

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

**MINUTES OF THE REGULAR MEETING  
October 10, 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, K. Krupa, J. Robinson, G. Testani, M. Parrette and A. Goodwin
Student Representatives:	N. Gooden
Students:	None
Staff:	V. Breda and P. Sibila
Others:	Some participating on Zoom
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 Zoom.

**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**

Board Member Mr. Guyette commented he attended the open house at the high school, which was fantastic. He thought the administration and staff did a great job with the different format. He also spoke about senior night for the Cross Country team. He thanked everyone involved celebrating those students on the team.

Board Member Ms. Osorio noted she attended the open houses at the high school and middle school as well, and she too enjoyed the format at the high school. . She also attended North Street School and South Elementary open houses that were well attended.

Board Member Ms. Cutler echoed Mr. Guyette's and Ms. Osorio's comments as she attended the middle school open house and enjoys walking through the student's schedule and meeting all of their teachers.

Mr. Shawn Parkhurst, Superintendent of Schools, addressed the Board. He thanked the administrators and staff for hosting the open houses which were great celebrations of the schools in the district. He noted the high school hosted a college fair in the gymnasium. He spoke about beginning the budget process for FY26 and upcoming events, including homecoming week October 21, 2024. He also acknowledged all of the Principals and Assistant Principals throughout the district as October is Principal and Assistant Principal month

### **III. Student Board Representative(s) Report**

Mr. Nicardo Gooden, Student Representative, addressed the Board. He updated the Board about the volleyball team, the annual senior rock painting, homecoming, open house at the high school and Halloween Breakfast for the seniors on October 31, 2024.

### **IV. Public Audience (only Agenda Items)**

None.

### **V. Approval of Minutes**

- **September 26, 2024 Regular Meeting**

It was **MOVED** (Cutler) and **SECONDED** (Osorio) and **PASSED** (U) that the Board of Education approves the minutes of the September 26, 2024 Regular Meeting, as presented.

### **VI. Personnel Report:**

#### **A. Personnel Report – Job Description Revisions**

Mr. Stacy addressed the Board, indicating job descriptions were presented to the Board for the second read and approval. Those job descriptions are as follows:

##### **1. Second Read for Review and Approval**

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

### **VII. NEASC Accreditation Three-Year Report**

Mr. Parkhurst remarked as part of the NEASC Accreditation process, Windsor Locks High School 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 Windsor Locks High School 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

A brief discussion was held.

## **VIII. CSDE-ED099 Authorized Signature Change**

Mr. Parkhurst commented that 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. He noted the position of Director of Finance and Operations is currently vacant and he requested 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.

A brief discussion was held.

It was **MOVED** (Gragnotati) and **SECONDED** (Osorio) and **PASSED** (U) that the Board of Education approves Valerie Breda as an authorized signer of the ED-099 Child Nutrition Program, and authorize her to sign claims for reimbursement.

## **IX. Advanced Placement (AP) Report and Presentation**

Mr. Parkhurst remarked that at the request from the Board, the administration and staff of Windsor Locks High School prepared a report and presentation on Advanced Placement classes. He introduced to the Board, Dr. Rebecca Bissonnette, Principal of Windsor Locks High School and Ms. Kristen Krupa, Assistant Principal of Windsor locks High School to give the presentation they prepared. They discussed course offerings and enrollment, exam results and recognitions received by the district. They compared schools years of 2020 through 2024.

A brief discussion was held.

## **X. 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.

## **XI. Policy Review**

### **A. Second Read/Possible Approval:**

- 3171.1 Non-Lapsing Education Fund New

A brief discussion was held.

It was **MOVED** (Guyette) and **SECONDED** (Gragnotati) and **PASSED** (U) that the Board of Education approves the policy 3171.1 Non-Lapsing Education Fund as presented.

## **XII. Gifted and Talented/Acceleration Report & Presentation**

Mr. Parkhurst remarked at the request of the Board, members of the leadership team have reviewed and prepared a report and presentation on Gifted and Talented/Acceleration in Windsor Locks. He introduced Ms. Megan Parrette, Director of Curriculum, who provided a presentation Gifted and Talented/Acceleration in Windsor Locks. She discussed a cohort of students from the Class of 2019 through 2024 and the numbers of identified gifted and talented students from those graduation classes. She discussed the numbers of students who have taken AP Classes, AP Exams that earned college credit, honor classes taken and honor credits awarded at graduation. She also discussed the future of the Gifted and Talented/Acceleration in the district.

A brief discussion was held.

## **XIII. FY 26 Proposed Budget Calendar/Timeline**

Mr. Parkhurst explained as the district develop the FY26 Budget, he gave a draft of a calendar and timeline for the Board review, discussion, and potential approval.

A few items he noted were 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 and initial presentation in December 2024; providing the month of January for workshops with the Board of Education as needed on the budget.

He quickly reviewed the calendar and the timeline. A brief discussion was held.

It was **MOVED** (Cutler) and **SECONDED** (Guyette) and **PASSED** (U) that the Board of Education approves proposed FY26 Budget Calendar and timelines as presented.

#### **XIV. Finance Report Update**

Mr. Parkhurst gave the Finance Report update noting FY25 Quarter One Financials (July through September 2024). He also discussed a budget-line item transferred executed in September 2024 which is not required to be approved by the Board as the transfer does not exceed \$10,000 per Board policy. The Budget Transfer 2025-1: Transfer is 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.

##### **A. Budget Line-Item Transfer Request**

Mr. Parkhurst explained three transfers which exceed \$10,000 and the Board needs to approve each transfer. Those transfers were as follows:

- 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.

A brief discussion was held.

It was **MOVED** (Gragnolati) and **SECONDED** (Cutler) and **PASSED** (U) 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.

#### **XV. BOE Committee (s) Discussion & Formation**

Mr. Parkhurst remarked that in accordance with Board of Education Policy No. 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 Finance Subcommittee, Policy Subcommittee and Curriculum Subcommittee. Meetings take place once per month and two Board Members are assigned to a subcommittee. He gave a brief description of what each subcommittee discusses and reports back to the full Board of Education.

A brief discussion was held and it was decided to have a presentation about Policy No. 9130 and a list of topics to be discussed at subcommittee meetings.

**XVI. 25-26 School Calendar Committee Report**

Mr. Parkhurst commented 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 Board of Education review and possibly approve 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 are as follows:

- 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

**XVII. Board and Superintendent Comment**

Board Member Mr. Guyette commented on the middle school’s open house and the presentation of the standards of grading for Grades 1-5. It was fantastic showing everyone is on the same page using the guidelines. Mr. Parkhurst noted the district is in the beginning stages reviewing mastery based standards reporting in Grades 6-12.

**XVIII. Public Audience (General)**

None.

**XIX. EXECUTIVE SESSION:**

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

A. 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

Board entered into Executive Session at 7:13 p.m.  
Board recessed into Public Session at 7:28 p.m.

It was **MOVED** (Osorio) and **SECONDED** (Guyette) and **PASSED** (U) that the Board of Education approves appointment of Director of Finance and Operations.

Board re-entered into Executive Session at 7:29 p.m.  
Board recessed into Public Session at 8:16 p.m.

It was **MOVED** (Osorio) and **SECONDED** (Cutler) and **PASSED** (U) that the Board of Education approves WLTA contract.

**XX. Adjournment**

It was **MOVED** (Gragnotati) and **SECONDED** (Guyette) and **PASSED** (U) that the Board of Education adjourn the Regular Meeting of October 10, 2024 at 8:18 p.m.

Respectfully submitted,

Denise M. Piotrowicz  
Recording Secretary