

WINDSOR LOCKS PUBLIC SCHOOLS



BOARD OF EDUCATION MEETING

Regular Meeting

November 14, 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
November 14, 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. Student Recognition: p. 4 Exhibit I
 - Connecticut Association of Public School Superintendents Certificates of Excellence
 - WLHS Boys State Participants
 - WLMS Track Recognition
 - NCCC All-Conference Awards
- VI. Approval of Minutes: **Vote Needed** p. 11 Exhibit II
 - October 10, 2024 Regular Meeting
 - October 22, 2024 Special Meeting
- VII. Appointment Of WL Representative to Suffield VoAg
Consulting Committee: **Vote Needed** p. 22 Exhibit III
- VIII. Human Resources Report
 - A. Resignation and Retirement: **Vote Needed** p. 23 Exhibit IV A
 - B. Policy Revision 5114; First Read p. 24 Exhibit IV B
- IX. CSDE - ED099 Authorized Signature Change: **Vote Needed** p. 50 Exhibit V
- X. 24-25 Seal of Bi-Literacy Presentation & Student Celebration p. 51 Exhibit VI
- XI. Secondary Parent Conference Feedback p. 56 Exhibit VII
- XII. Proposed 2025 Board Meeting Calendar: **Vote Possible** p. 58 Exhibit VIII
- XIII. Proposed 2025 - 2026 School Calendars: **Vote Possible** p. 60 Exhibit IX

- XIV. Finance Report
 - A. FY Update p. 63 Exhibit X A
 - B. Budget Line-Item Transfers: **Vote Needed** p. 67 Exhibit X B
- XV. BOE Committee(s) Discussion & Formation - **Vote Possible** p. 68 Exhibit XI
- XVI. WLTA Presentation - 24-25 Budget Program Impacts p. 69 Exhibit XII
- 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. Superintendent Goals

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. Residency Appeal

That attendance in the Executive Session shall be limited to:

 1. Members of the Board of Education
 2. Superintendent of Schools
 3. Others if Requested to Attend
- XX. Action, if any, on Executive Session Items: **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: NOVEMBER 14, 2024

RE: CONNECTICUT ASSOCIATION OF PUBLIC SCHOOL
SUPERINTENDENTS' AWARDS WINNERS

For over twenty years, the Connecticut Association of Public School Superintendents (CAPSS) has sponsored a recognition award program for students throughout the State of Connecticut. CAPSS, the statewide school Superintendents' professional organization, is based in West Hartford and provides professional development, personal support, statewide conferences, legislative information, and educational services to its membership.

The purpose of this program is to strengthen the relationship between the student and school administration. Students are nominated by teachers and selected based on exemplary student leadership, achievement, and demonstrated service to others in the community. The CAPSS awards are generally given during American Education Week in order to highlight the accomplishments of school age students in public schools.

Tonight, I am pleased to announce the recipients of this award.

South Elementary

Lillian Milczak

Lillian works hard at everything that she does and helps others when they need it. She is patient and kind and loves helping her siblings with homework, solving problems, and she loves to read to them. You can always count on her to think of others and to be a positive role model. She's a great friend to everyone around her, students and staff. This is exactly why she'll be a great teacher when she grows up. In fact, she helped teach her younger brother to talk. Lillian's favorite subject in school is reading. She likes to make movies in her head about what she is reading to help her envision what it would look like. In her spare time, Lillian loves to do sketches of people and to do gymnastics. She is a self-taught gymnast.

Jaiden Acevedo

Jaiden is always ready to learn. He is respectful, kind and a wonderful role model. He is also an AMAZING artist who shows others how to improve their pictures or shows them how to draw something. He loves to create art because it allows him to express his emotions. Last year, he won a State of CT art contest. His art is currently hanging in the Windsor Locks VFW. Outside of school Jaiden loves to run and ride his bike to get his energy out. He also loves spending time with his brown and white Husky named Shadow. He often helps his younger brother with his homework and helps him solve math problems. Jaiden always tries his hardest at everything he does and only wishes to do his best. He always shows just how much of a positive role model he is!

Windsor Locks Middle School

Michael Stabile

Michael has the unique ability to be both funny and hardworking, but what stands out most about him is his compassion and empathy. Michael displays a mature social awareness, understanding instinctively which peers might be struggling, and is the first one to lend a hand. He wants everyone to feel included and valued within the classroom with respect shown to all abilities. Michael advocates for his peers and helps each find his/her "OWN" voice. Michael's teachers also describe him as dedicated, inquisitive, self-aware and self-reflective, creative, and intelligent. His leadership abilities are evident and he mentors others as he helps them recognize their own potential, and facilitates the process for effective group work. Michael participates in Honors Algebra and as a leader in the Student Council. He showcases his talent as a vocal musician in the 8th grade Chorus, and his communication skills in the Debate Club. He has also been an active participant in previous years in the Chess Club and the Garden Club. We are proud to recognize Michael for his service to others, his scholarship and work ethic, and his peer leadership.

Olivia Bartolucci

Disciplined, genuine, respectful, and resilient, Olivia Bartolucci is also a fiercely determined young woman who is passionately committed to her family, school, and larger community. Her success in academics and her involvement in three sports, band and volunteering is evidence of her strong work ethic. Olivia is a leader amongst her peers. Known for her helpful and kind nature, Olivia always goes the extra mile to support others, whether it's mentoring teammates or assisting classmates. Olivia's strong sense of responsibility and compassion makes her a role model to those around her. She leads by example, not just through her achievements but by fostering an inclusive and supportive environment for everyone she interacts with, making a lasting impact in her community. Olivia Bartolucci is a student with exceptional performance and promise. Her kind spirit and giving nature combined with her dedication to all that she does is truly remarkable!

Windsor Locks High School

Ben Palmer

Ben, a standout senior at Windsor Locks High School, embodies the spirit of leadership and dedication within his school community. Throughout his high school journey, Ben has consistently proven himself as a dynamic force, devoted to serving others and generating positive change. His extensive list of achievements illustrates his multifaceted talents and unwavering commitment to making a difference in various domains of school life. Having been elected as Class President all four years of high school, Ben has showcased his leadership skills and ability to rally his peers behind common goals. His tenure as Class President speaks volumes about his charisma, organizational prowess, and unwavering dedication to representing his classmates' interests. Additionally, Ben's role as Chairman of the Youth Leadership Council highlights his commitment to encouraging leadership development among his peers as well as guiding them towards discovering their full potential.

Beyond his roles in student government, Ben's involvement in athletics highlights his versatility and strong work ethic. As the Captain of the Track & Field Team for two consecutive years to date, Ben has not only demonstrated outstanding athletic ability but also served as a role model for his teammates, leading by example both on and off the field. Ben's commitment to community engagement is also evident through his selection as the WLHS Student Ambassador for the Bradley Regional Chamber of Commerce. In this role, he has represented his school with distinction while fostering positive relationships between the school and the broader community. Furthermore, Ben's involvement in programs like the Hugh O'Brian Youth Leadership Seminar provided him a platform by connecting with students from diverse backgrounds, communities, and cultures to enhance their self-awareness, self-confidence, and the ability to forge meaningful connections. Ben's initiative to attend the NSLC's Political Action & Public Policy Program at Georgetown University during the summer of 2023 underscores his thirst for knowledge and his proactive approach to learning. By taking advantage of opportunities outside of traditional academic settings, Ben has demonstrated his readiness to tackle real-world challenges and make meaningful contributions to society. This is further exhibited by his recent endorsement and candidacy to the US Senate Youth Program (USSYP). Overall, Benjamin Palmer's impressive array of accomplishments reflects his exceptional leadership qualities, dedication to service, and commitment to personal growth. As he continues on his journey, it is clear that he will undoubtedly leave a lasting impact on his school, his community, and beyond.

Allison Gough

Throughout Allison's high school career, she has consistently showcased outstanding leadership, academic achievement, and a strong commitment to both her personal development and her community.

Allison's academic achievements are nothing short of impressive. She is an AP Scholar with Distinction, a recipient of both the Harvard Book Award and the Saint Michael's Book Award, and has excelled as the Secretary of the National Honor Society. Her dedication to her studies is further reflected in her Scholar-Athlete Award, Seal of Biliteracy, and the fact that she has taken and passed all five AP exams, even achieving a perfect score on her AP Language and Composition exam. Her drive to challenge herself academically, while also maintaining an active involvement in extracurriculars, is a testament to her work ethic and determination.

In addition to her academic pursuits, Allison has been an outstanding leader in both school and athletics. She has served as Captain of the Windsor Locks High School Varsity Soccer team, as well as Indoor Track and Field, where she earned the Most Improved Award and the Coaches Award. These roles highlight her ability to inspire her peers, serve as a role model, and work collaboratively with others. As part of the Youth Leadership Council, Allison has engaged in community service and has continually demonstrated strong character and compassion. Outside of school, she has also proven her dedication through her involvement with the Simmons Golden Eagles Premier Soccer Club and her work as an employee at Tail Winds Ice Cream Shop.

Allison's career aspirations in psychology and sports psychology, with the goal of becoming a sports psychologist for a professional soccer team, are a natural fit for her strengths and passions. She has a deep understanding of both the mental and physical aspects of athletics, and her empathy, leadership, and communication skills make her ideally suited for this field. Whether in the classroom, on the field, or in her relationships with peers, Allison has shown an extraordinary ability to advocate for herself and others, all while maintaining a thoughtful and determined approach to every challenge she faces.

WLHS Boys State - Summer Participation

During the summer of '24, three members of Windsor Locks High School had the distinct honor of being selected to participate in Boys State. Boys State is held on the campus of the University of New Haven and promotes learning today....leading tomorrow. Sponsored by the American Legion, this six day hands on experience provides opportunities for learning the fundamentals of government. The program provides students with the skills to construct their own State, use core values and understand the value of public servicers.

It is my honor to publicly recognize and celebrate the following three Windsor Locks High school students that were a part of this experience:

- Legend Anderson
- Benjamin Palmer
- Bradyn Zaugg-Barnett

WLMS Track Recognition

Under the guidance and facilitation of coaches Abby Wrinn and Scott Williamson, the WLMS cross country team had an amazing season. As a result of this outstanding season, there are several WLMS athletes to recognize this evening:

- 11th Place Finish at the CRAL Conference Championship - Jenna Naughton
- 20th Place Finish at the CRAL Conference Championship - Avery Senofonte
- 2nd Place Finish at the CRAL Conference Championship - Patrick Claffey
- The following members of the WLMS Boys Cross Country team received, the first time ever in WLMS history, third place finish at the CRAL Conference Championship:
 - Patrick Claffey
 - Grant Fecinta
 - Jaxson Halgas
 - Aaditya Jhaveri
 - Joshua Oney
 - Adrian Rivas

At the State Cross Country Championship, I am honored to celebrate a member of the WLMS Cross Country Team who placed 1st at that event:

- Patrick Claffey

NCCC All-Conference Cross Country and Soccer

It is my honor to celebrate four of our fall athletes from Windsor Locks High School who have gained recognition by being named All Conference Athletes.

Girls Soccer:

- Julia Dufresne
- Maeve McGinnis

Boys Soccer:

- Aiden Hoffman

Cross Country:

- Jack Grasso

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: NOVEMBER 14, 2024

RE: APPROVAL OF MINUTES

- October 10, 2024 Regular Meeting
- October 22, 2024 Special Meeting

Board Motion: “**Move** that the Board of Education approve the minutes of the October 10, 2024 Regular Meeting, and the October 22, 2024 Special Meeting.”

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 (Gragnotati) 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 (Gragnolati) 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

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

These minutes are not official until approved at a subsequent meeting.

**MINUTES OF THE SPECIAL MEETING
October 22, 2024 at 4:00 p.m.**

Members Present: K. Christianson, D. Gragnolati, A. Osorio, and G. Guyette
Members Absent: L. Cutler
Administrators: S. Parkhurst, R. Bissonnette, and K. Krupa
Staff: None
Students: Student B
Others: Mother of Student B

I. Call to Order

Chairperson Kylee Christianson called the Special Meeting to Order at 4:08 p.m., in the Windsor Locks Public School's Professional Development Room.

II. Roll Call

Board Members Chairperson Ms. Christianson, Vice-Chair Mr. Gragnolati, Ms. Osorio and Mr. Guyette were present.

III. Pledge of Allegiance

Everyone present stood and pledged allegiance to the flag.

IV. Executive Session

It was **MOVED** (Guyette) and **SECONDED** (Gragnolati) and **PASSED** (U), that the Board of Education enters into Executive Session to conduct a student expulsion hearing and to preserve the confidentiality of student records, and that the following be invited to attend the executive session to offer testimony: Superintendent of Schools, High School Administration, witnesses to testify for the administration, student and parents, witnesses for student and parents, legal counsel for the Board of Education and the administration, and the student, if present.

Chairperson Ms. Christianson asked all persons in attendance to identify themselves for the record:

Board of Education Members:

Ms. Kylee Christianson

Mr. Dennis Gragnolati

Mr. Greg Guyette

Ms. Alba Osorio

Others:

Mr. Shawn Parkhurst, Superintendent of Windsor Locks Public School

Dr. Rebecca Bissonnette, Principal of Windsor Locks High School

Ms. Kirsten Krupa, Assistant Principal of Windsor Locks High School

Mother of Student B

Student B

Mrs. Denise Piotrowicz, Recording Secretary, Windsor Locks Board of Education

Witnesses were sworn in by Chairperson Ms. Christianson.

V. Action Regarding Expulsion

Testimony regarding the offense and penalty phase was given by Dr. Rebecca Bissonnette and Student B followed by questions from the Board of Education Members.

Board Recessed at 4:19 p.m.

Board Reconvened at 4:24 p.m.

Chairperson indicated after a discussion, the Board has decided Student B engaged in conduct that violated Board policy and therefore committed an expellable offense.

VI. Action Regarding Expulsion

Testimony regarding the penalty phase of the expulsion was given by Mr. Shawn Parkhurst, Dr. Rebecca Bissonnette, and Ms. Kirsten Krupa followed by questions from the Board of Education Members.

Board Recessed at 4:33 p.m.

Board Reconvened at 4:42 p.m.

Board reconvened into public session at 4:47 p.m.

It was **MOVED** (Guyette) and **SECONDED** (Osorio) and **PASSED** (U) that the Windsor Locks Board of Education (1) accepts and adopts the findings and facts discussed and presented in executive session; and find that Student B is hereby expelled from the Windsor Locks Public Schools, including all school-related activities, curricular or otherwise, for a period of one calendar year and (2) that as a consequence of said conduct, Student B shall be expelled in accordance with the terms and conditions of the

administrations recommendations as presented.

VII. Adjournment

It was **MOVED** (Gragnotati) and **SECONDED** (Osorio) and **PASSED** (U) that the Board of Education adjourns the October 22, 2024 Special Meeting at 4:48 p.m.

Respectfully Submitted,

Denise M. Piotrowicz
Recording Secretary

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: NOVEMBER 14, 2024

RE: APPOINTMENT OF WINDSOR LOCKS REPRESENTATIVE
TO SUFFIELD VOAG CONSULTING COMMITTEE

The Suffield Regional Agriscience Center has requested that the Board of Education appoint one member to serve on the Suffield Regional Agriscience Center Consulting Committee for a three-year term, and would like to nominate Lexi Ratti. She is a graduate of the Suffield Agriscience Program, has remained active with the alumni and resides and works in Windsor Locks.

The Suffield Regional Agriscience Center at Suffield High School is a Connecticut School Choice Program serving the needs of the broad-based agricultural community with educational programs for 9-12 grade choices in the global agriculture, food, fiber, and natural resources systems. It makes a positive difference in the lives of students by developing their potential for leadership, personal growth and career success. Students receive a balance of both academic and agriscience skills training. Their Center services the towns of Avon, Canton, East Granby, East Hartland, Enfield, Hartford, Granby, Simsbury, Windsor Locks, and Suffield.

Since beginning in 1964 they have always maintained an advisory committee representing each of these towns. This Suffield Agriscience Consulting Committee serves as a link between the Center and the local towns' agricultural community and educational system. Its members serve in an advisory capacity making recommendations for programs, facilities and curriculum. State Regulations Sec. 10.64 states: "each Board of Education shall appoint to said committee, two representatives, who have a competent knowledge of agriculture and who need not be members of such a board. Regulations require that the committee be called into session no less than two times per year and the minutes shall be kept on file." The town representative provides an important liaison between the groups to share information and concerns.

Board Motion: "Move that the Board of Education appoint Lexi Ratti to the Suffield Regional Agriscience Center Consulting Committee for a three year term."

EXHIBIT IV A

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: ROBERT A. STACY, EXECUTIVE DIRECTOR OF HUMAN RESOURCES

DATE: NOVEMBER 14, 2024

RE: HUMAN RESOURCES REPORT

Resignation:

Rebecca Mason, a Special Education Teacher at South Elementary School, resigned October 1, 2024. Rebecca served the students of Windsor Locks for 1 month.

Retirement:

William “Dan” Fuller, a Special Education Teacher at PMA, will retire June 30, 2025. Dan will have served the students of Windsor Locks for 22 years.

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

EXHIBIT IV B

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: ROBERT A. STACY, EXECUTIVE DIRECTOR OF HUMAN RESOURCES

DATE: NOVEMBER 14, 2024

RE: HUMAN RESOURCES REPORT

The following policy is being presented for a First Read/Review:

- 5114 Conduct and Discipline Revision

Students

5114 - Conduct and Discipline

Each student shall learn to respect the rights of others as individuals and as groups. The student shall learn the rules that govern appropriate behavior in his/her school and obey the rules established by the Board for all students in all public schools of the town.

Areas of Responsibility

Board of Education - The Board of Education holds the certified personnel responsible for the proper conduct and control of students while legally under the supervision and jurisdiction of the school.

Principal - The Principal may implement necessary procedures and rules and regulations to render effective the policies of the Board of Education relating to standards of student behavior. The Principal may involve representatives of all areas of school personnel, students, parents, and citizens of the community.

Teachers - Teachers shall be responsible for the instruction of students in rules and regulations of proper conduct, as well as be responsible for proper and adequate control of students. The responsibility and authority of any teacher extends to all students of the school district under the assigned supervision of the teacher and to other students so situated with respect to the teacher as to be subject to the teacher's control.

Parents - Parents shall be expected to cooperate with school authorities regarding the behavior of their children. Parents shall be held responsible for the willful misbehavior of their children.

I. Definitions

- A. **Exclusion** means any denial of public school privileges to a student for disciplinary purposes.
- B. **Emergency** means a situation in which the continued presence of the student in school poses such a danger to persons or property or a disruption of the educational process that a hearing may be delayed until a time as soon after the exclusion of such student as possible.
- C. **School-Sponsored Activity** means any activity sponsored, recognized, or authorized by the Board and includes activities conducted on or off school property.
- D. **Removal** means the exclusion of a student for a class period of ninety minutes or less.
- E. **In-School Suspension** means an exclusion from regular classroom activity for no more than ten consecutive school days, but not exclusion from school, provided such exclusion shall not extend beyond the end of the school year in which such in-school suspension was imposed. No student shall be placed on in-school suspension more than fifteen (15) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion.
- F. **Suspension** means the exclusion of a student from school privileges and/or transportation services for not more than ten (10) consecutive school days, provided such suspension shall not extend beyond the end of the school year in

which such suspension is imposed; and further provided no student shall be suspended more than ten (10) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless such student is granted a formal hearing as provided below. Suspensions shall be in-school suspensions unless the administration determines for any student in grades three through twelve, inclusive, that (1) the student being suspended poses such a danger to persons or property or such a disruption of the educational process that the student shall be excluded from school during the period of suspension, or (2) that an out-of-school suspension is appropriate based on evidence of previous disciplinary problems that have led to suspensions or expulsion of the student and efforts by the administration to address such disciplinary problems through means other than out-of-school suspension or expulsion, including positive support strategies.

A student in grades preschool through two, inclusive, may be given an out-of-school suspension if it is determined by the administration that such suspension is appropriately based on evidence that the student's conduct on school grounds is of a violent or sexual nature that endangers persons. In addition, a person's duty as a mandated reporter to report suspected child abuse or neglect is not limited by this provision.

- G. **Expulsion** means the exclusion from school privileges for any student in grades three to twelve, inclusive, for more than ten (10) consecutive school days. To be expelled, the student's conduct must be found to be both violative of a Board policy and either seriously disruptive of the educational process or endangering persons or property. The expulsion period may extend to the school year following the school year in which the expulsion was imposed. The total duration of a given expulsion shall not extend beyond one calendar year as provided for in state law.
- H. **School Days** shall mean days when school is in session for students.
- I. **Seriously Disruptive of the Educational Process, as applied to off-campus conduct**, means any conduct that markedly interrupts or severely impedes the day-to-day operation of a school.
- J. **School Days** shall mean days when school is in session for students.
- K. **Seriously Disruptive of the Educational Process, as applied to off-campus conduct**, means any conduct that markedly interrupts or severely impedes the day-to-day operation of a school.
- L. **Inhalants** are defined as including but not limited to the following: Nitrous Oxide (laughing gas, whippets, CO₂ cartridges); Amyl Nitrate ("Locker Room", "Rush", "Poppers", "Snappers"); Butyl Nitrate ("Bullet", "Climax"); Chlorohydrocarbons (aerosol paint cans, cleaning fluids); Hydrocarbons (aerosol propellants, gasoline, glue, butane); Difluoroethane; Trifluoroethane; Tetrafluoroethene ("canned air"); Toluene; Acetone; Toluol; Trichloroethylene; Isopropanol; Methanol; Ether; Methyl Cellosolve Acetate; Hexane; Butyl Alcohol; Benzene; Methyl Ethyl Ketone; Cyclohexanone; Pentachlorophenol; Ethyl Acetate; Methyl Isobutyl Ketone; Trichloroethane; Dichlorodifluoromethane.
- M. **Performance-enhancing Drugs or Substances** include anabolic agents or steroids, used for the intent of bodybuilding and muscle enhancement of physical

ability and not for a valid medical purpose as defined by a physician, and includes but is not limited to those performance enhancing drugs and substances identified by the Connecticut Interscholastic Athletic Conference (CIAC) comprehensive list, as may be amended from time to time:

- (a) Pharmacologic agents (prescription or non-prescription) taken in doses that exceed the recommended therapeutic dose or taken when therapeutic indicators are not present.
 - (b) Agents used for weight control, including stimulants, diet pills, diuretics, and laxatives, when the user is in a sport that has weight classifications or that rewards leanness.
 - (c) Agents used for weight gain, including over-the-counter products advertised as promoting increased muscle mass.
 - (d) Physiologic agents or other strategies used to enhance oxygen-carrying capacity, including erythropoietin and red blood cell transfusions (blood doping).
 - (e) Any substance used for reasons other than to treat a documented disease state or deficiency.
 - (f) Any substance that is known to mask adverse effects or detect ability of another performance-enhancing substance; or
 - (g) Nutritional supplements, including Creatine, taken at “supraphysiologic” doses or at levels greater than required to replace deficits created by a disease state, training program, or participation in sports.
- N. **Distribution or Sale of Controlled Substances** means to deliver, sell, pass, share, or give any alcohol, drug, or mood-altering controlled substance, as defined herein, from one person to another or to aid in its use.
- O. **Possession of Controlled Substances** means to possess or hold any alcohol, drug, or mood altering substance determined to be illegal or otherwise prohibited, on one’s person, in one’s personal belongings, one’s locker, car, backpack, etc.
- P. **Drug Paraphernalia** includes any instrument, utensil, or item which, in the administration’s judgment, can be associated with the use of drugs, alcohol, or mood-altering substances. Examples include but are not limited to roach clips, pipes, bowls, rolling papers, plastic bags of the type used to package and transport narcotics, blunts, and other materials.

Notwithstanding the foregoing, the reassignment of a student from one regular education classroom program in the district to another regular education classroom program in the district shall not constitute a suspension or expulsion.

II. **Scope of the Student Discipline Policy**

In accordance with this policy, its regulation and applicable state law, students may be subject to a range of school disciplinary consequences for misconduct committed on or off school grounds. Disciplinary consequences may include removal from class, in school suspension, out of school suspension, suspension from school transportation, loss of

school privileges such as, but not limited to, participation in school activities or functions, extracurricular activities and athletics and expulsion from school.

A. Conduct on School Grounds or at a School-Sponsored Activity: Suspension and Expulsion

1. Students may be suspended for conduct on school grounds including remote learning which is considered to be school grounds, or at any school- sponsored activity that endangers persons or property, violates a publicized policy of the Board or is seriously disruptive of the educational process.
2. Students may be expelled for conduct on school grounds, including remote learning, or at any school- sponsored activity that is violative of a publicized policy and is seriously disruptive of the educational process or endangers persons or property. For a student to be expelled, the conduct must both violate a board policy, and either be seriously disruptive of the educational process or endanger persons or property.

B. Conduct off School Grounds: Suspension and Expulsion

1. Students may be suspended or expelled for conduct off school grounds if such conduct is violative of board policy and is seriously disruptive of the educational process. In making a determination as to whether such conduct is seriously disruptive of the educational process, the Administration and the Board of Education may consider, but such consideration shall not be limited to the following factors:
 - (1) whether the incident occurred within close proximity of a school.
 - (2) whether other students from the school were involved or whether there was any gang involvement.
 - (3) whether the conduct involved violence, threats of violence, or the unlawful use of a weapon, as defined in section C.G.S. § 29-38, and whether any injuries occurred; and whether the conduct involved the use of alcohol.
2. In making a determination as to whether such conduct is seriously disruptive of the educational process, the Administration and/or the Board of Education may also consider whether such off-campus conduct involved the use of drugs or whether the conduct in question is prohibited by federal or Connecticut state law and would indicate that the student presents a danger to any person in the school community or school property and/or the conduct resulted in an arrest.
3. When considering whether conduct off school grounds is seriously disruptive of the educational process, the term “weapon” means any BB gun, any blackjack, any metal or brass knuckles, any police baton or nightstick, any dirk knife or switch knife, any knife having an automatic spring release device by which a blade is released from the handle, having a blade of over one and one-half inches in length, any stiletto, any knife the edged portion of the blade of which is four inches or more

in length, any martial arts weapon or electronic defense weapon, as defined in section 53a-3, or any other dangerous or deadly weapon or instrument. A weapon such as a pellet gun and/or airsoft pistol may constitute a deadly weapon if such weapon is designed for violence and is capable of inflicting death or serious bodily harm.

C. Mandatory Expulsion

It shall be the policy of the Board to expel a student, grades preschool, and kindergarten to twelve, inclusive, for one full calendar year if:

1. The student, on grounds or at a school-sponsored activity, was in possession of a firearm, as defined in 18 U.S.C. 921*, as amended from time to time, or deadly weapon, dangerous instrument or martial arts weapon, as defined in C.G.S. 53A-3; or
2. The Student, off school grounds, did possess such firearm in violation of C.G.S. 29-35 or did possess and use such a firearm, instrument or weapon in the commission of an alleged crime; or
3. The student, on or off school grounds offered for sale or distribution a controlled substance, as defined in subdivision (9) of C.G.S. 21a-240, whose manufacture, distribution, sale, prescription, dispensing, transporting or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under C.G.S. 21-277 and 21a-278. Such a student shall be expelled for one calendar year if the Board of Education or impartial hearing board finds that the student did so possess or so possess and use, as appropriate, such a weapon or firearm, instrument or weapon or did so offer for sale or distribution such a controlled substance.

The Board may modify the period of a mandatory expulsion on a case-by-case basis.

*A firearm; currently defined by 18 U.S.C. 921, is any weapon that can expel a projectile by an explosive action and includes explosive devices, incendiaries, poison gases, and firearm frames, receivers, mufflers, or silencers.

A firearm, as defined by C.G.S. 53a-3 includes any sawed-off shotgun, machine gun, rifle, shotgun, pistol, revolver, or other weapon, whether loaded or unloaded from which a shot may be discharged, or a switchblade knife, a gravity knife, billy, black jack, bludgeon or metal knuckles.

A student enrolled in a preschool program provided by the Board shall not be expelled from such school except that a student may be expelled for one calendar year from such preschool program pursuant to the mandatory expulsion requirement in compliance with the Gun-Free School Act, as described in this section above.

D. Permissive Expulsion

In addition to a mandatory expulsion, students may be subject to permissive expulsions in accordance with II. A. 2. and II. B. 1, 2 and 3 above. The school administration may recommend to the Superintendent of Schools that a student be expelled from school when in the administration's opinion the student's conduct warrants expulsion in accordance with this policy. Upon receipt of such a recommendation the Superintendent will determine whether a sufficient basis exists for expulsion from school and if so, the Superintendent will proceed in accordance with Section VII. below. Expulsion Recommendation Procedures and Section VIII. Expulsion Hearing Procedures.

III. Actions Leading to Disciplinary Action

Conduct which may lead to disciplinary action (including but not limited to suspension and/or expulsion) includes conduct on school grounds, including remote learning, or at a school-sponsored activity, and conduct off school grounds, as set forth above. Such conduct includes, but is not limited to, the following:

1. Striking or assaulting a student, members of the school staff or other persons.
2. Theft.
3. The use of obscene or profane language or gestures.
4. Violation of smoking; dress; transportation regulations, or other regulations and/or policies governing student conduct.
5. Refusal to obey a member of the school staff, school security officers or law enforcement authorities, or disruptive classroom behavior.
6. Any act of harassment based on an individual's sex, sexual orientation, gender identity or expression, race, color, religion, disability, national origin or ancestry or membership in another legally protected class.
7. The sending, sharing, viewing, or possessing pictures, emails, or other material of a sexual nature in any form including in electronic form such as on a cell phone or other electronic device.
8. Refusal by a student to identify himself/herself to a staff member when asked.
9. A walk-out from or sit-in within a classroom or school building or school grounds.
10. Blackmailing, threatening, harassing, or intimidating school staff or students.
11. Possession of any weapon, weapon facsimile, deadly weapon, pistol, knife, blackjack, bludgeon, box cutter, metal knuckles, bb gun, soft air pistol, pellet gun, explosive device, firearm, whether loaded or unloaded, whether functional or not, or any other dangerous object, except that students may bring such devices or objects to school for educational reasons provided that the teacher in charge of the program in which such object would be used as a teaching resource has received prior written approval of the Principal and provision has been made to preclude the object being used for any other purpose.
12. Unauthorized entrance into any school facility or portion of a school facility or aiding or abetting an unauthorized entrance.
13. Possession or ignition of any fireworks or other explosive materials, or ignition of any material causing a fire.

14. Unauthorized possession, sale, distribution, use or consumption of tobacco, drugs, narcotics, or alcoholic beverages. For the purposes of this Paragraph 13, the term “drugs” shall include, but shall not be limited to, any medicinal preparation (prescription and non-prescription) and any controlled substance whose possession, sale, distribution, use or consumption is illegal under state and/or federal law, including but not limited to inhalants and other volatile substances as well as performance-enhancing drugs as defined and otherwise prohibited herein.
15. Inhalation, ingestion, application, use, possession or distribution of any abusable glue, aerosol paint or substance containing a volatile chemical with intent to inhale, ingest, apply or use (or cause another person to inhale, ingest, apply or use) any of these in a manner (1) contrary to the directions for use, cautions or warnings appearing on a label of a container of the glue, paint aerosol or other substance, including but not limited to “canned air”; and (2) designed to affect the central nervous system, create or induce a condition of intoxication, hallucination or elation, or change, distort, or disturb the person’s eyesight, thinking process, balance or coordination.
16. Unauthorized possession, sale, distribution, use or consumption of performance- enhancing drugs, including anabolic steroids and food supplements, including but not limited to Creatine, by students involved in school-related athletics or any co- curricular or extra-curricular school activity/program, other than for a valid medical purpose as documented by a physician.
17. Possession of paraphernalia used or designed to be used in the consumption, sale or distribution of drugs, alcohol, or tobacco, as described in subparagraph (14) above.
18. The destruction of real, personal, or school property or property of staff members or other students, such as, cutting, defacing or otherwise damaging property in any way.
19. Accumulation of offenses such as school and class tardiness, school, class, or study hall cutting, or failure to attend detention.
20. Trespassing on school grounds while on out-of-school suspension or expulsion.
21. Making bomb threats or other threats to the safety of students, staff members, and/or other persons, or engaging in a plan to stage or create a violent situation at school for the purpose of creating fear, disruption or actual danger to students and staff.
22. Defiance of school rules and the valid authority of teachers, supervisors, administrators, other staff members and/or law enforcement authorities.
23. Unauthorized and/or reckless and/or improper operation of a motor vehicle on school grounds or at any school-sponsored activity.
24. Leaving school grounds, school transportation vehicle or a school-sponsored activity without authorization.
25. Using or copying academic and/or published work of another, including, but not

limited to written material published on the Internet, and presenting it as his/her own without proper attribution.

26. Unauthorized use of any school computer, computer system, computer software, Internet connection or similar school property or system, or the use of such property or system for unauthorized or non-school related purposes.
27. Violating the District's Acceptable Use of Technology Agreement /Internet for use of school technology and privately owned devices.
28. Possession and/or use of a cellular telephone, radio, portable audio player, CD player, blackberry, personal data assistant, walkie-talkie, Smartphone, mobile or hand-held devices, tablets or computers or similar electronic devices on school grounds or at a school-sponsored activity in violation of Board policy and/or administrative regulations pertaining to the use of such devices.
29. Inappropriate displays of public affection of a sexual nature and/or sexual activity on school grounds, or at a school sponsored activity.
30. Possession and/or use of a laser pointer.
31. Hazing, bullying, stalking, teen dating violence, sexual harassment or assault, or discriminatory harassment of students or staff.
32. Intentional and successful incitement of truancy by other students.
33. The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called sexting).
34. Any conduct, on or off school grounds, or any other violation of school rules or regulations or a series of violations which makes the presence of the student in school seriously disruptive of the educational process and/or a danger to persons or property.
35. Any action prohibited by any Federal or State law which would indicate that the student presents a danger to any person in the school community or school property.

IV. Removal from Classroom

A student may be removed from class by a teacher or administrator if he/she deliberately causes a serious disruption of the educational process. When a student is removed, the teacher must send him/her to a designated area and notify the Principal or his/her designee at once. A student may not be removed from class more than six times in one school year nor more than twice in one week unless the student is referred to the building Principal or designee and granted an informal hearing at which the student should be informed of the reasons for the disciplinary action and given an opportunity to explain the situation.

V. Exclusion from Co-Curricular and Extra-Curricular Activities

Participation in co-curricular and extra-curricular activities is a privilege and not an entitlement. Students involved in such programs are expected to follow all school rules and demonstrate good citizenship. Failure to do so may result in partial or complete exclusion from said activities and programs. Activities include, but are not limited to, athletic programs, musical or drama productions, clubs, dances, field trips, and school

trips out-of-state and abroad. When deemed appropriate by school administration, disciplinary action may be taken instead or in addition to exclusion from activities or programs.

VI. Procedures Governing Suspension-In and Out of School Suspensions

The administration of each school shall have the authority to invoke an out of school suspension for a period of up to ten school days or to invoke in-school suspension for a period of up to ten school days of any student for one or more of the reasons stated above at III. Actions Leading to Disciplinary Action, in accordance with the procedure outlined in this paragraph.

Suspensions shall be in-school suspensions unless for a student in grades three to twelve, inclusive, the administration determines that (1) the student being suspended poses such a danger to persons or property or such a disruption of the educational process that the student shall be excluded from school during the period of suspension, or 2) the administration determines that an out-of-school suspension is appropriate for such student based on evidence of (i) previous disciplinary problems that have led to suspensions or expulsion of such pupil, and (ii) efforts by the administration to address such disciplinary problems through means other than out-of-school suspension or expulsion, including positive behavioral support strategies, or (3) grades preschool to two, the administration determines that an out-of-school suspension is appropriate based on evidence that the student's conduct on school grounds is of a violent or sexual nature that endangers persons.

The administration is expected to use the guidelines developed and promulgated by the Commissioner of Education to help determine whether a student should receive an in-school or out-of-school suspension.

The administration shall also have the authority to suspend a student from transportation services whose conduct while awaiting or receiving transportation violates the standards set forth above in this policy.

A. When suspension of a student is deemed by administration to be an appropriate disciplinary consequence, the following procedures shall be followed:

Unless an emergency situation exists, no student shall be suspended prior to:

1. having an informal hearing before the Principal or designee at which the student is informed of the reasons for the disciplinary action and given an opportunity to respond. In the event of an emergency, the informal hearing shall be held as soon after the suspension as possible.
2. Evidence of past disciplinary problems which have led to removal from a classroom, suspension, or expulsion of a student who is the subject of an informal hearing may be received by the Principal, but only considered in the determination of the length of suspensions.
3. For any student who is suspended for the first time and who has never been expelled from school, the Principal or designee may shorten or waive the suspension period if the student successfully completes a program specified by the administration and meets any conditions specified by the administration. Such program specified by the

administration may not require the student or parent or guardian of the student to pay for participation in the program.

4. By telephone, the Principal or designee shall make reasonable attempts to immediately notify the parent or guardian of a student following the suspension and state the cause(s) leading to the suspension.
5. Whether or not home contact is made with the parent or guardian of such student, the Principal or designee shall forward a letter promptly to such parent or guardian to the last address reported on school records (or to a newer address if known by the Principal or designee), offering the parent or guardian an opportunity for a conference to discuss same.
6. Notice of the original suspension shall be transmitted by the Principal or designee to the Superintendent of Schools or designee not later than 24 hours after the suspension.
7. The student shall be allowed to complete any classwork, including examinations, without penalty, which he or she missed while under suspension.
8. Notice of the suspension shall be recorded in the student's cumulative educational record. Such notice shall be expunged from the cumulative educational record by the Board if the student graduates from high school. In the case of a pupil whose suspension period is shortened or waived, notice of the suspension shall be expunged from the cumulative educational record either upon the student's graduation from high school or, at the discretion of the administration, at the time the student completes the program specified by the administration and meets any other conditions required by the administration, whichever is earlier.
9. No student shall be placed on in-school suspension more than fifteen times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless a formal hearing.
10. In cases where the student's suspension will result in the student being suspended, more than ten (10) times or fifty (50) days in a school year, whichever results in fewer days of exclusion, the student shall, prior to suspension, be granted a formal hearing before the Board of Education. The Principal or designee shall report the student to the Superintendent or designee and request a formal Board hearing.
11. The decision of the Principal or designee with regard to disciplinary actions up to and including suspensions shall be final.

VII. Expulsion Recommendation Procedure

- A. A Principal may consider recommendation for expulsion of a student in a case where he/she has reason to believe the student has engaged in conduct described at sections IIA and IIB above.
- B. A Principal must recommend, and it shall be the policy of the Board to expel any student kindergarten to twelve, inclusive, for one calendar year in all cases where the administration has reason to believe that a student:

1. Was in possession on school grounds or at a school-sponsored activity of a deadly weapon, dangerous instrument, martial arts weapon, (as defined in in C.G.S. 53a-53), or firearm as defined in 18 USC 921 as amended from time to time; or
2. 18 Off school grounds, possessed a firearm as defined in 18 USC 921, in violation of C.G.S. 29-35, or possessed and used a firearm as defined in 18 USC 921, a deadly weapon, a dangerous instrument or a martial arts weapon in the commission of a crime under section 952 of the Connecticut General Statutes; or
3. Was engaged on or off school grounds in offering for sale or distribution a controlled substance (as defined in C.G.S. §21a-240(9)), whose manufacturing, distribution, sale, prescription, dispensing, transporting, or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under C.G.S. §§21a-277 and 21a-278.
4. A preschooler may be expelled for possession of a firearm, as defined in 18 USC 921, as amended from time to time, on or off school grounds or at a preschool program-sponsored event. Such child shall be expelled for one calendar year if, at the expulsion hearing it is determined, that the child did so possess such a firearm. The Board may modify the period of expulsion for a child on a case-by-case basis.
5. The following definitions shall be used in this section:
 - a. A “firearm” as defined in 18 USC 921 means;
 - (a) any weapon that will, is designed to, or may be readily converted to expel a projectile by the action of an explosive,
 - (b) the frame or receiver of any such weapon,
 - (c) a muffler or silencer, or any destructive device. As used in this definition, a “destructive device” includes any explosive, incendiary, or poisonous gas device, including a bomb, a grenade, a rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, or a similar device; or any weapon (other than a shotgun or shotgun shell particularly suited for sporting purposes) that will or may be converted to expel a projectile by explosive or other propellant having a barrel with a bore of more than “½” in diameter.

The term “destructive device” does not include: an antique firearm; a rifle intended to be used by the owner solely for sporting, recreational, or cultural purposes; or any device which is neither designed nor redesigned for use as a weapon
 - (d) “Deadly weapon” means any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon, or metal knuckles.
 - (e) “Dangerous instrument” means any instrument, article or

substance which, under the circumstances in which it is used or attempted or threatened to be used, is capable of causing death or serious physical injury, and includes a “vehicle”.

- (f) “Martial arts weapon” means a nunchaku, kama, kasari-fundo, octagon sai, tonfa or Chinese star.
- (g) When considering whether conduct off school grounds is seriously disruptive of the educational process, the term “weapon” means any BB. gun, any blackjack, any metal or brass knuckles, any police baton or nightstick, any dirk knife or switch knife, any knife having an automatic spring release device by which a blade is released from the handle, having a blade of over one and one-half inches in length, any stiletto, any knife the edged portion of the blade of which is four inches or more in length, any martial arts weapon or electronic defense weapon, as defined in section 53a-3, or any other dangerous or deadly weapon or instrument. A weapon such as a pellet gun and/or airsoft pistol may constitute a deadly weapon if such weapon is designed for violence and is capable of inflicting death or serious bodily harm.

- C. Upon receipt of an expulsion recommendation, the Superintendent may conduct an inquiry concerning the expulsion recommendation.

If the Superintendent or his/her designee determines that a student should or must be expelled, he or she shall forward his/her recommendation to the Board of Education so that the Board of Education can consider and act upon this recommendation.

- D. A student enrolled in a preschool program provided by the Board of Education, state or local charter school or interdistrict magnet school shall not be expelled from such school except that a student shall be expelled for one calendar year from such preschool program pursuant to the mandatory expulsion requirement in compliance with the Gun-Free School Act.

VIII. Expulsion Hearing Procedure

A. Emergency Exception

Except in an emergency situation, the Board of Education shall, prior to expelling the student, conduct a hearing to be governed by the procedures outlined herein. Whenever an emergency exists, the hearing provided for above shall be held as soon as possible after the expulsion.

B. Hearing Panel

- 1. Expulsion hearings conducted by the Board will be heard by any three or more Board members. A decision to expel a student must be supported by a majority of the Board members present, provided that no less than three affirmative votes to expel are cast.

2. Alternatively, the Board may appoint an impartial hearing board composed of one or more persons to hear and decide the expulsion matter, provided that no member of the Board may serve on such panel.

C. **Notice**

1. Written notice of the expulsion hearing must be given to the student, and, if the student is a minor to his/her parent(s) or guardian(s) a reasonable time prior the time of the hearing.
2. The written notice of the expulsion hearing shall inform the student of the following:
 - a. The date, time, and location of the hearing.
 - b. A short, plain description of the conduct alleged by the administration.
 - c. An explanation of the legal rights of the student and parent including the right of the student to be represented by any third party of his/her choice, including an attorney or advocate, at his/her expense or at the expense of his/her parents. The student may be able to obtain free or reduced cost legal services if eligible for such services, and how to access such services.
 - d. The conditions under which the Board is not legally required to give the student an alternative educational opportunity (if applicable).

D. **Hearing Procedures**

1. All hearings will be held in person. No hearings will be held remotely.
2. The hearing will be conducted by the Presiding Officer, who will call the meeting to order, introduce the parties, Board members and counsel, briefly explain the hearing procedures, and swear in any witnesses called by the administration or the student.
3. The hearing will be conducted in executive session. A verbatim record of the hearing will be made, either by tape recording or by a stenographer.
4. Formal rules of evidence will not be followed. The Board has the right to accept hearsay and other evidence if it deems that evidence relevant or material to its determination. The presiding officer will rule on testimony or evidence as to it being immaterial or irrelevant.
5. The hearing will be conducted in two parts. In the first part of the hearing, the Board will receive and consider evidence regarding the conduct alleged by the administration.
6. In the first part of the hearing, the charges will be introduced into the record by the Superintendent or his/her designee.
7. Each witness for the administration will be called and sworn. After a witness has finished testifying, he/she will be subject to cross-examination by the opposite party or his/her legal counsel and by Board members.
8. After the Administration has presented its case, the student will be asked if he/she has any witnesses or evidence to present. If so, the witnesses will

be sworn, will testify, and will be subject to cross examination and to questioning by the Board. The student may also choose to make a statement at this time. If the student chooses to make a statement, he or she will be sworn and subject to cross examination and questioning by the Board. Concluding statements will be made by the administration and then by the student and/or his or her representative.

- 8.9. In cases where the respondent has denied the allegation, the Board must determine whether the respondent committed the offense(s) as charged by the Superintendent.
- 9.10. If the Board determines that the student has committed the conduct as alleged, then the Board shall proceed with the second portion of the hearing, during which the Board will receive and consider evidence regarding the length and conditions of expulsion.
- 10.11. When considering the length and conditions of expulsion, the Board may review the student's attendance, academic and past disciplinary records. The Superintendent will make a recommendation as to the discipline to be imposed.
- 11.12. Evidence of past disciplinary problems which have led to removal from a classroom, suspension or expulsion of a student being considered for expulsion may be considered only during the second portion of the hearing, during which the Board is considering length of expulsion and nature of alternative educational opportunity to be offered, unless the conduct alleged by the administration to support a request for expulsion is a continuing course of conduct occurring over a specified period of time.
- 12.13. For any student expelled for the first time who has never before been suspended from school, the Board may shorten the length of the expulsion or waive the expulsion period if the student successfully completes a program specified by the Board and meets any other conditions imposed by the Board. Such Board specified program shall not require the student or the parent or guardian of the student to pay for participation in the program.
- 13.14. Where administrators presented the case in support of the charges against the student, such administrative staff shall not be present during the deliberations of the Board either on questions of evidence or on the final discipline to be imposed. The Superintendent may, after reviewing the incident with administrators, and reviewing the student's records, make a recommendation to the Board as to the appropriate discipline to be applied.
- 14.15. The Board shall make findings as to the truth of the charges, if the student has denied them, and, in all cases, the disciplinary action, if any, to be imposed. The Board shall report its final decision in writing to the student, or if such student is a minor, also to the parent(s) or guardian(s), stating the reasons on which the decision is based, and the disciplinary action to be imposed. Said decision shall be based solely on evidence presented at the hearing.

IX. Board Policy Regarding Mandatory Expulsions

- A. In keeping with C.G.S. §10-233d and the Gun Free Schools Act, it shall be the policy of the Board to expel a student for one full calendar year for: the conduct described in Section VH(B)(1), (2) and (3) of this policy. The Board may modify the term of expulsion on a case-by-case basis.

X. Alternative Educational Programs for Expelled Students

A. Students under sixteen (16) years of age:

Whenever the Board of Education expels a student under sixteen years of age, it shall offer any such student an alternative educational program.

B. Students sixteen (16) to eighteen (18) years of age:

The Board of Education will provide an alternative education to a sixteen to eighteen year old student expelled for the first time if he/she requests it and if he/she agrees to the conditions set by the Board of Education, except as follows. The Board of Education is not required to offer an alternative program to any student between the ages of sixteen and eighteen who is expelled for the second time.

C. Students eighteen (18) years of age or older

The Board of Education is not required to offer an alternative educational program to expelled students eighteen years of age or older.

D. Students Identified as Eligible for Services Under the Individuals with Disabilities Education Act (“IDEA”)

If the Board of Education expels a student who has been identified as eligible for services under the Individuals with Disabilities Education Act (“IDEA”), it shall offer an alternative educational program to such student in accordance with the requirements of IDEA, as it may be amended from time to time.

XI. Notice of Student Expulsion on Cumulative Record

- A. Notice of expulsion and the conduct for which the student was expelled shall be included on the student’s cumulative educational record. Such notice, except for notice of an expulsion based upon possession of a firearm or deadly weapon, shall be expunged from the cumulative educational record by the Board if the student graduates from high school. In the case of a student for whom the length of the expulsion period is shortened or for whom the expulsion period is waived as a result of a first-time expulsion with no previous suspension on record, such notice shall be expunged from the student’s cumulative educational record by the Board, at the Board’s sole discretion, either

- (a) when the student graduates from high school, or
- (b) at the time the student completes the program specified by the Board and meets any other conditions required by the Board, whichever is earlier.

B. Change of Residence During Expulsion Proceedings

Student moving into the school district:

- 1. If a student enrolls in the district while an expulsion hearing is pending in another district, such student shall not be excluded from school pending

completion of the expulsion hearing unless an emergency exists, as defined above. The Board shall retain the authority to suspend the student or to conduct its own expulsion hearing.

2. Where a student enrolls in the district during the period of expulsion from another school district, the Board may adopt the decision of the student expulsion hearing conducted by such other school district. The Board shall make its determination based upon a hearing held by the Board which shall be limited to a determination of whether the conduct which was the basis of the expulsion would also warrant expulsion by the Board.

Student moving out of the school district:

Where a student withdraws from school after having been notified that an expulsion hearing is pending, but before a decision has been rendered by the Board, the notice of the pending expulsion hearing shall be included on the student's cumulative record and the Board shall complete the expulsion hearing and render a decision. If the Board subsequently renders a decision to expel the student, a notice of the expulsion shall be included on the student's cumulative-record.

XII. Procedures Governing Suspension and Expulsion of Students Identified as Eligible for Services under the Individuals with Disabilities Education Act ("IDEA")

A. Suspension of IDEA students:

Notwithstanding the foregoing, if the administration suspends a student identified as eligible for services under the IDEA, as reauthorized in 2004, (an "IDEA student") who has engaged in conduct that violated any rule or code of conduct of the school district that applies to all students, the following procedures shall apply:

1. The administration shall not later than the date on which the decision to take disciplinary action is made, notify the parents of the student of the decision to suspend and a copy of the special education procedural safeguards must either be hand delivered or sent by mail to the parents on the date that the decision to suspend was made.
2. During the period of suspension, the school district is not required to provide any educational services to the IDEA student beyond that which is provided to all students suspended by the school district, unless the suspension constitutes a change in placement as defined below in subsection.

B. Expulsion and Suspensions that Constitute Changes in Placement for IDEA Students

Notwithstanding any provision to the contrary, if the administration recommends for expulsion an IDEA student who has engaged in conduct that violated any rule or code of conduct of the school district that applies to all students, the procedures described in this section shall apply. The procedures described in this section shall also apply for students whom the administration has suspended in a manner that is

considered under the IDEA, as it may be amended from time to time, to be a change in placement:

1. The parents of the student must be notified of the decision to suspend on the date on which the decision to suspend was made, and a copy of the special education procedural safeguards must either be hand-delivered or sent by mail to the parents on the date that the decision to suspend was made or as soon as practicable thereafter.
2. The school district shall immediately convene the IEP team, but in no case later than ten (10) school days after the recommendation for expulsion or the suspension which constitutes a change in placement was made. The relevant members of the student's IEP team shall consider the relationship between the student's disability and the behavior that led to the recommendation for expulsion or the suspension which constitutes a change in placement, in order to determine whether the student's behavior was a direct manifestation of his/her disability.
3. If the IEP team finds that the behavior was a direct manifestation of the student's disability, the administration shall not proceed with the recommendation for expulsion. The IEP team shall consider the student's misconduct and revise the IEP to prevent a recurrence of the misconduct and to provide for the safety of other students and staff.
4. If the IEP team finds that the behavior was not a manifestation of the student's disability, the administration may proceed with the recommended expulsion or suspension that constitutes a change in placement.
5. During any period of expulsion, or suspension of greater than ten (10) days per school year, the administration shall provide the student with an alternative education program in accordance with the provisions of the IDEA.
6. The special education records and disciplinary records of the student must be transmitted to the individual(s) who will make the final determination regarding a recommendation for expulsion or a suspension that results in a change in placement.
7. The District has the authority, on a case-by-case basis, to determine whether the student should be removed from the classroom and placed in an alternative setting, pending a manifestation determination.
8. School personnel may remove a disabled student who has violated the conduct code from his/her current placement for up to 10 school days without a hearing.

C. Transfer of IDEA students for Certain Offenses:

School personnel may transfer an IDEA student to an appropriate interim alternative educational setting for not more than forty-five (45) school days if the student:

1. Was in possession of a dangerous weapon, as defined in 18 U.S.C.930(g)(2), as amended from time to time, on school grounds or at a

school- sponsored activity, or

2. Knowingly possessed or used illegal drugs or sold or solicited the sale of a controlled substance while at school or at a school-sponsored activity; or
3. Inflicted serious bodily injury to another person at school, on school premises or at a school function.

As used in this subsection XII.C, the term “dangerous weapon” means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2.5 inches in length.

The term “serious bodily injury” means a substantiated risk of death, extreme physical pain, protracted loss, or impairment of the function of a bodily member, organ, or mental faculty.

XIII. Procedures Governing Suspension and Expulsion of Students Identified as Eligible for Educational Accommodations under Section 504 of the Rehabilitation Act of 1973

A. Expulsion of Students Identified as Eligible for Educational Accommodations Under Section 504 of the Rehabilitation Act of 1973:

Notwithstanding any provision to the contrary, if the administration recommends for expulsion a student identified as eligible for educational accommodations under Section 504 of the Rehabilitation Act of 1973 (a “Section 504 Student”) who has engaged in conduct that violated any rule or code of conduct of the school district that applies to all students, the following procedures shall apply:

1. The parents of the student must be notified of the decision to recommend the student for expulsion.
2. The district shall immediately convene the student’s Section 504 team (504 team), for the purpose of reviewing the relationship between the student’s disability and the behavior that led to the recommendation for expulsion, in order to determine whether the student’s behavior was a manifestation of his/her disability.
3. If the 504 team finds that the behavior was a manifestation of the student’s disability, the administration shall not proceed with the recommendation for expulsion. The 504 team shall consider the student’s misconduct and revise the 504 plan to prevent a recurrence of the misconduct and to provide for the safety of other students and staff.
4. If the 504 team finds that the behavior was not a manifestation of the student’s disability, the administration may proceed with the recommendation for expulsion.

XIV. Notification to Parents or Guardian

- A. The parents or guardian of any minor student either expelled or suspended or removed from class shall be given notice of such disciplinary action within twenty-four (24) hours of the time of the institution of the period of expulsion,

suspension or removal from class.

- B. The Superintendent of Schools shall forward to the student concerned and his/her parents, or the student if he/she has attained the age of 18, a copy of this Board policy on student discipline at the time the Superintendent sends out the notice that an expulsion hearing will be convened.

XV. Early Readmission

An expelled student may apply for early readmission to school. The Board delegates the authority to make decisions on readmissions to the Superintendent. Students desiring readmission to school shall direct such readmission requests to the Superintendent. The Superintendent has the discretion to approve or deny such readmission requests and may condition readmission on specified criteria. The Superintendent's decision is final and not appealable to the Superior Court.

XVI. Dissemination of Student Conduct and Discipline Policy

The Board of Education shall, at the beginning of each school year and at such other times as it may deem appropriate, provide for an effective means of informing all students, parent(s) and or guardian(s) of this policy.

XVII. Compliance with Reporting Requirements

1. The Board of Education shall report all suspensions and expulsions to the State Department of Education.
2. If the Board of Education expels a student for sale or distribution of a controlled substance, the Board shall refer such student to an appropriate state or local agency for rehabilitation, intervention or job training and inform the agency of its action.
3. If the Board of Education expels a student for possession of a deadly weapon or firearm, as defined in C.G.S. §53a3, the violation shall be reported to the local police.

Legal Reference:

Connecticut General Statutes

4-176e through 4-180a. Contested Cases. Notice. Record, as amended

10-74j Alternative education (PA 15-133)

10-222d Safe school climate plans. Definitions. Safe school climate assessments.

10-233a through 10-233f Suspension, removal and expulsion of students, as amended by PA 95-304, PA 96-244, PA 98-139, PA 07-66, PA 07-122, PA 08-160, PA 09-82, PA 09-6 (September Special Session), PA 10-111, PA 11-126, PA 14-229, PA 15-96, PA 16-147, PA 17-220 and PA 19-91.

10-233l Expulsion and suspension of children in preschool programs

19a-342a Use of electronic nicotine delivery system or vapor product prohibited.

29-38 Weapons in vehicles

53a-3 Definitions.

53a-217b Possession of Firearms and Deadly Weapons on School Grounds.

53-344b Sale and delivery of electronic nicotine delivery system or vapor products to minors.

53-206 Carrying of dangerous weapons prohibited.

PA 15-96 An Act Prohibiting Out-of-School Suspensions and Expulsions for Students in Preschool and Grades Kindergarten to Two.

Kyle P. Packer PPA Jane Packer v. Thomaston Board of Education.

Federal law

GOALS 2000: Educate America Act, Pub. L. 103-227.

Title III - Amendments to the Individuals with Disabilities Education Act. Sec. 314 (Local Control Over Violence)

Elementary and Secondary Act of 1965 as amended by the Gun Free Schools Act of 1994

P.L. 105-17 The Individuals with Disabilities Act, Amendments of 1997.

P.L. 108-446 The Individuals with Disabilities Education Improvement Act of 2004, 20 U.S.C. 1400 et seq.

18 U.S.C. §921 – Definitions of “firearms”

18 U.S.C. §930(g)(2) – Definition of “dangerous weapon”

18 U.S.C. §1365(h)(3) – Identifying “serious bodily injury”

21 U.S.C. §812(c) – Identifying “controlled substances”

Title III - Amendments to the Individuals with Disabilities Education Act Sec. 314 (Local Control Over Violence)

Elementary and Secondary, Education Act of 1965 as amended by the Gun Free Schools Act of 1994.

20 U.S.C. Section 7114, No Child Left Behind Act

Policy adopted: March 28, 2013
Policy revised: March 24, 2016, April 8, 2021

WINDSOR LOCKS PUBLIC SCHOOLS
Windsor Locks, Connecticut

Students

R5114 - Suspension and Expulsion/Due Process

Suspension

When the Principal or designee has determined that there is cause for suspension of a student, the following procedures shall be observed:

1. The student shall be given a hearing before the Principal or designee, at which time the allegation of misconduct against the student will be stated and the student will be given an opportunity to respond to the allegation. This hearing must be granted except when an emergency situation exists, in which case the hearing must be held as soon after the suspension as possible. Nothing in the informal hearing shall be taken to prevent a more formal hearing from being held if the circumstances warrant.
2. The Principal or designee may receive and consider evidence of past disciplinary problems which have led to removal from a classroom, suspension, or expulsion of the student.
3. The Principal or designee shall make every possible attempt to reach the parent or guardian of the student stating the allegations against the student and the terms and conditions of the suspension.
4. Whether the telephone contact is made or not the Principal or designee shall forward a letter to the parent or guardian at the last known address according to school records (unless a newer address is determined) not later than twenty four hours of the suspension, and offering the parent or guardian the opportunity for a conference to discuss the suspension.
5. Notice of the suspension shall be transmitted by the Principal to the Superintendent of Schools on an incident report within twenty-four hours of the commencement of the suspension.
6. Following a conference with the Principal or designee the parent or guardian may request the Superintendent to review the Principal's decision. Such review shall be completed, and a written report issued to the student and parent or guardian within three (3) days of the receipt of such request. In examining the Principal's decision to suspend, the Superintendent shall obtain oral or written statements from the Principal or designee, the student, and the person(s) who witnessed and reported the incident(s) which resulted in the suspension. The Superintendent may call all concerned parties together for a conference and take whatever other action is needed to determine the true facts of the matter.
7. If a student is eighteen or older, any notice required by Board policy and this regulation shall be given to the student.
8. Textbooks and homework are to be provided each student for the duration of the suspension period and the student shall be allowed to complete any classwork, including examinations, without penalty, which was missed during suspension.
9. The Superintendent shall report any unusually serious cases of student suspension to the Board of Education at the first meeting following such action.
10. Notice of a suspension for conduct endangering persons or property or seriously disruptive of the educational process and a description of the conduct leading to such suspension shall be included on the student's cumulative educational record. Such notice shall be expunged from the cumulative record by the Board if the student graduates from high school, except if such notice of expulsion is based on possession of a firearm or deadly weapon.

11. Suspensions shall be in-school suspensions unless the administration (1) determines that the student being suspended poses such a danger to persons or property or such a disruption of the educational process that the student shall be excluded from school during the period of suspension or (2) that an out-of-school suspension is appropriate based on evidence of previous disciplinary problems that have led to suspensions or expulsion of the student and efforts by the administration to address such disciplinary problems through means other than out-of-school suspension or expulsion, including positive support strategies.

A student in grades preschool through grade two, inclusive, may be given an out-of-school suspension if it is determined by the administration that such suspension is appropriate based on evidence that the student's conduct on school grounds is of a violent or sexual nature that endangers persons.

12. The administration will use the guidelines developed and promulgated by the Commissioner of Education to help determine whether a student should receive an in-school or out-of-school suspension.
13. In-school suspension will be served in the school attended by the student.
14. For any student who is suspended for the first time and who has never been expelled, the school administration may shorten the length of or waive the suspension period if the student successfully completes an administration-specified program and meets any other administration-required conditions. Such program shall be at no expense to the student or his/her parents/guardians.

The foregoing procedure will be followed unless the student has had a total of ten (10) suspensions during the current school year, or has been suspended for a total of fifty (50) days during the current school year or twenty (20) days in a given semester. If the student's proposed suspension would exceed either figure the suspension shall not take effect until so ordered by the Board of Education after a formal hearing such as that required for expulsion. If the Principal has reason to believe that the student's conduct endangers persons or property, is seriously disruptive of the educational process or is in violation of a Board policy, expulsion may be recommended.

Expulsion

The Board of Education or an impartial hearing board, as defined in C.G.S. 10-233d, may expel any student whose conduct on school grounds or at a school sponsored activity violates a publicized policy of the Board and is seriously disruptive of the educational process or endangers persons or property. A student's conduct off school grounds may be considered for expulsion if such conduct is seriously disruptive of the educational process and violative of a publicized Board policy.

In making a determination as to whether conduct is "seriously disruptive of the educational process," the administration, Board of Education or impartial hearing board may consider, but such consideration shall not be limited to; (1) whether the incident occurred within close proximity of a school; (2) whether other students from the school were involved or whether there was any gang involvement; (3) whether the conduct involved violence, threats of violence or the unlawful use of a weapon as defined in Section 29-38 and whether any injuries occurred, and (4) whether the conduct involved the use of alcohol.

The procedures leading to expulsion are as follows:

1. Requests for expulsion are to be directed to the Board of Education through the Superintendent of Schools.
2. Upon receipt of an expulsion request the Superintendent will conduct an inquiry within

- two (2) school days.
3. If after the inquiry the Superintendent or designee determines that the student ought to be expelled, the Superintendent shall forward such request to the Board of Education within five days after receipt of the request to expel.
 4. Except in an emergency situation requiring the student's immediate removal, the Board shall conduct a hearing to be governed by the following procedures:
 - A. A student who has reached the age of majority or a minor student's parent or legal guardian must be given written notice at least five days prior to the date of the hearing.
 - B. The notice shall contain:
 - The date, time, and place of the scheduled hearing.
 - The details of the grounds for the expulsion
 - A statement of the student's rights including the right to have an individual of the student's choosing represent him/her at the hearing, including legal counsel and the right to have the expulsion hearing postponed for up to one week to allow time to obtain representation.
 - A statement concerning legal services provided free of charge or at a reduced rate that are available locally and how to access such services.
 - C. At the hearing, the student shall have the right to make open and closing statements and present argument, to testify, and produce witnesses and other evidence in his/her defense including the submission of written documentation.
 - D. A student may be represented by any third party of his/her choice, including an attorney.
 - E. A student is entitled to the services of a translator, to be provided by the Board of Education, whenever the student or his/her parent or legal guardian do not speak the English language.
 - F. The Board or impartial hearing panel shall keep verbatim record of the hearing and the student or his/her parent or legal guardian shall be entitled to a copy of that record at his/her own expense.
 - G. The Board or impartial hearing panel shall report its final decision in writing to the student, stating the reasons on which the decision is based, and the penalty to be imposed. Said decision shall be based on evidence produced and derived at the hearing.
 - H. A student who has reached the age of majority or the parent or guardian of a minor student shall be provided a copy of the Board's written decision time in accordance with the Uniform Administrative Procedure Act. This shall not prevent the Board from rendering an oral decision at the time of the close of the hearing.
 - I. Whenever an emergency exists, the hearing provided for in the above procedure shall be held as soon as possible after the expulsion.
 5. Whenever the Board of Education or impartial hearing panel expels a student it shall offer an alternative education program in accordance with state law. An alternative educational opportunity shall be offered to expelled students under the age of sixteen. Any expelled student who is between the ages of sixteen (16) and eighteen (18) not previously expelled

and who wishes to continue his or her education shall be offered such an alternative educational opportunity if he or she complies with conditions established by the Board of Education. A student age 17 or older may be placed in an adult education program as an alternative educational opportunity. Any student participating in an adult education program during a period of expulsion shall not be required to withdraw from school under C.G.S. 10-184. Any parent or guardian of such student who does not choose to have his or her child enrolled in an alternative educational opportunity shall not be subject to the provision of Section 10-184 of the Connecticut General Statutes regarding mandatory school enrollment. Any special education student expelled for a misconduct not caused by the student's disability must be offered an alternative educational opportunity consistent with the student's needs during the period of expulsion. The Board is not obligated by law to provide an alternative educational opportunity to any student eighteen years of age or older.

6. If the Board expels a student for the sale or distribution of a controlled substance, the Board shall refer the student to an appropriate state or local agency for rehabilitation, intervention or job training, or any combination thereof, and shall inform the agency of its action.
7. If a student is expelled for possession of a firearm, deadly weapon, dangerous instruments (those that can be used to cause death or serious injury) or martial arts weapons the Board shall report the violation to the local police department.
8. The alternative educational opportunity offered to expelled students shall be equivalent to alternative education, as defined, by C.G.S. 10-74j with an individualized learning plan, (1) if the Board provides such alternative education, or (2) in accordance with the standards adopted by the State Board of Education, which includes the kind of instruction to be provided and the number of hours to be provided, during the period of expulsion.
9. Notice of the expulsion and the conduct for which the student was expelled shall be included on the student's cumulative educational record. Such notice shall be expunged from the cumulative educational record by the Board if the student graduates from high school unless the expulsion notice is based on possession of a firearm or deadly weapon.
10. The Board may adopt the decision of a student expulsion hearing conducted by another school district provided such Board of Education held a hearing pursuant to C.G.S. 10-233d(a). Adoption of such a decision shall be limited to a determination of whether the conduct that formed the basis for the expulsion would also warrant expulsion under the policies of this Board. The student shall be excluded from school pending such hearing. The excluded student shall be offered an alternative education opportunity in accordance with the provisions of 5 and 6 above.
11. Whenever a student against whom an expulsion hearing is pending withdraws from school and after notification of such hearing but before the hearing is completed and a decision rendered, (1) notice of the pending expulsion hearing shall be included on the student's cumulative educational record and (2) the Board shall complete the expulsion hearing and render a decision.
12. The Superintendent shall recommend an expulsion hearing if there is reason to believe a student possessed a firearm or other dangerous instrument in or on real property, comprising any public school or at any school activity as defined in C.G.S. 10-233a or in conduct displayed off school grounds.
13. If a student is found to have possessed a firearm, dangerous instrument, dangerous weapon

or martial arts weapon in or on the real property or a school or at any school function as defined in Section 10-233a, or on or off school property offered for sale or distribution a dangerous drug, he or she must be expelled for one calendar year. The expulsion period may be modified on a case by case basis by the Board of Education or hearing board.

- a. A student expelled for possession of a firearm or deadly weapon shall have the violation reported to the local police department or State Police if the student is enrolled in a regional vocational-technical school.
14. The Board will report annually to the Commission of Education, as prescribed, information pertaining to expulsions for weapons and/or dangerous instruments.
15. An expelled student may apply for early readmission to school. Such readmission shall be at the discretion of the Superintendent of Schools. Readmission decisions shall not be subject to appeal to Superior Court. The Board or Superintendent, as appropriate, may condition such readmission on specified criteria.
16. For any student expelled for the first time and who has never been suspended, the Board of Education may shorten the length of or waive the expulsion period if the student successfully completes a Board specified program and meets any other conditions required by the Board. Such a Board specified program shall not require the student or the parent/guardian of such student to pay for participation in the program.
17. If a student's expulsion is shortened or the expulsion period waived based upon the fact that the student was expelled for the first time, had never been suspended, and successfully completed a Board specified program and/or met other conditions required by the Board, the notice of expulsion shall be expunged from the cumulative educational record if the student graduates from high school or, if the Board so chooses, at the time the student completes the Board specified program and meets any other conditions required by the Board.

Prior Notice

The Superintendent shall provide for an effective means of informing all students and their parents or guardians of the Board's policy and this regulation at the beginning of each school year, or when the student enrolls or transfers during the school year.

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN PARKHURST, SUPERINTENDENT
DATE: NOVEMBER 14, 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 Patricia Proctor, and remove previously approved 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 Patricia Proctor as an authorized signer, and remove Valerie Breda, previously approved, of the ED-099 Child Nutrition Program, and authorize her to sign claims for reimbursement.”

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN PARKHURST, SUPERINTENDENT
DATE: NOVEMBER 14, 2024
RE: 2024 - 2025 SEAL OF BILITERACY PRESENTATION AND STUDENT CELEBRATION

The following students have been demonstrated proficiency in the assessment related to the Seal of Biliteracy:

American Sign Language

Emma Burton
Abigail Bushnik
Nathan Nadeau
Eliana Sadosky

Spanish

George Austin
Nahomy Gonzalez-Navarro
Kimberly Molero Velasquez
Andrew Nieves
Valentina Prieto Nino
Abigail Rockwell
Angeline Santiago
Clarilys Santiago Cordero
Peyton Smith
Bradyn Zaugg-Barnett

Portuguese

Thomas Ferreira

Chinese

Alina Zhao

Seal of Biliteracy



Windsor Locks Public Schools
Board of Education Celebration

October 2024

Windsor Locks has been participating in the State of Connecticut's Seal of Biliteracy since spring 2022.

Our Multilingual Students

Opportunity

Recognition

Encouragement

Acquire

Cultural Awareness

Communication Skills

Official recognition

Languages Tested
at
Windsor Locks
High School

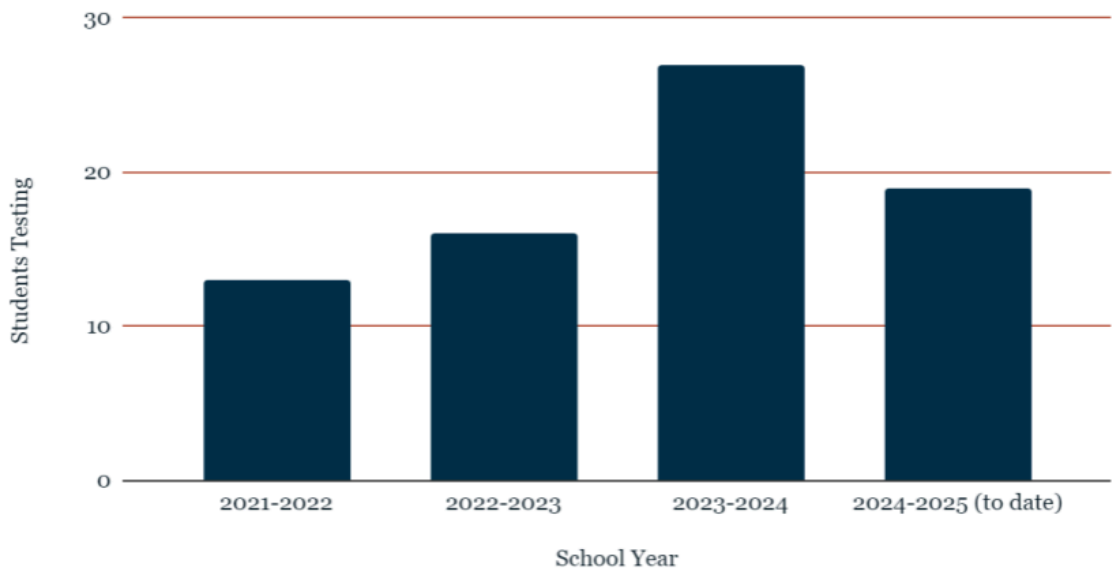
Spring

2024

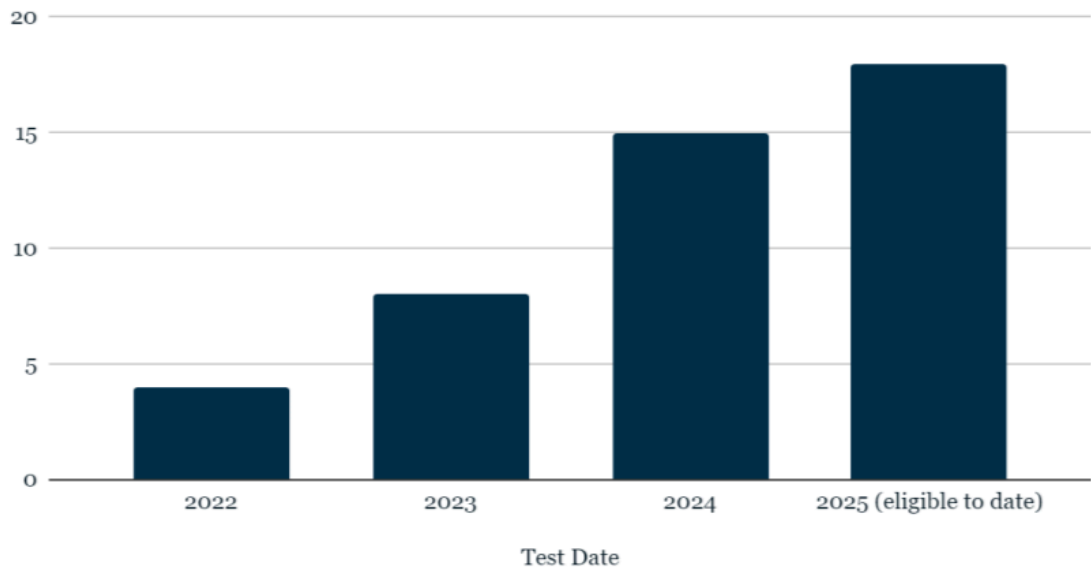
Arabic
Chinese
Portuguese
Spanish
Tamil
Twi
Ukrainian
Urdu
Vietnamese

American
Sign
Language

Students Testing for Seal of Biliteracy Over Time



WLHS Graduates Awarded the Seal of Biliteracy



The
Seal of Biliteracy
program is a
valuable resource
for WLHS students.

The number of students graduating
from Windsor Locks High School
with the Seal of Biliteracy



Promotes the study of other languages

Rewarding

Affirming

Encouraging multilingualism

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN PARKHURST, SUPERINTENDENT
DATE: NOVEMBER 14, 2024
RE: SECONDARY PARENT CONFERENCE FEEDBACK

In the fall, WLMS and WLHS held parent/teacher conferences with a change to the schedule, approved by the Board as part of the 24-25 calendar. This change included 2 early dismissal days, followed by a delayed opening.

The parent feedback received is as follows:

WLMS:

Parent Attendance - **142 total**

- Wed 10/23 – 46
- Thur 10/24 – 67
- Fri 10/25 – 29
- 18 parent responses received
 - **Strengths:**
 - Combination of times to select from
 - Schedule worked well
 - Teacher led was more beneficial than student led
 - Teachers in one area and near each other
 - **Areas to Improve:**
 - Designate a student “hangout spot” to be while parents and teacher are meeting
 - More privacy by providing a different setup than teachers in a common area
 - Sign up process; block entire time rather than each teacher sending out their own sign up links
 - More than 20 minute blocks which was too short

- Communication in advance of what to expect and how the conferences would be conducted
- 2 hour delay in the morning was a challenge with work schedules
- 8 minutes made the whole conference process feel rushed

WLHS:

Parent Attendance - **620 total appointments with teachers**

- Wed 10/23 – 306
- Thur 10/24 – 116
- Fri 10/25 – 198
- 3 parent responses received
 - **Strengths:**
 - Combination of times available for families
 - **Areas to Improve**
 - Improve the sign up process
 - Provide classroom numbers in advance
 - Extend the time by a few minutes per conference

EXHIBIT VIII

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN PARKHURST, SUPERINTENDENT
DATE: NOVEMBER 14, 2024
RE: PROPOSED 2025 BOARD MEETING CALENDAR

Tonight, the Board of Education Meeting Calendar for 2025 will be presented for possible approval.

Board Motion: MOVE that the Board of Education approve the 2025 Board meeting calendar as presented.”

WINDSOR LOCKS PUBLIC SCHOOLS

BOARD OF EDUCATION

MEETING CALENDAR for 2025

BOE Approved:

JANUARY 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
16,23	Board of Education 6:00 p.m. LMC					

MAY 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
22	Board of Education 6:00 p.m. LMC					

OCTOBER 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
9, 23	Board of Education 6:00 p.m. LMC					

FEBRUARY 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	
13, 27	Board of Education 6:00 p.m. LMC					
14-18	No School – Presidents' Day and Vacation					

JUNE 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
5	Board of Education 6:00 p.m. LMC					

NOVEMBER 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
13	Board of Education 6:00 p.m. LMC					
26-28	No School – Thanksgiving Break					

MARCH 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
13, 27	Board of Education 6:00 p.m. LMC					

JULY 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
	Summer Break					

DECEMBER 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
11	Board of Education 6:00 p.m. LMC					
24-31	No School – December Break (proposed)					

APRIL 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
10, 24	Board of Education 6:00 p.m. LMC					
14-17	No School – Spring Break					
18	Good Friday Holiday					

AUGUST 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
21	Board of Education 5:00 p.m. LMC					

JANUARY 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
8, 22	Board of Education 6:00 p.m. LMC					

SEPTEMBER 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
11, 25	Board of Education 6:00 p.m. LMC					

Meetings are held at 6:00 p.m., except where otherwise noted, at Windsor Locks High School, 58 South Elm Street in the **LMC – Library Media Center**.

Meetings are generally held the second and fourth Thursday each month except where otherwise noted.

Special Meetings are held as needed and are posted accordingly.

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN PARKHURST, SUPERINTENDENT
DATE: NOVEMBER 14, 2024
RE: PROPOSED 2025 - 2026 SCHOOL CALENDARS

The 25-26 calendar committee has concluded their work and are presenting a recommended 25-26 calendar for your review, discussion and potential approval this evening.

Members of the committee include the following:

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

At this time you will notice that the parent/teacher conferences are TBD as we are evaluating the change made this year and will bring that information and data to you after the first of the year to determine the schedule for parent/teachers conferences in 25/26.

Board Motion: “**Move** that the Board of Education approve the 25-26 school calendars as presented, with specific parent/teacher conferences dates/schedule to be determined once all feedback has been received.”

Windsor Locks Public Schools
2025-2026 School Calendar
Elementary
North Street School - South Elementary School
www.wlps.org

August 2025	
19 - 20	New Staff Orientation
21, 22, 25	Staff PD - No School
26	First Day of School - Grades 1 - 5
27	First Day of School - Kindergarten
29	No School

AUGUST 2025 - 6/3						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY 2026 - 17/17						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

February 2026	
4, 25	PLC PK - 5
13	Holiday Break - No School
16	Presidents Day - No School
17	Holiday Break - No School

September 2025	
1	Labor Day - No School
2	PK First Day of School
10, 17	PLC PK - 5
24	Early Release - Staff PD

SEPTEMBER 2025 - 21/21						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MARCH 2026 - 22/22						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

March 2026	
TBD	PLC PK - 5
TBD	Early Release - Conferences
TBD	Early Release - Staff PD

October 2025	
1, 8, 22, 29	PLC PK - 5
1	NSS Parent Information Night 5:00 - 7:00 pm
2	SES Parent Information Night 5:00 - 7:00 pm
13	Columbus Day - No School

OCTOBER 2025 - 22/22						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL 2026 - 16/16						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

April 2026	
8, 22, 29	PLC PK - 5
3	Good Friday - No School
13 - 17	Spring Break - No School

November 2025	
4	Election Day - Staff PD No School for Students
11	Veterans Day - No School
19	PLC PK - 5
26 - 28	Thanksgiving Break No School

NOVEMBER 2025 - 16/15						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY 2026 - 20/20						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

May 2026	
6, 13, 20	PLC PK - 5
25	Memorial Day - No School

December 2025	
TBD	PLC PK - 5
TBD	Early Release - Conferences
23	Early Release December Break
24 - 31	December Break No School

DECEMBER 2025 - 17/17						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE 2026 - 10/10						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

June 2026	
3	PLC PK - 5
11	Early Release (Tentative)
12	Early Release (Tentative) Last Day of School
19	Juneteenth Holiday
*	Emergency/Snow Day Reserve: If it exceeds days in June, April Vacation will be shortened if necessary

January 2026	
1 - 2	New Year's Day Holiday - No School
7, 28	PLC PK - 5
16	Staff PD - No School
19	MLK Holiday - No School

JANUARY 2026 - 19/18						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Teacher Days 186 / Student Days 181
 Board of Education - DRAFT 10/25/24

**Windsor Locks Public Schools
2025-2026 School Calendar
Secondary**

Windsor Locks Middle School - Windsor Locks High School - Pine Meadow Academy - RISE

www.wlps.org

August 2025	
19 - 20	New Staff Orientation
21, 22, 25	Staff PD - No School
26	First Day of School - Grades 6 - 12
29	No School

AUGUST 2025 - 6/3						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY 2026 - 17/17						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

February 2026	
4, 25	PLC 6 - 12
13	Holiday Break - No School
16	Presidents Day - No School
17	Holiday Break - No School

September 2025	
1	Labor Day - No School
10, 17	PLC 6 - 12
24	Early Release - Staff PD

SEPTEMBER 2025 - 21/21						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MARCH 2026 - 22/22						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

March 2026	
TBD	PLC 6 - 12
TBD	Early Release - Staff PD

October 2025	
TBD	PLC 6 - 12
7	HS Parent Information Night 6:00 - 8:00 pm
8	MS Parent Information Night 6:00 - 8:00 pm
13	Columbus Day - No School
TBD	Early Release - Conferences

OCTOBER 2025 - 22/22						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL 2026 - 16/16						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

April 2026	
TBD	Early Release - Conferences
TBD	PLC 6 - 12
3	Good Friday - No School
13 - 17	Spring Break - No School

November 2025	
4	Election Day - Staff PD No School for Students
11	Veterans Day - No School
19	PLC 6 - 12
26 - 28	Thanksgiving Break No School

NOVEMBER 2025 - 16/15						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY 2026 - 20/20						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

May 2026	
6, 13, 20	PLC 6 - 12
25	Memorial Day - No School

December 2025	
TBD	PLC 6 - 12
23	Early Release December Break
24 - 31	December Break No School

DECEMBER 2025 - 17/17						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE 2026 - 10/10						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

June 2026	
3	PLC 6 - 12
11	Early Release (Tentative)
12	Early Release (Tentative) Last Day of School
	Graduation 5:30 pm
19	Juneteenth Holiday
*	Emergency/Snow Day Reserve: If it exceeds days in June, April Vacation will be shortened if necessary

January 2026	
1 - 2	New Year's Day Holiday - No School
7, 28	PLC 6 - 12
16	Staff PD - No School
19	MLK Holiday - No School

JANUARY 2026 - 19/18						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Teacher Days 186 / Student Days 181
Board of Education - Draft 10/25/24

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: PATRICIA PROCTOR, DIRECTOR OF OPERATIONS AND FINANCE

DATE: NOVEMBER 14, 2024

RE: FINANCE REPORT

FY25 Financials

FY25 GL BUDGET	\$ 34,051,186.00
Range to Date (October 1-31, 2024)	\$ 2,874,408.64
YTD through October 31, 2024	\$ 7,170,711.40
FY25 Encumbrance	\$ 21,876,521.33
FY25 Budget Balance	\$ 5,003,953.27
FY25 % of Budget Remaining	14.70%

K-12 Education Funding in Budget Stabilization Bill (H.B. 5523)

Pursuant to Section 10-264l(b)(2)(c) of the Connecticut General Statutes, as amended by Pupil Act 23-204 Section 341 (j)(k) and (m), the 2024-25 maximum magnet operating budget per pupil cannot be greater than 58% of the student tuition charged for school year 2023-24.

FY23-24 Audit

During the months of July through October, the Finance Office has been working alongside the Town in preparation for the FY23-24 Audit and continues to do so. The auditing firm, CBIZ (formerly MARCUM Accountants & Advisors), was on-site for the Planning phase during the week of September 30th and they are currently conducting their Fieldwork. The 2023-2024 Independent Accountant’s Report is due to the Connecticut State Department of Education (CSDE) no later than January 31, 2025.

FY25 October 2024 Review - Full-Year Forecast Budget Balances

Acct Area	Description	Budget	Budget Balance as of 10/31/2024	%	Full-Year Forecast Budget Balance as of 10/31/2024	%	Notes
100	Student Activity	589,955.00	279,142.77	47.32%	0.00	0.00%	
110	Central Administration	1,182,382.88	17,639.80	1.49%	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	19,900.59	8.68%	0.00	0.00%	
140	Tuition & Special Svcs	2,531,861.79	1,286,717.26	50.82%	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	14,960,751.83	490,129.12	3.28%	118,912.00	0.79%	Contingency Degree Changes, Undesignated, and Long-Term Subs. Plan for a minimum wage increase effective January 1st.
214	Support Staff	2,866,435.29	47,917.04	1.67%	0.00	0.00%	
215	Secretarial Staff	390,361.51	184.15	0.05%	0.00	0.00%	
220	Textbooks	9,104.25	448.45	4.93%	0.00	0.00%	
230	Library	29,560.70	22,537.34	76.24%	0.00	0.00%	
231	Technology	233,996.13	93,012.42	39.75%	0.00	0.00%	
240	Teaching Supplies	229,390.98	120,858.00	52.69%	0.00	0.00%	
250	Instructional Support	55,728.98	29,416.67	52.79%	0.00	0.00%	
300	Health Care	419,336.65	7,028.80	1.68%	0.00	0.00%	
520	Transportation	1,914,347.10	82,703.02	4.32%	45,712.48	2.39%	Smyth bus runs consolidated
610	Custodial Staff	1,423,597.35	58,014.78	4.08%	0.00	0.00%	
620	Contracted Service/Plant Op	419,501.46	275,901.92	65.77%	0.00	0.00%	
640	Utilities	1,046,292.38	148,670.29	14.21%	115,031.48	10.99%	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	152,457.49	99.00%	0.00	0.00%	
720	Building & Grounds Repairs	186,685.00	121,540.12	65.10%	0.00	0.00%	
721	Equip Repair & Rental	132,350.42	15,063.87	11.38%	0.00	0.00%	
729	Lease / Rental	76,323.00	(2,289.72)	-3.00%	(2,289.72)	-3.00%	Lease budgeted for \$6,360.25/month. Lease actual \$6,551.06/month
730	Replacement Equipment	15,250.00	11,800.00	77.38%	0.00	0.00%	
810	Retire/Social Security	1,575,000.00	1,130,351.55	71.77%	0.00	0.00%	
820	Insurance	2,283,950.00	581,963.28	25.48%	65,000.00	2.85%	HSA Budget \$425,000 Estimated Actual \$360,000
	Grand Total	34,051,186.00	5,003,953.27	14.70%	341,366.25	1.00%	

Windsor Locks Public Schools

BOE GF Monthly Expenditures by Acct Area

From Date: 10/1/2024

To Date: 10/31/2024

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	\$589,955.00	\$13,157.31	\$60,382.21	\$529,572.79	\$250,430.02	\$279,142.77	47.32%
	Account Area: Student Activity - 100	\$589,955.00	\$13,157.31	\$60,382.21	\$529,572.79	\$250,430.02	\$279,142.77	47.32%
010.00.110.0000.000.000	Balance Sheet	\$1,182,382.88	\$83,833.36	\$339,374.81	\$843,008.07	\$825,368.27	\$17,639.80	1.49%
	Account Area: Central Administration - 110	\$1,182,382.88	\$83,833.36	\$339,374.81	\$843,008.07	\$825,368.27	\$17,639.80	1.49%
010.00.120.0000.000.000	Balance Sheet	\$4,200.00	\$0.00	\$0.00	\$4,200.00	\$0.00	\$4,200.00	100.00%
	Account Area: Capital Improv & Equip - 120	\$4,200.00	\$0.00	\$0.00	\$4,200.00	\$0.00	\$4,200.00	100.00%
010.00.130.0000.000.000	Balance Sheet	\$229,279.00	\$18,057.27	\$138,449.80	\$90,829.20	\$70,928.61	\$19,900.59	8.68%
	Account Area: Administrative Expenses - 130	\$229,279.00	\$18,057.27	\$138,449.80	\$90,829.20	\$70,928.61	\$19,900.59	8.68%
010.00.140.0000.000.000	Balance Sheet	\$2,531,861.79	\$56,827.38	\$162,016.36	\$2,369,845.43	\$1,083,128.17	\$1,286,717.26	50.82%
	Account Area: Tuition & Special Services - 140	\$2,531,861.79	\$56,827.38	\$162,016.36	\$2,369,845.43	\$1,083,128.17	\$1,286,717.26	50.82%
010.00.211.0000.000.000	Balance Sheet	\$1,091,544.30	\$83,476.24	\$317,675.27	\$773,869.03	\$765,224.77	\$8,644.26	0.79%
	Account Area: Principals - 211	\$1,091,544.30	\$83,476.24	\$317,675.27	\$773,869.03	\$765,224.77	\$8,644.26	0.79%
010.00.213.0000.000.000	Balance Sheet	\$14,960,751.83	\$1,283,235.11	\$2,554,160.50	\$12,406,591.33	\$11,916,462.21	\$490,129.12	3.28%
	Account Area: Instructional Staff - 213	\$14,960,751.83	\$1,283,235.11	\$2,554,160.50	\$12,406,591.33	\$11,916,462.21	\$490,129.12	3.28%
010.00.214.0000.000.000	Balance Sheet	\$2,866,435.29	\$269,004.16	\$518,987.79	\$2,347,447.50	\$2,299,530.46	\$47,917.04	1.67%
	Account Area: Support Staff - 214	\$2,866,435.29	\$269,004.16	\$518,987.79	\$2,347,447.50	\$2,299,530.46	\$47,917.04	1.67%
010.00.215.0000.000.000	Balance Sheet	\$390,361.51	\$31,514.85	\$111,446.15	\$278,915.36	\$278,731.21	\$184.15	0.05%
	Account Area: Secretarial Staff - 215	\$390,361.51	\$31,514.85	\$111,446.15	\$278,915.36	\$278,731.21	\$184.15	0.05%
010.00.220.0000.000.000	Balance Sheet	\$9,104.25	\$0.00	\$8,500.00	\$604.25	\$155.80	\$448.45	4.93%
	Account Area: Textbooks - 220	\$9,104.25	\$0.00	\$8,500.00	\$604.25	\$155.80	\$448.45	4.93%
010.00.230.0000.000.000	Balance Sheet	\$29,560.70	\$1,095.43	\$5,964.43	\$23,596.27	\$1,058.93	\$22,537.34	76.24%
	Account Area: Library - 230	\$29,560.70	\$1,095.43	\$5,964.43	\$23,596.27	\$1,058.93	\$22,537.34	76.24%
010.00.231.0000.000.000	Balance Sheet	\$233,996.13	\$3,779.37	\$138,629.06	\$95,367.07	\$2,354.65	\$93,012.42	39.75%
	Account Area: Technology - 231	\$233,996.13	\$3,779.37	\$138,629.06	\$95,367.07	\$2,354.65	\$93,012.42	39.75%
010.00.240.0000.000.000	Balance Sheet	\$229,390.98	\$17,156.71	\$68,908.44	\$160,482.54	\$39,624.54	\$120,858.00	52.69%
	Account Area: Teaching Supplies - 240	\$229,390.98	\$17,156.71	\$68,908.44	\$160,482.54	\$39,624.54	\$120,858.00	52.69%
010.00.250.0000.000.000	Balance Sheet	\$55,728.98	\$1,114.65	\$13,866.10	\$41,862.88	\$12,446.21	\$29,416.67	52.79%
	Account Area: Instructional Support - 250	\$55,728.98	\$1,114.65	\$13,866.10	\$41,862.88	\$12,446.21	\$29,416.67	52.79%
010.00.300.0000.000.000	Balance Sheet	\$419,336.65	\$38,310.86	\$76,815.52	\$342,521.13	\$335,492.33	\$7,028.80	1.68%
	Account Area: Health Care - 300	\$419,336.65	\$38,310.86	\$76,815.52	\$342,521.13	\$335,492.33	\$7,028.80	1.68%
010.00.520.0000.000.000	Balance Sheet	\$1,914,347.10	\$155,962.34	\$170,620.95	\$1,743,726.15	\$1,661,023.13	\$82,703.02	4.32%
	Account Area: Transportation - 520	\$1,914,347.10	\$155,962.34	\$170,620.95	\$1,743,726.15	\$1,661,023.13	\$82,703.02	4.32%
010.00.610.0000.000.000	Balance Sheet	\$1,423,597.35	\$115,233.87	\$422,301.72	\$1,001,295.63	\$943,280.85	\$58,014.78	4.08%
	Account Area: Custodial Staff - 610	\$1,423,597.35	\$115,233.87	\$422,301.72	\$1,001,295.63	\$943,280.85	\$58,014.78	4.08%
010.00.620.0000.000.000	Balance Sheet	\$419,501.46	\$17,185.05	\$77,508.31	\$341,993.15	\$66,091.23	\$275,901.92	65.77%

Windsor Locks Public Schools

BOE GF Monthly Expenditures by Acct Area

From Date: 10/1/2024

To Date: 10/31/2024

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	\$17,185.05	\$77,508.31	\$341,993.15	\$66,091.23	\$275,901.92	65.77%
010.00.640.0000.000.000	Balance Sheet	\$1,046,292.38	\$68,960.37	\$231,609.80	\$814,682.58	\$666,012.29	\$148,670.29	14.21%
	Account Area: Utilities - 640	\$1,046,292.38	\$68,960.37	\$231,609.80	\$814,682.58	\$666,012.29	\$148,670.29	14.21%
010.00.650.0000.000.000	Balance Sheet	\$154,000.00	\$643.87	\$1,373.52	\$152,626.48	\$168.99	\$152,457.49	99.00%
	Account Area: Custodial Supplies - 650	\$154,000.00	\$643.87	\$1,373.52	\$152,626.48	\$168.99	\$152,457.49	99.00%
010.00.720.0000.000.000	Balance Sheet	\$186,685.00	\$13,726.16	\$39,842.17	\$146,842.83	\$25,302.71	\$121,540.12	65.10%
	Account Area: Building & Grounds Repairs - 720	\$186,685.00	\$13,726.16	\$39,842.17	\$146,842.83	\$25,302.71	\$121,540.12	65.10%
010.00.721.0000.000.000	Balance Sheet	\$132,350.42	\$14,327.93	\$51,885.12	\$80,465.30	\$65,401.43	\$15,063.87	11.38%
	Account Area: Equip Repair & Rental - 721	\$132,350.42	\$14,327.93	\$51,885.12	\$80,465.30	\$65,401.43	\$15,063.87	11.38%
010.00.729.0000.000.000	Balance Sheet	\$76,323.00	\$0.00	\$26,204.24	\$50,118.76	\$52,408.48	(\$2,289.72)	-3.00%
	Account Area: Lease/Rental - 729	\$76,323.00	\$0.00	\$26,204.24	\$50,118.76	\$52,408.48	(\$2,289.72)	-3.00%
010.00.730.0000.000.000	Balance Sheet	\$15,250.00	\$1,800.00	\$1,800.00	\$13,450.00	\$1,650.00	\$11,800.00	77.38%
	Account Area: Replacement Equipment - 730	\$15,250.00	\$1,800.00	\$1,800.00	\$13,450.00	\$1,650.00	\$11,800.00	77.38%
010.00.810.0000.000.000	Balance Sheet	\$1,575,000.00	\$134,595.73	\$376,690.68	\$1,198,309.32	\$67,957.77	\$1,130,351.55	71.77%
	Account Area: Retire/Social Security - 810	\$1,575,000.00	\$134,595.73	\$376,690.68	\$1,198,309.32	\$67,957.77	\$1,130,351.55	71.77%
010.00.820.0000.000.000	Balance Sheet	\$2,283,950.00	\$451,410.62	\$1,255,698.45	\$1,028,251.55	\$446,288.27	\$581,963.28	25.48%
	Account Area: Insurance - 820	\$2,283,950.00	\$451,410.62	\$1,255,698.45	\$1,028,251.55	\$446,288.27	\$581,963.28	25.48%
	Grand Total:	\$34,051,186.00	\$2,874,408.64	\$7,170,711.40	\$26,880,474.60	\$21,876,521.33	\$5,003,953.27	14.70%

End of Report

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: PATRICIA PROCTOR, DIRECTOR OF OPERATIONS
AND FINANCE

DATE: NOVEMBER 14, 2024

RE: FINANCE REPORT

Budget Line-item Transfer(s) Exceeding \$10,000 – VOTE NEEDED

- Budget Transfer 2025-5: Transfer from SS Teachers Salary (010.SS.213.1000.111.100) to SS ELL Tutor (010.SS.214.1000.166.293). \$20,664.00. South Elementary School to add a 1.0 FTE English Language Learner (ELL)Tutor.

BOARD MOTION: “Move that the Board of Education accepts the (1) budget transfer request(s), control number(s) 2025-5, for the Finance Department to execute in November 2024.”

Budget Line-item Transfer(s) – VOTE NOT NEEDED

Budget Transfer 2025-6: Transfer from Contingency Degree Changes (010.DS.213.2310.111.100) to Human Resources Dues/Fees (010.DS.130.2500.810.500). \$9,880.00.

- New implementation fee: \$4,400.00
- Pro-rated subscription fee (1/1/25 – 6/30/25): \$5,480.00

Human Resources to invest in Frontline Central. Frontline Central will connect the 3 modules we currently have in a much more effective and cohesive manner. We currently have Recruiting and Hiring; Time and Attendance; and Absence Management.

Frontline Central is an electronic employee records management system that enables the district to securely and efficiently manage employee information online and to streamline time-consuming manual processes, such as new hire onboarding, employee contract renewals, and operational forms. The district can save time and improve efficiency with customized workflows, automated reminders and secure digital storage.

EXHIBIT XI

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN L. PARKHURST, SUPERINTENDENT
DATE: NOVEMBER 14, 2024
RE: BOE 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.

At the October Board of Education meeting, Board member Greg Guyette volunteered to review this and bring an idea/concept to the Board for discussion and potential formation.

EXHIBIT XII

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: NOVEMBER 14, 2024

RE: WLTA PRESENTATION: 24-25 BUDGET PROGRAM IMPACTS

Earlier this year, the Board asked for information from teachers regarding the program changes made as part of the 24-25 budget process. Those items, in particular, were a shared School Resource Officer at North Street School and South Elementary School, shared Art teachers at North Street School and South Elementary School and shared Library/Media Specialists at North Street School and South Elementary School.

This evening, members of the WLTA will share information, gathered from members of his union, with the Board regarding these impacts on students.

Windsor Locks Public Schools

www.wlps.org

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