

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

**MINUTES OF THE REGULAR MEETING  
November 14, 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, P. Proctor, R. Bissonnette, K. Krupa, M. Warner C. Domler, J. Robinson, G. Testani, M. Parrette and A. Goodwin
Student Representatives:	None
Students:	L. Milczak,, J. Acevedo, M. Stabile, O. Bartolucci, B. Palmer, A. Gough, L. Anderson, B. Zaugg-Barrett, J. Naughton, A. Senofonte, P. Claffey, A. Hoffman, J. Grasso, G. Fecinta, J. Halgas, A. Jhaveri, J. Oney, A. Rivas, E. Burton, A. Bushnik, N. Nadeau, E. Sadosky, A. Nieves, V. Prieto Nino, A. Rockwell, A. Santiago, C. Santiago Cordeo, P. Smith and T. Ferreira
Staff:	D. Bole A. Wrinn, M. Sigall, J. Long, S. Loomis and P. Sibila
Others:	Many parents, grandparents and students and 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**

Mr. Shawn Parkhurst, Superintendent of Schools, addressed the Board. He welcomed Ms. Patricia Proctor, Director of Operations and Finance to the meeting. He mentioned Veteran's Day celebrations across the district, including Community Quilts of Valor. He thanked the senior citizens who made and donated the quilts. He announced the Friday night football game will be Windsor Locks versus North Branford. The annual CABE Conference will take place this week on Friday and Saturday. He congratulated Xavier Angel whose art work has been chosen to develop the cover of the town's annual report. He mentioned the snow plows at Bradley International Airport were named by North Street School and South Elementary School students. Those names were Snowbell and Blizzard Wizard.

Board Member Mr. Greg Guyette commented about the first community budget forum that took place earlier in the afternoon. He encouraged everyone to come out to the next budget forum on January 16, 2025 to discuss the upcoming budget.

It was **MOVED** (Cutler) and **SECONDED** (Guyette) and **PASSED** (U) that the Board of Education move Agenda Item X. 24-25 Seal of Bi-Literacy Presentation and Celebration to be presented after Agenda Item V. (B).

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

None.

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

None.

## V. Student Recognition

- **Connecticut Association of Public School Superintendents Certificates of Excellence**

Mr. Parkhurst remarked this was one of his favorite times of year when he is able to award the Connecticut Association of Public School Superintendents' (CAPSS) Student Awards. 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 youngsters in public schools. He was pleased to announce the recipients of the Superintendent/Student Recognition Awards for 5th, 8th and 12th Grade students. He gave a brief introduction of each winner. Those students were:

South Elementary School (Grade 5)

Lillian Milczak  
Jaiden Acevedo

Windsor Locks Middle School (Grade 8)

Michael Stabile  
Olivia Bartolucci

Windsor Locks High School (Grade 12)

Ben Palmer  
Allison Gough

- **WLHS Boys State Participants**

Mr. Parkhurst explained that 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 and 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. He publicly recognized the three students that were a part of this experience:

- Legend Anderson
- Benjamin Palmer
- Bradyn Zaugg-Barnett

- **WLMS Track Recognition**

Mr. Parkhurst announced that 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 were several WLMS athletes that were recognized, who were:

- 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

Mr. Parkhurst proudly announced at the State Cross Country Championship, a member of the WLMS Cross Country Team who placed 1st at that event:

- Patrick Claffey

- **NCCC All-Conference Awards**

Mr. Parkhurst commented 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

**B. 24-25 Seal of Bi-Literacy Presentation & Student Celebration**

Ms. Megan Parrette, Director of STEAM Curriculum, Instruction and Assessment addressed the Board. She explained Windsor Locks has been participating in the State of Connecticut Seal of Biliteracy since the spring of 2022. The following students have 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

Board Recessed at 6:42 p.m.

Board Reconvened at 6:47 p.m.

## **VI. Approval of Minutes**

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

It was **MOVED** (Osorio) and **SECONDED** (Guyette) and **PASSED** (U) that the Board of Education approves the minutes of October 10, 2024 Regular Meeting the as presented.

It was **MOVED** (Osorio) and **SECONDED** (Guyette) and **PASSED** (4-1) that the Board of Education approves the minutes of October 22, 2024 Special Meeting the as presented.

## **VII. Appointment of WL Representative of Suffield VoAg Consulting Committee**

Mr. Parkhurst commented that 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.

A brief discussion was held.

It was **MOVED** (Guyette) and **SECONDED** (Cutler) and **PASSED** (U) that the Board of Education appoints Lexi Ratti to the Suffield Regional Agriscience Center Consulting Committee for a three year term.

## **VIII. Human Resources Report**

### **A. Resignation and Retirement**

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.

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

#### **B. Policy Revision 5114: First Read**

Mr. Parkhurst addressed the Board, indicating this policy revision is a first read. The only change to this policy is that hearings will be held in person, no hearing will be held remotely.

A brief discussion was held.

It was **MOVED** (Osorio) and **SECONDED** (Cutler) and **PASSED** (U) that the Board of Education amends Agenda Item VIII. Human Resources Report (B) Policy Revision 5114: Second Read, Vote Needed.

It was **MOVED** (Guyette) and **SECONDED** (Osorio) and **PASSED** (U) that the Board of Education approves the Policy Revision 5114 as presented.

#### **IX. CEDE – ED099 Authorized Signature Change**

Mr. Parkhurst noted 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 requested 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.

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

#### **X. 24-25 Seal of Bi-Literacy Presentation & Student Celebration**

Agenda Item discussed earlier in the meeting.

#### **XI. Secondary Parent Conference Feedback**

Mr. Parkhurst with the assistance of Dr. Rebecca Bissonnette, Principal of Windsor Locks High School and Mr. Mark Warner, Principal of Windsor Locks, Middle School, discussed the fall parent/teacher conferences with a change to the schedule, approved by the Board as part of the 24-25 calendar. This change included two 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

A brief discussion was held.

**XII. Proposed 2025 Board Meeting Calendar**

Mr. Parkhurst commented the proposed Board of Education Meeting Calendar for 2025 is in the Board’s packet. He noted the first day of school is August 26, 2025 and the last day of school will be June 12, 2024.

A brief discussion was held.

It was **MOVED** (Cutler) and **SECONDED** (Guyette) and **PASSED** (U) that the Board of Education approves the 2025 Board meeting calendar as presented.

### **XIII. Proposed 2025 -2026 School Calendars**

Mr. Parkhurst noted the 25-26 calendar committee has concluded their work and presented a recommended 25-26 calendar for the Board to review and potentially approve. He thanked all the members of the committee for their hard work in developing the 25-26 calendar. He highlighted important dates and school breaks. He did indicate at this time the parent/teacher conferences are to be determined as the district is evaluating the change made this year and will bring that information and data to the Board after the first of the year to determine the schedule for parent/teachers conferences in 25-26.

A brief discussion was held.

It was **MOVED** (Guyette) and **SECONDED** (Gragnolati) and **PASSED** (U) that the Board of Education approves the 25-26 school calendars as presented, with specific parent/teacher conferences dates/schedule to be determined once all feedback has been received.

### **XIV. Finance Report**

#### **A. FY Update**

Ms. Patricia Proctor, Director of Operations and Finance gave the Finance Report update on the FY25 Budget. She spoke about 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.

She discussed the 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.

#### **B. Budget Line-Item Transfers**

- Budget Line-item Transfer(s) Exceeding \$10,000
  - 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.

It was **MOVED** (Gragnolati) and **SECONDED** (Cutler) and **PASSED** (U) 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) – Under \$10,000.00
  - 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 three modules in a much more effective and cohesive manner.

### **XV. BOE Committee Discussion and 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. Mr. Guyette commented that he has spoken to the Chair and he would like to table this discussion until after CAFE training.

He did mention that he does like the positive list of events and accomplishments students during the Superintendent comments portion of the meeting, but he would like to have a quick update on items or programs in which the Board approved. Board Chair Ms. Christianson agreed and suggested an agenda item similar to the Board of Finance listed as "Old Business".

**XVI. WTLA Presentation – 24-25 Budget Program Impacts**

Mr. Parkhurst commented that 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 teacher at North Street School and South Elementary School and shared Library/Media Specialist at North Street School and South Elementary School.

Mr. Matt Sigall, President of the WLTA shared information, along with Ms. Jennifer Long, Art teacher and Ms. Sarah Loomis, Librarian/Media Specialist discuss the impacts these budgetary changes have made on the students and members of the WLTA.

A brief discussion was held.

**XVII. Board and Superintendent Comments**

Mr. Parkhurst wished everyone a Happy Thanksgiving!

**XVIII. Public Audience (General)**

None.

**XIX. EXECUTIVE SESSION:**

It was **MOVED** (Guyette) and **SECONDED** (Gragnolati) 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. 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

Board entered into Executive Session at 7:40 p.m.

Board recessed into Public Session at 7:55 p.m.

It was **MOVED** (Guyette) and **SECONDED** (Osorio) and **PASSED** (U) that the Board of Education denies the request of attendance as a non-resident of Windsor Locks.

**XX. Adjournment**



It was **MOVED** (Gragnotati) and **SECONDED** (Osorio) and **PASSED** (U) that the Board of Education adjourn the Regular Meeting of November 14, 2024 at 8:33 p.m.

Respectfully submitted,

Denise M. Piotrowicz  
Recording Secretary