

WINDSOR LOCKS PUBLIC SCHOOLS



BOARD OF EDUCATION MEETING

Regular Meeting

December 12, 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
December 12, 2024 - 6:00 pm
Windsor Locks High School - Library Media Center
In-Person Attendance Open
Optional Public Attendance via Zoom - [Click Here for Zoom Registration](#)

- I. Call to Order
 - A. Roll Call
 - B. Pledge of Allegiance
- II. Board of Education and Superintendent Communications
- III. Student Board Representative(s) Report
- IV. Public Audience (General)
 - A. *In Accordance with BOE Policy 1100 - The Windsor Locks Board of Education (Board) Chairperson shall recognize speakers, request proper identification and maintain proper order. The Board shall hear only concerns, views, and opinions on topics within the jurisdiction of the Board. The appropriateness of the subject being presented, the suitability of the time for such presentation, the number of speakers, and the time to be allowed for public comment will be determined by the Chairperson. The public is advised that any discussion of specific employees will not be allowed at meetings and should be addressed to the employee's immediate supervisor or the Superintendent.*
- V. Approval of Minutes: **Vote Needed** p. 4 Exhibit I
 - November 14, 2024 Regular Meeting
 - November 27, 2024 Special Meeting
- VI. Human Resources Report
 - A. Resignation: **Vote Needed** p. 19 Exhibit II A
 - B. Exit Interview Report and Presentation p. 20 Exhibit II B
 - C. Adjustment to Daily Substitute Rate: **Vote Possible** p. 35 Exhibit II C
- VII. Finance Report
 - A. FY Update and Line Item Transfer: **Vote Needed** p. 37 Exhibit III A
- VIII. Superintendent's Proposed FY 25-26 Budget Presentation: **Vote Possible** p. 41 Exhibit IV
- IX. Old Business p. 42 Exhibit V
 - [Policy 5145.12](#) - Search and Seizure Revision
 - Vape Status Update
 - NEASC Accreditation Three-Year Report - Growth Areas
 - *Continue the work to implement the vision of the graduate*
 - *Development of a district-wide curriculum cycle*
- X. Board and Superintendent Comment
- XI. 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.*

XII. Adjourn Meeting

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

Copy: Town Clerk - Please Post

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: DECEMBER 12, 2024

RE: APPROVAL OF MINUTES

- November 14, 2024 Regular Meeting
- November 27, 2024 Special Meeting

Board Motion: “**Move** that the Board of Education approve the minutes of the November 14, 2024 Regular Meeting and the November 27, 2024 Special Meeting.”

**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 CAFE 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** (Gragnotati) 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** (Gragnotati) 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** (Gragnotati) 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 10-264(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** (Gragnotati) 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 CABE 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 is would like to have a quick update on items or programs in which the Board approved. Boar 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** (Grag nolati) 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** (Grag nolati) 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

**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

November 27, 2024 12:30 p.m.

Members Present: Dennis Gragnolati, Lindsay Cutler, Alba Osorio
Members Absent: Kylee Christianson, Greg Guyette
Administrators: Shawn Parkhurst, Rebecca Bissonnette, Rachel March, Joshua
Robinson
Staff: Donna Bole, Acting Recording Secretary
Students: None
Others: None

I. Call to Order

Vice-Chair Gragnolati called the Special Meeting to Order at 12:35 p.m. in the Windsor Locks Public School's Professional Development Room.

II. Roll Call

Dennis Gragnolati, Lindsay Cutler, and Alba Osorio were present

Kylee Christianson and Greg Guyette were absent

III. Pledge of Allegiance

All stood for the Pledge of Allegiance

IV. Executive Session

It was MOVED (L. Cutler) and SECONDED (A. Osorio) 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, Coordinator of Alternative Services, Director of Pupil Services, witnesses to testify for the administration, student and parents, witnesses for student and parents, and the student, if present.

Vice-Chair Gragnolati asked all persons in attendance to identify themselves for the record:

Board of Education Members:
Dennis Gragnolati
Lindsay Cutler
Alba Osorio

Others:

Shawn Parkhurst, Superintendent of Windsor Locks Public Schools
Rebecca Bissonnette, WLHS Principal
Joshua Robinson, Director of Pupil Services
Rachel March, Coordinator of Alternative Services
Donna Bole, Acting Recording Secretary

Witnesses were sworn in by Vice-Chair Gragnolati.

Testimony regarding the offense was given by Rebecca Bissonnette, WLHS Principal followed by questions from the Board of Education Members.

Board Recessed at 12:41 p.m.

Board Reconvened at 12:43 p.m.

The Board returned to public session at 12:43 p.m.

It was **MOVED** (A. Osorio) and **SECONDED** (L. Cutler) and **PASSED** (U) that the Board of Education finds that Student C did engage in conduct that violated Board Policy and was seriously disruptive to the educational process. The student has therefore committed an expellable offense.

It was **MOVED** (L. Cutler) and **SECONDED** (A. Osorio) and **PASSED** (U) that the Board of Education reconvenes in Executive Session to conduct a student expulsion hearing and to protect the confidential student records and that the same persons who were previously invited to attend the Executive Session are invited to attend at 12:44 p.m.

V. Action Regarding Expulsion

Testimony regarding the penalty phase of the expulsion was given Rebecca Bissonnette, followed by questions from the Board of Education Members.

Board Recessed at 12:50 p.m.

Board Reconvened at 12:52 p.m.

The Board returned to public session at 12:52 p.m.

It was **MOVED** (A. Osorio) and **SECONDED** (L. Cutler) 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 C is hereby expelled from the Windsor Locks Public Schools, including all school-related activities, curricular or otherwise, for a period of one calendar year beginning November 15, 2024 and ending November 15, 2025 and (2) that as a consequence of said conduct, Student C shall be expelled in accordance with the terms and conditions of the Administrations Recommendations dated November 15, 2024 as presented.

IV. Adjournment

It was **MOVED** (L. Cutler) and **SECONDED** (A. Osorio) and **PASSED** (U) that the

Board of Education adjourns the November 27, 2024 Special Meeting at 12:55 p.m.

Respectfully Submitted,
Donna Bole
Acting Recording Secretary

EXHIBIT II A

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

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

DATE: DECEMBER 12, 2024

RE: HUMAN RESOURCES REPORT

Resignation:

Alexis Nuhn, a Special Education Teacher at North Street School, will be resigning effective December 20, 2024. Alexis has served the students of Windsor Locks for the past 4 months.

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



Employee Exit Survey Overview 2024 Responses

IAW Public Act 23-159 all Boards of Education were required to adopt a policy on Exit Surveys. Windsor Locks Public Schools adopted the policy in February of 2024.

Exit surveys are a good way to gain insights into information that might not come to the school system's attention.

The questions in the exit survey were developed to gather information in compliance with P.A. 23-159.

2024



Employee Exit Survey Process

- All staff who voluntarily separate service are provided with a link for a survey monkey Employee Exit Survey
- The survey gathers demographic information as well as responses to:
 - Selected indicators
 - Primary reasons for leaving
 - Open ended comments
- Surveys were sent to all staff leaving since February – approximately 60 individuals

2024



2. What is your race or ethnicity?

13 responses

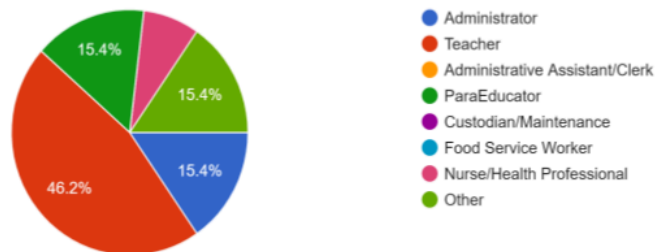


2024



3. I worked as:

13 responses

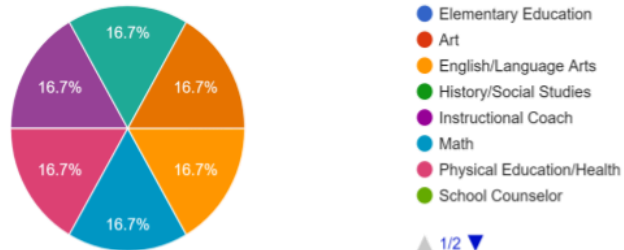


2024



If you were a teacher please indicate the position you held:

6 responses

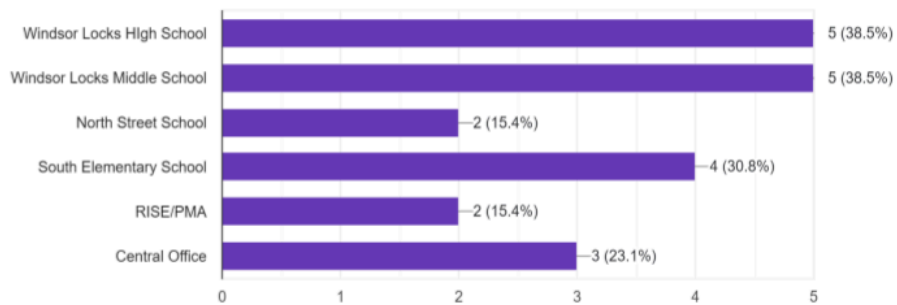


2024



4. I worked at (Check all that apply):

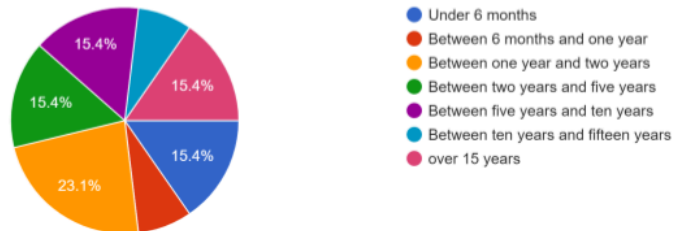
13 responses



2024



5. I worked at Windsor Locks Public Schools for:
13 responses



2024



6. I feel that (please indicate your level of agreement based on your experience):

The next series of slides used the following scale for individuals to use to indicate their level of agreement with the statement indicated:

5 – Strongly Agree

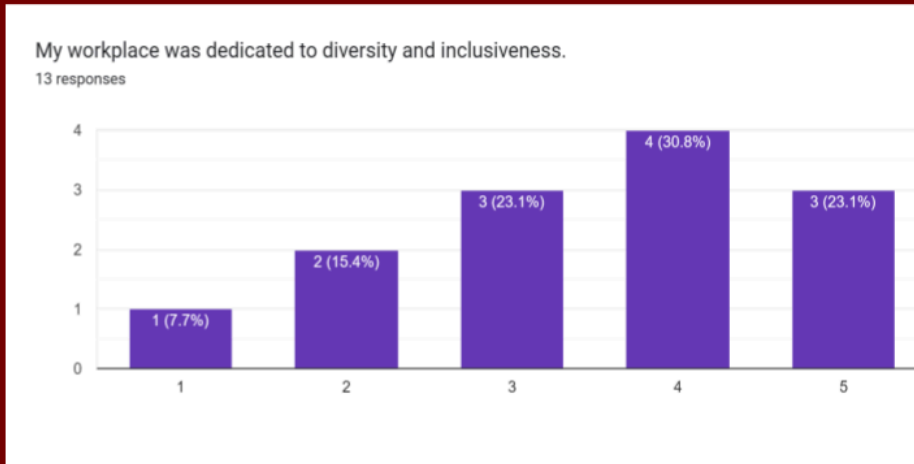
to

1 – Strongly Disagree

2024



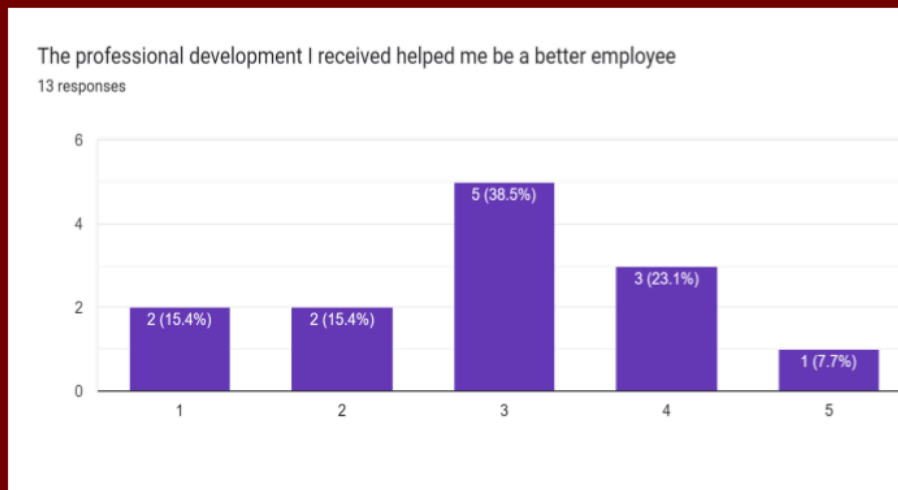
6. I feel that (please indicate your level of agreement based on your experience):



2024



6. I feel that (please indicate your level of agreement based on your experience):



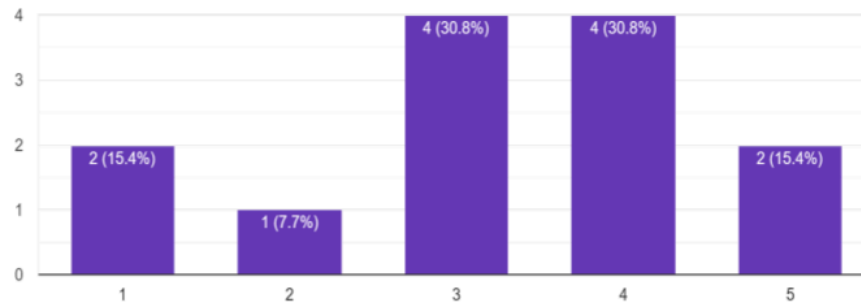
2024



6. I feel that (please indicate your level of agreement based on your experience):

The evaluation process was fair and supportive

13 responses



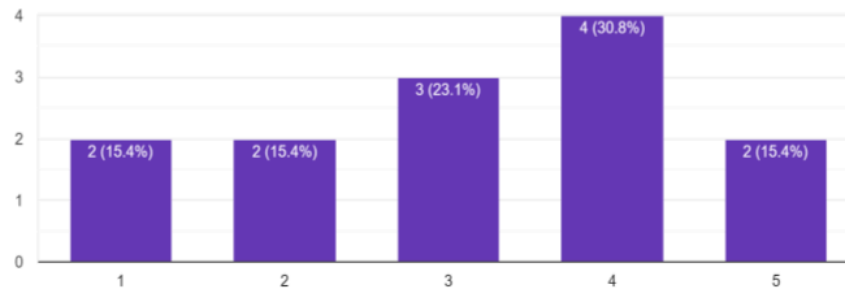
2024



6. I feel that (please indicate your level of agreement based on your experience):

The salary structure or pay scale for my position was adequate

13 responses



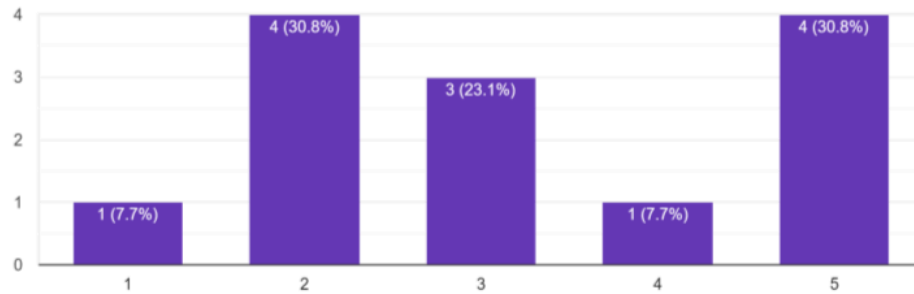
2024



6. I feel that (please indicate your level of agreement based on your experience):

My supervisor provided positive recognition and feedback

13 responses



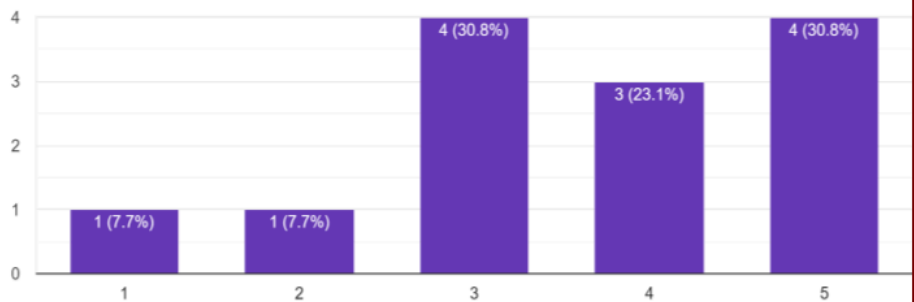
2024



6. I feel that (please indicate your level of agreement based on your experience):

My position was personally and professionally rewarding

13 responses



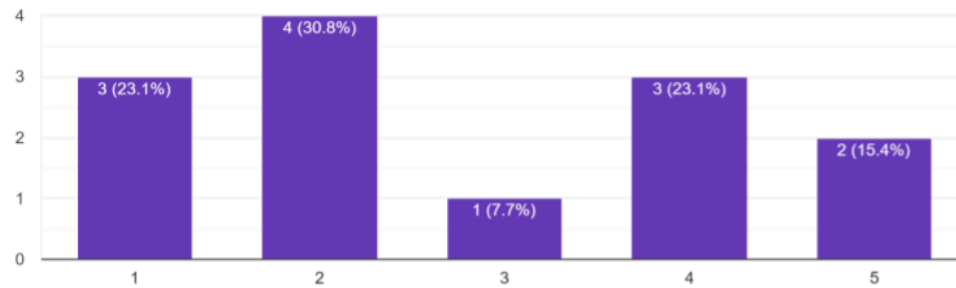
2024



6. I feel that (please indicate your level of agreement based on your experience):

My work was valued and appreciated

13 responses



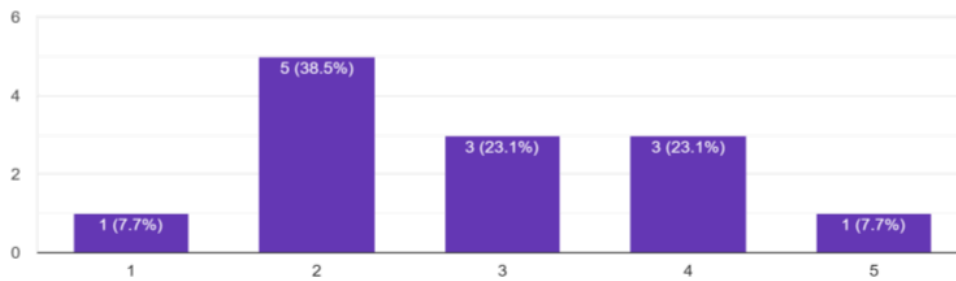
2024



6. I feel that (please indicate your level of agreement based on your experience):

I received sufficient and specific feedback that helped me to know what was expected of me to perform my duties

13 responses



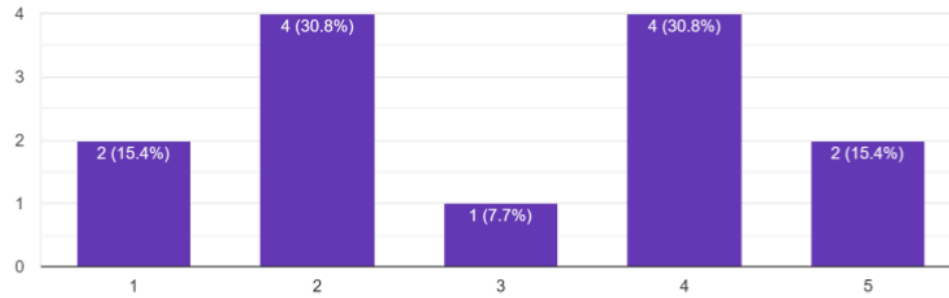
2024



6. I feel that (please indicate your level of agreement based on your experience):

My supervisor handled complaints and suggestions fairly

13 responses



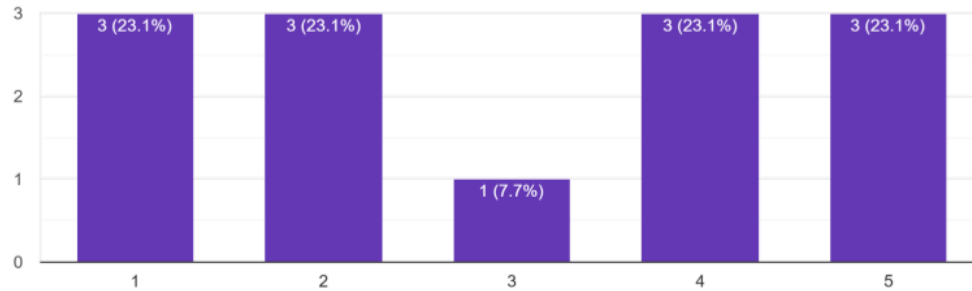
2024



6. I feel that (please indicate your level of agreement based on your experience):

Health and safety issues were properly addressed

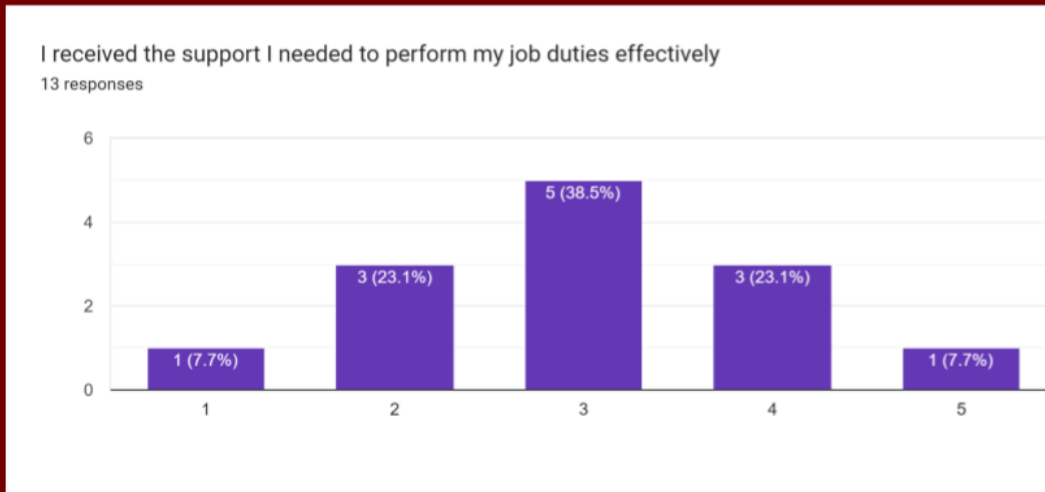
13 responses



2024



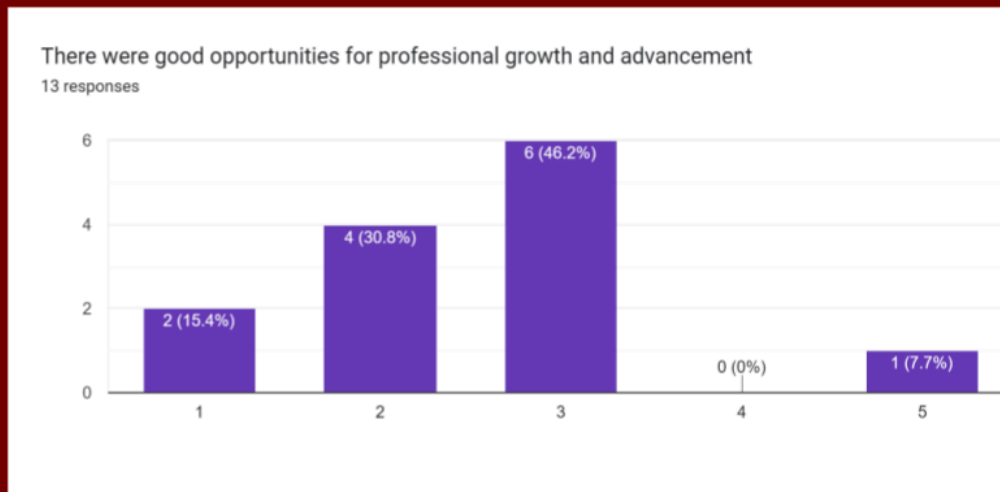
6. I feel that (please indicate your level of agreement based on your experience):



2024



6. I feel that (please indicate your level of agreement based on your experience):



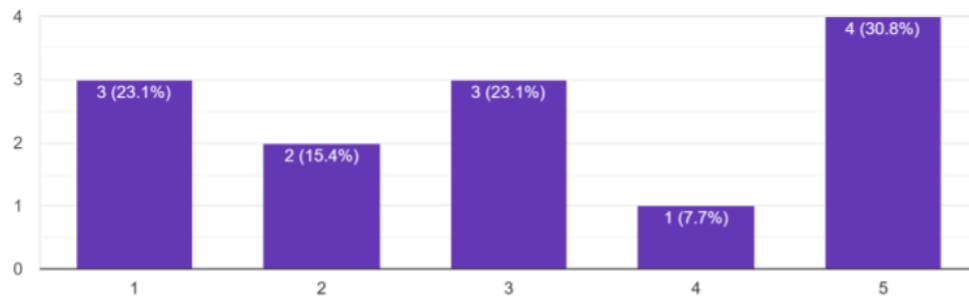
2024



6. I feel that (please indicate your level of agreement based on your experience):

The workplace did not tolerate bullying or harassment of any kind

13 responses



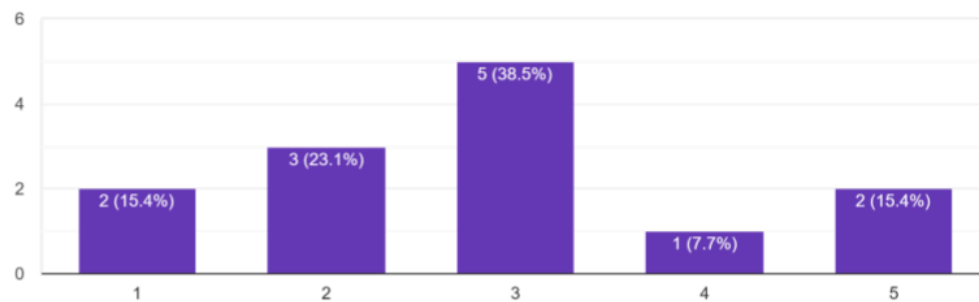
2024



6. I feel that (please indicate your level of agreement based on your experience):

The workplace consistently followed policies and practices

13 responses



2024



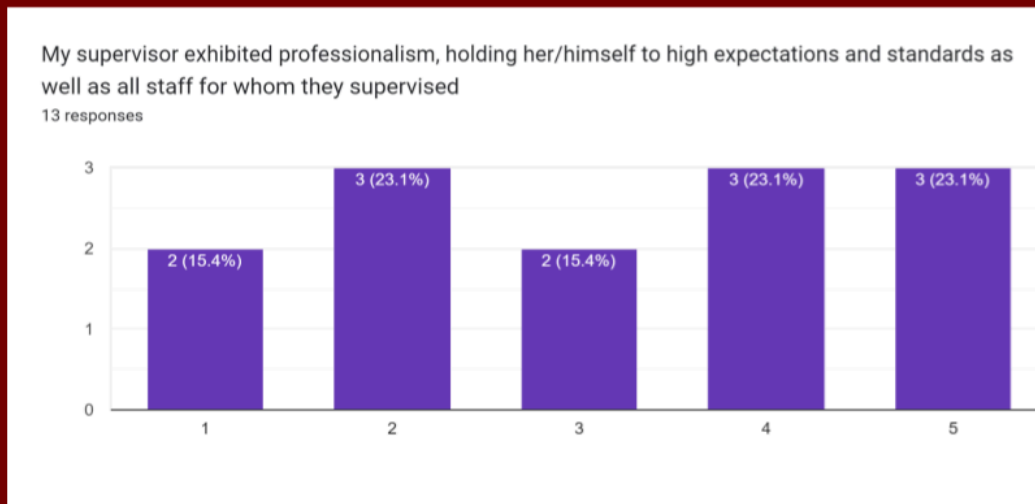
6. I feel that (please indicate your level of agreement based on your experience):



2024



6. I feel that (please indicate your level of agreement based on your experience):



2024



7. My primary reason for leaving is: (People could choose more than one reason)

- 5 – Accepted a position in another district
- 3 – Accepted another position with better compensation
- 3 – Accepted a position with better benefits
- 3 – Retirement
- 3 – Did not feel supported at work
- 3 – Unsatisfied with my job duties
- 3 – Personal reason

2024



8. If you are changing professions please share what your new profession is and why you chose to leave your current profession

- Social work. I want to help students with social emotional learning
- I will be tutoring in a different capacity in another district. I feel as though I was pulled for coverage at a rate that did not allow me to perform my job duties.
- Applied behavior analysis

2024



9. Could we have done something to keep you at Windsor Locks Public Schools?

- No
- Reimburse tuition fully
- No; I planned for an early retirement
- As a tutor I received no 401k or paid time off. This is not the reason I chose to leave the district, but I feel it may be for others.
- Make teaching less stressful
- Provide more support staff to reduce burnout.
- Better Recognition for teachers and staff that are going above and beyond like bringing back the teacher of the year programming that is statewide.
- Thinking about and implementing traditional grading rather than standard based grading for middle school and high school students. This would help them care more and work harder in their academics rather than just trying to do the bare minimum to get by to master the standard.

2024



10. The Human Resources Office would like to improve the employment experience for our employees.

- Everything top notch
- Stop cutting positions unnecessarily and losing workers that provide value to the district.
- Children need a voice - what is working for them? What changes do they want to see? Giving them a voice would create a school community where everyone feels they have something invested.
- Please think out of the box. Combine PD days with other districts so you can combine resources and offer training in Unified Arts, technology, reading, math, science - imagine the things you could do for Professional Development.
- There are amazing teachers in this building - please don't lose them - give them a voice - get better training for staff where it's not just one day and done, revisit grading, hold students accountable, create pods of teachers to support new teachers.
- Make everyone feel like they matter by giving everyone a voice.
- Fix your insurance programming to cover thru the summer.

2024



Next Steps

Areas to Address to Assist with Retention

- Ongoing check-ins, mentoring and feedback between supervisors and employees
- Created a forum for new teachers in which to interact, learn, engage and grow
- Support for teachers new to Windsor Locks, not just new to teaching
- Survey new hire teachers mid-year for insight on:
 - Recruitment process
 - Onboarding process
 - School level orientation and support

2024



Next Steps

Changes to the Survey Document

- Implement strategies to increase the response rate. With this being new the sampling is small.
- Seek comments specific to each slide rather than just a summary at the end to help identify the "why" in each statement
- Review with Leadership to seek feedback

2024

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

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

DATE: DECEMBER 12, 2024

RE: ADJUSTMENT TO DAILY SUBSTITUTE RATE

Background:

Substitute Teachers in Windsor Locks have routinely been paid a daily rate that is roughly equivalent to just above minimum wage. The current rate is \$120 per day. Effective January 1, 2025, the minimum wage in CT is mandated to increase from \$15.69 per hour to \$16.35 per hour, an increase of 4.21%. For a 7:10 minute work day this equates to \$117.18 per day. The minimum wage increased from \$15.00 per hour to \$15.69, a 4.6% increase, on January 1, 2024. We anticipate another increase January 1, 2026.

There are currently in the budget 1 building substitute each at HS and MS, and 2 each at NSS and SES. We have vacancies continually as the positions are hard to fill at the daily rate we offer. Daily absences average much higher than the number of substitutes at each school, and with the lack of substitutes teachers are required to give up their preparation period to cover classes and/or for classes to be combined on some days. This creates an impact on the educational opportunities for students, as well as a cost to the district for paying teachers the contractual hourly rate to cover classes.

Research

We reached out to Districts across the State to research daily rates. 37 districts responded. Many others use Kelly Educational Services, and their rates are proportionately higher as districts pay anywhere from 35% to 42% mark up on the daily rate substitutes receive.

- Average Daily Rate \$134
- Mean Daily Rate \$135
- Range \$115 to \$200 (Enfield)

Rates were clustered in 4 different ranges:

- \$115 to \$126 13 districts
- \$130 to \$136 10 districts
- \$140 to \$150 10 districts
- \$175 to \$200 4 districts

Recommendation

It is recommended that the Board approve an increase in the daily rate for Substitute Teachers to \$150 per day. This will position us to be more competitive and allow us to attract more candidates to ensure we fill our substitute roles. Doing so will ensure classes are covered and teachers are not as impacted by losing their preparation time.

BOARD MOTION: “**Move** that the Board of Education approves the recommended adjustment in substitute teacher compensation effective January 1, 2025.”

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN L. PARKHURST, SUPERINTENDENT
DATE: DECEMBER 12, 2024
RE: FINANCE REPORT

FY Update and Budget Line Item Transfers

FY25 Financials

FY25 GL BUDGET	\$ 34,051,186.00
Range to Date (November 1-30, 2024)	\$ 4,332,496.51
YTD through November 30, 2024	\$ 11,503,207.91
FY25 Encumbrance	\$ 18,170,675.12
FY25 Budget Balance	\$ 4,377,302.97
FY25 % of Budget Remaining	12.86%

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

- Budget Transfer 2025-7: Transfer from SES Teacher / Interventionist (010.SS.213.1000.111.195) to Paraeducator (010.DS.214.1200.112.260). \$15,958.00.

BOARD MOTION: “**Move** that the Board of Education accepts the (1) budget transfer request(s), control number(s) 2025-7, for the Finance Department to execute in December 2024.”

FY25 November 2024 Review - Full-Year Forecast Budget Balances

Acct Area	Description	Budget	Budget Balance as of 11/30/2024	%	Full-Year Forecast Budget Balance as of 11/30/2024	%	Notes
100	Student Activity	589,955.00	306,817.47	52.01%	0.00	0.00%	
110	Central Administration	1,182,382.88	19,765.10	1.67%	0.00	0.00%	
120	Capital Improvements	4,200.00	200.00	4.76%	0.00	0.00%	
130	Administrative Expenses	239,159.00	16,259.74	6.80%	0.00	0.00%	
140	Tuition & Special Svcs	2,531,861.79	1,133,373.25	44.76%	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	14,930,207.83	462,408.19	3.10%	109,032.00	0.73%	Contingency Degree Changes, Undesignated, and Long-Term Subs. Plan for a minimum wage increase effective January 1st.
214	Support Staff	2,887,099.29	56,734.27	1.97%	0.00	0.00%	
215	Secretarial Staff	390,361.51	(256.98)	-0.07%	(256.98)	-0.07%	Staff additional hours to cover extended absence(s)
220	Textbooks	9,104.25	448.45	4.93%	0.00	0.00%	
230	Library	29,560.70	20,897.30	70.69%	0.00	0.00%	
231	Technology	233,996.13	79,609.14	34.02%	0.00	0.00%	
240	Teaching Supplies	229,390.98	107,854.55	47.02%	0.00	0.00%	
250	Instructional Support	55,728.98	28,218.42	50.64%	0.00	0.00%	
300	Health Care	419,336.65	39,265.59	9.36%	0.00	0.00%	
520	Transportation	1,914,347.10	28,841.37	1.51%	19,252.00	1.01%	Smyth Bus runs consolidated. October amount reduced by magnet school door-to-door bus run
610	Custodial Staff	1,423,597.35	74,763.42	5.25%	0.00	0.00%	
620	Contracted Service/Plant Op	419,501.46	245,148.74	58.44%	0.00	0.00%	
640	Utilities	1,046,292.38	136,228.02	13.02%	122,663.73	11.72%	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	133,999.76	87.01%	0.00	0.00%	
720	Building & Grounds Repairs	186,685.00	100,438.26	53.80%	0.00	0.00%	
721	Equip Repair & Rental	132,350.42	14,724.70	11.13%	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	11,872.80	77.85%	0.00	0.00%	
810	Retire/Social Security	1,575,000.00	994,233.96	63.13%	0.00	0.00%	
820	Insurance	2,283,950.00	359,102.91	15.72%	65,000.00	2.85%	HSA Budget \$425,000 Estimated Actual \$360,000
	Grand Total	34,051,186.00	4,377,302.97	12.86%	312,401.04	0.92%	

Windsor Locks Public Schools

BOE GF Monthly Expenditures by Acct Area

From Date: 11/1/2024

To Date: 11/30/2024

Fiscal Year: 2024-2025

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

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
010.00.100.0000.000.000	Balance Sheet Account Area: Student Activity - 100	\$589,955.00 \$589,955.00	\$52,819.75 \$52,819.75	\$113,201.96 \$113,201.96	\$476,753.04 \$476,753.04	\$169,935.57 \$169,935.57	\$306,817.47 \$306,817.47	52.01% 52.01%
010.00.110.0000.000.000	Balance Sheet Account Area: Central Administration - 110	\$1,182,382.88 \$1,182,382.88	\$136,327.59 \$136,327.59	\$475,702.40 \$475,702.40	\$706,680.48 \$706,680.48	\$686,915.38 \$686,915.38	\$19,765.10 \$19,765.10	1.67% 1.67%
010.00.120.0000.000.000	Balance Sheet Account Area: Capital Improv & Equip - 120	\$4,200.00 \$4,200.00	\$0.00 \$0.00	\$0.00 \$0.00	\$4,200.00 \$4,200.00	\$4,000.00 \$4,000.00	\$200.00 \$200.00	4.76% 4.76%
010.00.130.0000.000.000	Balance Sheet Account Area: Administrative Expenses - 130	\$239,159.00 \$239,159.00	\$9,683.30 \$9,683.30	\$148,133.10 \$148,133.10	\$91,025.90 \$91,025.90	\$74,766.16 \$74,766.16	\$16,259.74 \$16,259.74	6.80% 6.80%
010.00.140.0000.000.000	Balance Sheet Account Area: Tuition & Special Services - 140	\$2,531,861.79 \$2,531,861.79	\$321,634.35 \$321,634.35	\$483,650.71 \$483,650.71	\$2,048,211.08 \$2,048,211.08	\$914,837.83 \$914,837.83	\$1,133,373.25 \$1,133,373.25	44.76% 44.76%
010.00.211.0000.000.000	Balance Sheet Account Area: Principals - 211	\$1,091,544.30 \$1,091,544.30	\$125,214.36 \$125,214.36	\$442,889.63 \$442,889.63	\$648,654.67 \$648,654.67	\$640,010.41 \$640,010.41	\$8,644.26 \$8,644.26	0.79% 0.79%
010.00.213.0000.000.000	Balance Sheet Account Area: Instructional Staff - 213	\$14,930,207.83 \$14,930,207.83	\$1,915,006.65 \$1,915,006.65	\$4,469,167.15 \$4,469,167.15	\$10,461,040.68 \$10,461,040.68	\$9,998,632.49 \$9,998,632.49	\$462,408.19 \$462,408.19	3.10% 3.10%
010.00.214.0000.000.000	Balance Sheet Account Area: Support Staff - 214	\$2,887,099.29 \$2,887,099.29	\$397,795.25 \$397,795.25	\$916,783.04 \$916,783.04	\$1,970,316.25 \$1,970,316.25	\$1,913,581.98 \$1,913,581.98	\$56,734.27 \$56,734.27	1.97% 1.97%
010.00.215.0000.000.000	Balance Sheet Account Area: Secretarial Staff - 215	\$390,361.51 \$390,361.51	\$47,074.53 \$47,074.53	\$158,520.68 \$158,520.68	\$231,840.83 \$231,840.83	\$232,097.81 \$232,097.81	(\$256.98) (\$256.98)	-0.07% -0.07%
010.00.220.0000.000.000	Balance Sheet Account Area: Textbooks - 220	\$9,104.25 \$9,104.25	\$155.80 \$155.80	\$8,655.80 \$8,655.80	\$448.45 \$448.45	\$0.00 \$0.00	\$448.45 \$448.45	4.93% 4.93%
010.00.230.0000.000.000	Balance Sheet Account Area: Library - 230	\$29,560.70 \$29,560.70	\$877.24 \$877.24	\$6,841.67 \$6,841.67	\$22,719.03 \$22,719.03	\$1,821.73 \$1,821.73	\$20,897.30 \$20,897.30	70.69% 70.69%
010.00.231.0000.000.000	Balance Sheet Account Area: Technology - 231	\$233,996.13 \$233,996.13	\$3,214.67 \$3,214.67	\$141,843.73 \$141,843.73	\$92,152.40 \$92,152.40	\$12,543.26 \$12,543.26	\$79,609.14 \$79,609.14	34.02% 34.02%
010.00.240.0000.000.000	Balance Sheet Account Area: Teaching Supplies - 240	\$229,390.98 \$229,390.98	\$15,283.92 \$15,283.92	\$84,192.36 \$84,192.36	\$145,198.62 \$145,198.62	\$37,344.07 \$37,344.07	\$107,854.55 \$107,854.55	47.02% 47.02%
010.00.250.0000.000.000	Balance Sheet Account Area: Instructional Support - 250	\$55,728.98 \$55,728.98	\$1,649.07 \$1,649.07	\$15,515.17 \$15,515.17	\$40,213.81 \$40,213.81	\$11,995.39 \$11,995.39	\$28,218.42 \$28,218.42	50.64% 50.64%
010.00.300.0000.000.000	Balance Sheet Account Area: Health Care - 300	\$419,336.65 \$419,336.65	\$56,500.52 \$56,500.52	\$133,316.04 \$133,316.04	\$286,020.61 \$286,020.61	\$246,755.02 \$246,755.02	\$39,265.59 \$39,265.59	9.36% 9.36%
010.00.520.0000.000.000	Balance Sheet Account Area: Transportation - 520	\$1,914,347.10 \$1,914,347.10	\$232,490.83 \$232,490.83	\$403,111.78 \$403,111.78	\$1,511,235.32 \$1,511,235.32	\$1,482,393.95 \$1,482,393.95	\$28,841.37 \$28,841.37	1.51% 1.51%
010.00.610.0000.000.000	Balance Sheet Account Area: Custodial Staff - 610	\$1,423,597.35 \$1,423,597.35	\$168,832.45 \$168,832.45	\$591,134.17 \$591,134.17	\$832,463.18 \$832,463.18	\$757,699.76 \$757,699.76	\$74,763.42 \$74,763.42	5.25% 5.25%
010.00.620.0000.000.000	Balance Sheet	\$419,501.46	\$31,932.99	\$109,441.30	\$310,060.16	\$64,911.42	\$245,148.74	58.44%

Windsor Locks Public Schools

BOE GF Monthly Expenditures by Acct Area

From Date: 11/1/2024

To Date: 11/30/2024

Fiscal Year: 2024-2025

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

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
	Account Area: Contracted Service/Plant Op - 620	\$419,501.46	\$31,932.99	\$109,441.30	\$310,060.16	\$64,911.42	\$245,148.74	58.44%
010.00.640.0000.000.000	Balance Sheet	\$1,046,292.38	\$82,222.53	\$313,832.33	\$732,460.05	\$596,232.03	\$136,228.02	13.02%
	Account Area: Utilities - 640	\$1,046,292.38	\$82,222.53	\$313,832.33	\$732,460.05	\$596,232.03	\$136,228.02	13.02%
010.00.650.0000.000.000	Balance Sheet	\$154,000.00	\$18,386.86	\$19,760.38	\$134,239.62	\$239.86	\$133,999.76	87.01%
	Account Area: Custodial Supplies - 650	\$154,000.00	\$18,386.86	\$19,760.38	\$134,239.62	\$239.86	\$133,999.76	87.01%
010.00.720.0000.000.000	Balance Sheet	\$186,685.00	\$24,347.76	\$64,189.93	\$122,495.07	\$22,056.81	\$100,438.26	53.80%
	Account Area: Building & Grounds Repairs - 720	\$186,685.00	\$24,347.76	\$64,189.93	\$122,495.07	\$22,056.81	\$100,438.26	53.80%
010.00.721.0000.000.000	Balance Sheet	\$132,350.42	\$11,419.28	\$63,304.40	\$69,046.02	\$54,321.32	\$14,724.70	11.13%
	Account Area: Equip Repair & Rental - 721	\$132,350.42	\$11,419.28	\$63,304.40	\$69,046.02	\$54,321.32	\$14,724.70	11.13%
010.00.729.0000.000.000	Balance Sheet	\$76,323.00	\$13,102.12	\$39,306.36	\$37,016.64	\$39,306.36	(\$2,289.72)	-3.00%
	Account Area: Lease/Rental - 729	\$76,323.00	\$13,102.12	\$39,306.36	\$37,016.64	\$39,306.36	(\$2,289.72)	-3.00%
010.00.730.0000.000.000	Balance Sheet	\$15,250.00	\$1,577.20	\$3,377.20	\$11,872.80	\$0.00	\$11,872.80	77.85%
	Account Area: Replacement Equipment - 730	\$15,250.00	\$1,577.20	\$3,377.20	\$11,872.80	\$0.00	\$11,872.80	77.85%
010.00.810.0000.000.000	Balance Sheet	\$1,575,000.00	\$203,794.88	\$580,485.56	\$994,514.44	\$280.48	\$994,233.96	63.13%
	Account Area: Retire/Social Security - 810	\$1,575,000.00	\$203,794.88	\$580,485.56	\$994,514.44	\$280.48	\$994,233.96	63.13%
010.00.820.0000.000.000	Balance Sheet	\$2,283,950.00	\$461,152.61	\$1,716,851.06	\$567,098.94	\$207,996.03	\$359,102.91	15.72%
	Account Area: Insurance - 820	\$2,283,950.00	\$461,152.61	\$1,716,851.06	\$567,098.94	\$207,996.03	\$359,102.91	15.72%
	Grand Total:	\$34,051,186.00	\$4,332,496.51	\$11,503,207.91	\$22,547,978.09	\$18,170,675.12	\$4,377,302.97	12.86%

End of Report

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

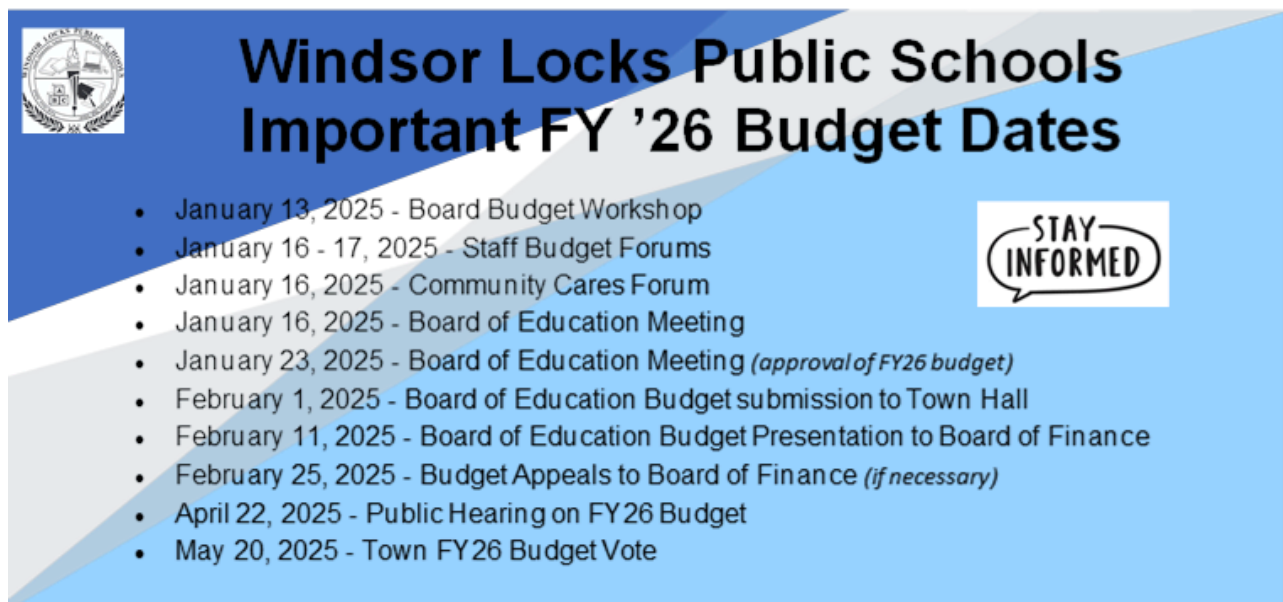
FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: DECEMBER 12, 2024

RE: SUPERINTENDENT’S PROPOSED FY 25-26 BUDGET PRESENTATION

Through the collaborative work of the entire Leadership Team and respective staff at the building level, the Initial FY26 Budget is presented for your review, discussion, and possible vote.

In addition, all live budget line item documents will be available on our website on Friday, December 13, 2024 for review.



The graphic features the Windsor Locks Public Schools logo on the left. The main title is "Windsor Locks Public Schools Important FY '26 Budget Dates". A list of dates and events is provided, including a Board Budget Workshop, Staff Budget Forums, Community Cares Forum, Board of Education Meetings, Budget submission to Town Hall, Budget Presentation to Board of Finance, Budget Appeals, Public Hearing, and Town Budget Vote. A "STAY INFORMED" speech bubble icon is on the right.

- January 13, 2025 - Board Budget Workshop
- January 16 - 17, 2025 - Staff Budget Forums
- January 16, 2025 - Community Cares Forum
- January 16, 2025 - Board of Education Meeting
- January 23, 2025 - Board of Education Meeting (*approval of FY26 budget*)
- February 1, 2025 - Board of Education Budget submission to Town Hall
- February 11, 2025 - Board of Education Budget Presentation to Board of Finance
- February 25, 2025 - Budget Appeals to Board of Finance (*if necessary*)
- April 22, 2025 - Public Hearing on FY26 Budget
- May 20, 2025 - Town FY26 Budget Vote

Board Motion: “Move that the Board of Education approve the Superintendent’s proposed FY 25-26 Budget as presented and rename it to the Board of Education FY 26 Budget.”

Old Business

BOE Policy Policy 5145.12 – Search and Seizure Update

Where are we with Vaping?

Discipline

*Related to drugs, alcohol, tobacco

- 2024 - 2025
 - 13 students suspended to date
- 2023 - 2024
 - 21 students suspended
- 2022 - 2023
 - 33 students suspended
- 2021 - 2022
 - 27 students suspended

What have we done?

- Vape detectors
- Student searches
- Bathroom monitors
- Limited number of students in restrooms based on number of stalls
- Sweeps of the bathroom ceiling tiles regularly
- Increased police presence in the hallways
- Close certain restrooms when monitors are not available and vape alerts are excessive

Next Steps

- The wands have been ordered and delivered and we will start using these after winter break.
- Communication has been shared with families regarding this new approach.
- We are going to continue with random drug sniffing dogs.
- Continue with proactive approaches to prevent student vaping/drug use both in and out of school
- Continue with disciplinary consequences including but not limited to suspension, arrests, and expulsion.



NEASC 3-year Update

Decennial Accreditation Visit
March 7, 2021 - March 10, 2021

Meets the Standard

- 1.1a - Safe Environment
- 1.2a - Vision, Mission, Core Values
- 3.1a - School Improvement Plan
- 4.1a - Intervention
- 5.1a - Building & Grounds

Does not Meet the Standard

- 2.2a - Common Curriculum Format

Next Steps

- Common Curriculum Template
- SRBI Team and Process
- Vision of the Graduate/Pathways

Three Year Report

Commendations

- Safe School Climate Coordinator
- Addition of Curriculum Director(s)
- Completion of Common Templates
- Math & ELA Interventionists
- Structured SRBI Process
- Use of flex blocks
- Student Led Conferences

Next Steps for 6-year report

- Continue work with Vision of the Graduate
- Develop a district wide curriculum review cycle

Windsor Locks Public Schools

www.wlps.org

Educational Leadership

Shawn Parkhurst

Superintendent of Schools 860-292-5000

sparkhurst@wlps.org

Giovanna Testani, Principal

North Street School 860-292-5027

gtestani@wlps.org

Monica Briggs, Principal

South Elementary School 860-292-5021

mbriggs@wlps.org

Matthew Warner, Principal, Christine Domler, Assistant Principal

Windsor Locks Middle School 860-292-5012

mwarner@wlps.org cdomler@wlps.org

Rebecca Bissonnette, Principal, Kristen Krupa, Assistant Principal

Windsor Locks High School 860-292-5032

rbissonnette@wlps.org krupa@wlps.org

Matt Sigall, President

Windsor Locks Teachers' Association 860-292-5032

msigall@wlps.org

Central Office

Megan Parrette

Director of STEAM Curriculum, Instruction, and Assessment

mparrette@wlps.org

Robert Stacy

Executive Director of Human Resources 860-292-5744

rstacy@wlps.org

Joshua Robinson

Director of Pupil Services 860-292-5707

jvrobinson@wlps.org

Rachel March

Coordinator of Alternative Programs

rmarch@wlps.org

Patricia Proctor

Director of Operations & Finance 860-292-5709

pproctor@wlps.org