070,425.05 \$1,070,425.05	\$1,356,247.76 \$1,356,247.76	53.57% 53.57%
010.00.211.0000.000.000	Balance Sheet Account Area: Principals - 211	\$1,091,544.30 \$1,091,544.30	\$234,199.03 \$234,199.03	\$234,199.03 \$234,199.03	\$857,345.27 \$857,345.27	\$848,701.01 \$848,701.01	\$8,644.26 \$8,644.26	0.79% 0.79%
010.00.213.0000.000.000	Balance Sheet Account Area: Instructional Staff - 213	\$14,990,187.02 \$14,990,187.02	\$1,270,925.39 \$1,270,925.39	\$1,270,925.39 \$1,270,925.39	\$13,719,261.63 \$13,719,261.63	\$13,103,360.35 \$13,103,360.35	\$615,901.28 \$615,901.28	4.11% 4.11%
010.00.214.0000.000.000	Balance Sheet Account Area: Support Staff - 214	\$2,837,000.10 \$2,837,000.10	\$249,983.63 \$249,983.63	\$249,983.63 \$249,983.63	\$2,587,016.47 \$2,587,016.47	\$2,557,157.39 \$2,557,157.39	\$29,859.08 \$29,859.08	1.05% 1.05%
010.00.215.0000.000.000	Balance Sheet Account Area: Secretarial Staff - 215	\$390,361.51 \$390,361.51	\$79,931.30 \$79,931.30	\$79,931.30 \$79,931.30	\$310,430.21 \$310,430.21	\$310,071.21 \$310,071.21	\$359.00 \$359.00	0.09% 0.09%
010.00.220.0000.000.000	Balance Sheet Account Area: Textbooks - 220	\$9,104.25 \$9,104.25	\$8,500.00 \$8,500.00	\$8,500.00 \$8,500.00	\$604.25 \$604.25	\$0.00 \$0.00	\$604.25 \$604.25	6.64% 6.64%
010.00.230.0000.000.000	Balance Sheet Account Area: Library - 230	\$29,560.70 \$29,560.70	\$4,869.00 \$4,869.00	\$4,869.00 \$4,869.00	\$24,691.70 \$24,691.70	\$739.02 \$739.02	\$23,952.68 \$23,952.68	81.03% 81.03%
010.00.231.0000.000.000	Balance Sheet Account Area: Technology - 231	\$233,996.13 \$233,996.13	\$134,849.69 \$134,849.69	\$134,849.69 \$134,849.69	\$99,146.44 \$99,146.44	\$2,058.79 \$2,058.79	\$97,087.65 \$97,087.65	41.49% 41.49%
010.00.240.0000.000.000	Balance Sheet Account Area: Teaching Supplies - 240	\$229,390.98 \$229,390.98	\$51,751.73 \$51,751.73	\$51,751.73 \$51,751.73	\$177,639.25 \$177,639.25	\$43,358.82 \$43,358.82	\$134,280.43 \$134,280.43	58.54% 58.54%
010.00.250.0000.000.000	Balance Sheet Account Area: Instructional Support - 250	\$55,728.98 \$55,728.98	\$12,751.45 \$12,751.45	\$12,751.45 \$12,751.45	\$42,977.53 \$42,977.53	\$12,395.92 \$12,395.92	\$30,581.61 \$30,581.61	54.88% 54.88%
010.00.300.0000.000.000	Balance Sheet Account Area: Health Care - 300	\$419,336.65 \$419,336.65	\$38,504.66 \$38,504.66	\$38,504.66 \$38,504.66	\$380,831.99 \$380,831.99	\$373,563.82 \$373,563.82	\$7,268.17 \$7,268.17	1.73% 1.73%
010.00.520.0000.000.000	Balance Sheet Account Area: Transportation - 520	\$1,914,347.10 \$1,914,347.10	\$14,658.61 \$14,658.61	\$14,658.61 \$14,658.61	\$1,899,688.49 \$1,899,688.49	\$1,795,155.94 \$1,795,155.94	\$104,532.55 \$104,532.55	5.46% 5.46%
010.00.610.0000.000.000	Balance Sheet Account Area: Custodial Staff - 610	\$1,423,597.35 \$1,423,597.35	\$307,067.85 \$307,067.85	\$307,067.85 \$307,067.85	\$1,116,529.50 \$1,116,529.50	\$1,002,738.96 \$1,002,738.96	\$113,790.54 \$113,790.54	7.99% 7.99%
010.00.620.0000.000.000	Balance Sheet	\$419,501.46	\$60,323.26	\$60,323.26	\$359,178.20	\$64,283.41	\$294,894.79	70.30%

**Windsor Locks Public Schools**

**BOE GF Quarter One Expenditures by Acct Area**

From Date: 7/1/2024

To Date: 9/30/2024

Fiscal Year: 2024-2025

- Subtotal by Collapse Mask   
  Include pre encumbrance   
  Print accounts with zero balance   
  Filter Encumbrance Detail by Date Range  
 Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
	Account Area: Contracted Service/Plant Op - 620	\$419,501.46	\$60,323.26	\$60,323.26	\$359,178.20	\$64,283.41	\$294,894.79	70.30%
010.00.640.0000.000.000	Balance Sheet	\$1,046,292.38	\$162,649.43	\$162,649.43	\$883,642.95	\$733,892.66	\$149,750.29	14.31%
	Account Area: Utilities - 640	\$1,046,292.38	\$162,649.43	\$162,649.43	\$883,642.95	\$733,892.66	\$149,750.29	14.31%
010.00.650.0000.000.000	Balance Sheet	\$154,000.00	\$729.65	\$729.65	\$153,270.35	\$0.00	\$153,270.35	99.53%
	Account Area: Custodial Supplies - 650	\$154,000.00	\$729.65	\$729.65	\$153,270.35	\$0.00	\$153,270.35	99.53%
010.00.720.0000.000.000	Balance Sheet	\$186,685.00	\$26,116.01	\$26,116.01	\$160,568.99	\$24,455.38	\$136,113.61	72.91%
	Account Area: Building & Grounds Repairs - 720	\$186,685.00	\$26,116.01	\$26,116.01	\$160,568.99	\$24,455.38	\$136,113.61	72.91%
010.00.721.0000.000.000	Balance Sheet	\$132,350.42	\$37,557.19	\$37,557.19	\$94,793.23	\$72,735.66	\$22,057.57	16.67%
	Account Area: Equip Repair & Rental - 721	\$132,350.42	\$37,557.19	\$37,557.19	\$94,793.23	\$72,735.66	\$22,057.57	16.67%
010.00.729.0000.000.000	Balance Sheet	\$76,323.00	\$26,204.24	\$26,204.24	\$50,118.76	\$45,857.42	\$4,261.34	5.58%
	Account Area: Lease/Rental - 729	\$76,323.00	\$26,204.24	\$26,204.24	\$50,118.76	\$45,857.42	\$4,261.34	5.58%
010.00.730.0000.000.000	Balance Sheet	\$15,250.00	\$0.00	\$0.00	\$15,250.00	\$0.00	\$15,250.00	100.00%
	Account Area: Replacement Equipment - 730	\$15,250.00	\$0.00	\$0.00	\$15,250.00	\$0.00	\$15,250.00	100.00%
010.00.810.0000.000.000	Balance Sheet	\$1,575,000.00	\$242,094.95	\$242,094.95	\$1,332,905.05	\$67,124.46	\$1,265,780.59	80.37%
	Account Area: Retire/Social Security - 810	\$1,575,000.00	\$242,094.95	\$242,094.95	\$1,332,905.05	\$67,124.46	\$1,265,780.59	80.37%
010.00.820.0000.000.000	Balance Sheet	\$2,283,950.00	\$804,436.79	\$804,436.79	\$1,479,513.21	\$415,465.93	\$1,064,047.28	46.59%
	Account Area: Insurance - 820	\$2,283,950.00	\$804,436.79	\$804,436.79	\$1,479,513.21	\$415,465.93	\$1,064,047.28	46.59%
	<b>Grand Total:</b>	<b>\$34,051,186.00</b>	<b>\$4,296,451.72</b>	<b>\$4,296,451.72</b>	<b>\$29,754,734.28</b>	<b>\$23,605,716.11</b>	<b>\$6,149,018.17</b>	<b>18.06%</b>

End of Report

**FY25 Q1 Budget Review - Full-Year Forecast Budget Balances**

Acct Area	Description	Budget	Budget Balance as of 09/30/2024	%	Full-Year Forecast Budget Balance as of 09/30/2024	%	Notes
100	Student Activity	589,955.00	365,874.89	62.02%	0.00	0.00%	
110	Central Administration	1,182,382.88	81,993.27	6.93%	0.00	0.00%	
120	Capital Improvements	4,200.00	4,200.00	100.00%	0.00	0.00%	
130	Administrative Expenses	229,279.00	68,414.93	29.84%	18,270.00	7.97%	We are anticipating legal expenditures to be lower than budgeted.
140	Tuition & Special Svcs	2,531,861.79	1,356,247.76	53.57%	0.00	0.00%	
211	Principals	1,091,544.30	8,644.26	0.79%	(999.99)	-0.09%	Administrator PhD stipend
213	Instructional Staff	14,990,187.02	615,901.28	4.11%	118,912.00	0.79%	Contingency Degree Changes, Undesignated, and Long-Term Subs. It will be imperative to plan for a minimum wage increase on January 1st and request necessary transfer.
214	Support Staff	2,837,000.10	29,859.08	1.05%	0.00	0.00%	
215	Secretarial Staff	390,361.51	359.00	0.09%	359.00	0.09%	Salary adjustments
220	Textbooks	9,104.25	604.25	6.64%	0.00	0.00%	
230	Library	29,560.70	23,952.68	81.03%	0.00	0.00%	
231	Technology	233,996.13	97,087.65	41.49%	0.00	0.00%	
240	Teaching Supplies	229,390.98	134,280.43	58.54%	0.00	0.00%	
250	Instructional Support	55,728.98	30,581.61	54.88%	0.00	0.00%	
300	Health Care	419,336.65	7,268.17	1.73%	(4,106.47)	-0.98%	RN Salaries budgeted for 304,454. Actual 308,560
520	Transportation	1,914,347.10	104,532.55	5.46%	33,059.01	1.73%	Reduction in number of busses needed
610	Custodial Staff	1,423,597.35	113,790.54	7.99%	0.00	0.00%	
620	Contracted Service/Plant Op	419,501.46	294,894.79	70.30%	0.00	0.00%	
640	Utilities	1,046,292.38	149,750.29	14.31%	121,263.00	11.59%	The forecasted budget balance is natural gas and electricity account lines. These fluctuate based off of the winter climate. The finance office is monitoring usage and will increase encumbrances as necessary.
650	Custodial Supplies	154,000.00	153,270.35	99.53%	0.00	0.00%	
720	Building & Grounds Repairs	186,685.00	136,113.61	72.91%	0.00	0.00%	
721	Equip Repair & Rental	132,350.42	22,057.57	16.67%	0.00	0.00%	
729	Lease / Rental	76,323.00	4,261.34	5.58%	(2,289.72)	-3.00%	Lease budgeted for \$6,360.25/month. Lease actual \$6,551.06/month
730	Replacement Equipment	15,250.00	15,250.00	100.00%	0.00	0.00%	
810	Retire/Social Security	1,575,000.00	1,265,780.59	80.37%	0.00	0.00%	
820	Insurance	2,283,950.00	1,064,047.28	46.59%	65,000.00	2.85%	HSA Budget \$425,000 Estimated Actual \$360,000
	<b>Grand Total</b>	<b>34,051,186.00</b>	<b>6,149,018.17</b>	<b>18.06%</b>	<b>349,466.83</b>	<b>1.03%</b>	

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION  
FROM: SHAWN PARKHURST, SUPERINTENDENT  
DATE: OCTOBER 10, 2024  
RE: BUDGET LINE-ITEM TRANSFER REQUEST

Budget Line-item Transfers Exceeding \$10,000 – VOTE NEEDED

- Budget Transfer 2025-2: Transfer MS Teachers Salary (010.MS.213.1000.111.100) to DS ABA Tutor (010.DS.214.1200.166.261). \$29,435.19. Pupil Services to add a 1.0 FTE Special Education Tutor for the Windsor Locks Middle School Life Skills Classroom.
- Budget Transfer 2025-3: Transfer Undesignated (010.DS.213.2213.580.000) to Undesignated (010.DS.213.2213.580.800). \$25,000.00. Correct account line structure.
- Budget Transfer 2025-4: Transfer from Para-Educators (010.DS.214.1200.112.260) to PM Para Educator (010.PM.214.1200.112.260). \$25,558.78. Transfer 1.0 Paraeducator FTE from High School to Pine Meadow.

**BOARD MOTION:** “Move that the Board of Education accepts the (3) budget transfer requests, control numbers 2025-2, 2025-3, and 2025-4 for the Finance Department to execute in October 2024.”



## EXHIBIT XII

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: OCTOBER 10, 2024

RE: COMMITTEE DISCUSSION AND FORMATION

In accordance with BOE Policy 9130, the Board Chair shall establish committees as needed by a majority vote of the Board. Each committee will make a report through its Chairperson at each regular meeting of the Board of Education.

Prior to 2022, the District had three subcommittees of the Board of Education. They were as follows:

- **Finance SubCommittee**
  - *Review all financial documents and reports, ask questions about categories, lines or spending trends*
- **Policy SubCommittee**
  - *Reviews all first and second reads of policies before moving them forward to the full Board for consideration*
- **Curriculum SubCommittee**
  - *Hears presentations on curriculum and instruction related topics, reviews curriculum documents and resources*

In an effort to provide more in-depth working time, the Board is asked to discuss the potential need to re-form any of the above referenced subcommittees and if so, which members would be represented on the respective committees, along with dates and times for meetings.

## EXHIBIT XIII

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: OCTOBER 10, 2024

RE: 2025-2026 SCHOOL CALENDAR COMMITTEE REPORT

The 25-26 calendar committee has been formed and one meeting has been held thus far with the goal of having a recommended calendar for BOE review and approval on November 14, 2024.

The committee has looked at milestones such as teacher start date, student first day, winter break around the holiday schedule, spring break and the last day and graduation being on a Friday.

Members of the committee include the following:

- Greg Guyette - Board of Education
- Shawn Parkhurst - Superintendent
- Robert Stacy - Human Resource Director
- Matt Warner - WLAA Representative
- Monica Briggs - WLAA Representative
- Melissa Lopes - WLTA Representative
- Emily Kalenauskas - ParaEducator Representative

**Windsor Locks Public Schools**

[www.wlps.org](http://www.wlps.org)

**Educational Leadership**

**Shawn Parkhurst**

**Superintendent of Schools 860-292-5000**

[sparkhurst@wlps.org](mailto:sparkhurst@wlps.org)

**Giovanna Testani, Principal**

North Street School 860-292-5027

[gtestani@wlps.org](mailto:gtestani@wlps.org)

**Monica Briggs, Principal**

South Elementary School 860-292-5021

[mbriggs@wlps.org](mailto:mbriggs@wlps.org)

**Matthew Warner, Principal, Christine Domler, Assistant Principal**

Windsor Locks Middle School 860-292-5012

[mwarner@wlps.org](mailto:mwarner@wlps.org) [cdomler@wlps.org](mailto:cdomler@wlps.org)

**Rebecca Bissonnette, Principal, Kristen Krupa, Assistant Principal**

Windsor Locks High School 860-292-5032

[rbissonnette@wlps.org](mailto:rbissonnette@wlps.org) [kkrupa@wlps.org](mailto:kkrupa@wlps.org)

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**Matt Sigall, President**

Windsor Locks Teachers' Association 860-292-5032

[msigall@wlps.org](mailto:msigall@wlps.org)

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**Central Office**

**Megan Parrette**

Director of STEAM Curriculum, Instruction, and Assessment

[mparrette@wlps.org](mailto:mparrette@wlps.org)

**Robert Stacy**

Director of Human Resources 860-292-5744

[rstacy@wlps.org](mailto:rstacy@wlps.org)

**Joshua Robinson**

Director of Pupil Services 860-292-5707

[jvrobinson@wlps.org](mailto:jvrobinson@wlps.org)

**Rachel March**

Coordinator of Alternative Programs

[rmarch@wlps.org](mailto:rmarch@wlps.org)

**Vacant**

Director of Operations & Finance 860-292-5709