

# WINDSOR LOCKS PUBLIC SCHOOLS



## BOARD OF EDUCATION MEETING

**Special Meeting**

**June 4, 2020**

**4:00 p.m.**

**To receive remote meeting link and login information, please register to attend this meeting by sending an email to:**

**[dbole@wips.org](mailto:dbole@wips.org)**

**no later than 2:00 pm on June 4, 2020**

**Windsor Locks Board of Education**

**Patricia King, Chairwoman**

**Margaret Byrne, Vice Chairwoman**

**Jim McGowan**

**Dennis Gragnolati**

**Paige Latournes**

**Shawn Parkhurst**

**Superintendent of Schools**

## **MISSION STATEMENT AND CORE BELIEFS**

The WLPS will create and sustain a community of life-long learners where all students are engaged, empowered and expected to achieve at the highest levels and to become responsible, contributing citizens in an ever-changing, global society.

In order to achieve our mission our students will receive a world class education that:

- Challenges each student to meet and exceed high expectations through a stimulating, rigorous and challenging curriculum;
- Enables each student to think critically, work collaboratively, and display the confidence necessary to be successful in a diverse and complex society;
- Prepares each student to be an adaptable risk taker who is proud to invest in the future;
- Prepare each student to use all of the technological resources available to complete research, solve problems, and identify creative solutions;
- Develops individuals who are open-minded, respectful, and compassionate,
- Develops honest, interdependent, skilled future leaders and independent thinkers who will become the world's problem solvers;
- Enriches the skills and talents of each student to be inventive and ready to achieve a sustainable future;
- Invites the entire community to be involved in providing a well-rounded education; which
- Inspires each student to become an active member of our community, the nation, and the world.

## Special Meeting - Agenda

June 4, 2020

Windsor Locks Board of Education

4:00 p.m.

To receive meeting information, please register to attend this meeting by sending an email to: [dbole@wlps.org](mailto:dbole@wlps.org)

- Goal 1: Windsor Locks Public Schools will ensure that all students are engaged in their learning and challenged to achieve, grow, and demonstrate mastery.
- Goal 2: Windsor Locks Public Schools will use research-based leadership and best workplace practices to ensure achievement, growth and mastery for all.
- Goal 3: Windsor Locks Public Schools will support every student through a diverse network of caring adults.
- Goal 4: Windsor Locks Public Schools will provide a positive, equitable, safe and healthy climate for adults and students, to learn how to sustain and promote healthy living.

- I. Call to Order
  - A. Roll Call
  - B. Pledge of Allegiance
  - C. Student Representatives Report
  - D. Board of Education Communications
- II. Public Audience (only on Agenda Items)
  - A. *In Accordance with BOE Policy 9020 - The Windsor Locks Board of Education (Board) recognizes that communication is a continuous two-way process. The Board believes that it is important to keep the public informed about educational programs, and, in turn, that the community should have the opportunity to provide input.*
- III. Student Recognition
- IV. Approval of Minutes: **Vote Needed** p. 6 Exhibit IV
  - A. 5/21/20 - Special Meeting Minutes
  - B. 5/28/20 - Special Meeting Minutes
- V. Personnel Report
  - A. Approval of Superintendent's Evaluation & Contract: **Vote Needed**
  - B. Resignation: **Vote Needed** p. 23 Exhibit V B
  - C. Assistant Superintendent Search Update
- VI. Reports on Standing Committees:
  - A. Correspondence

- B. Curriculum
- C. Policy
- D. Finance
- VII. Old Business
  - A. Update MS STEM, Innovation & Science Integration
- VIII. New Business
  - A. COVID-19 Update: Discussion, and Status
  - B. Board of Finance 20-21 Budget Request Discussion
- IX. Public Audience (General)
  - A. *In Accordance with BOE Policy 9020 - The Windsor Locks Board of Education (Board) recognizes that communication is a continuous two-way process. The Board believes that it is important to keep the public informed about educational programs, and in turn, that the community should have the opportunity to provide input.*
- X. 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. Discussion of Collective Bargaining Unit Negotiations
    - That in attendance in the Executive Session shall be limited to:
      - Members of the Board of Education
      - Superintendent of Schools
      - Director of Human Resources
      - Business Manager
      - Others as Requested to Attend
- XI. Adjourn to Public Session
- XII. Action, if any, on Executive Session Items: **Vote Possible**
- XIII. Adjourn

For the Chairperson of the Board of Education  
 Shawn L. Parkhurst - Superintendent of Schools  
 Copy: Town Clerk - Please Post

### Upcoming Events:

Event	Date/Time	Location
Staff Begin Closing Out Classrooms & Work Spaces	Monday, June 1, 2020 - Friday, June 5, 2020	Districtwide
Wellness, Health & Safety Reopening Committee Meeting	Wednesday, June 3, 2020 9:00 a.m.	Virtual
Wellness Wednesday - Tap Dancing	Wednesday, June 3, 2020 1:00 p.m.	Please Email: <a href="mailto:dbole@wlps.org">dbole@wlps.org</a> for access
Dollars for Scholars Awards Night	Wednesday, June 3, 2020 6:00 p.m.	See Website for Virtual Link
Assistant Superintendent First Round Interviews	Thursday, June 4, 2020 and Friday, June 5, 2020	Virtual
Board of Education Curriculum Committee Meeting	Thursday, June 4, 2020 2:15 p.m.	Virtual
BOE Meeting	Thursday, June 4, 2020 4:00 p.m.	Please Email <a href="mailto:dbole@wlps.org">dbole@wlps.org</a> for access
Parent Call in and Q & A with the Superintendent	Friday, June 5, 2020 10:00 a.m.	<b>Cancelled - This Week Only</b>
WLMS Reverse Teacher Appreciation Car Parade	Friday, June 5, 2020 2:30 p.m.	South Elementary & BOE Parking Lots

**EXHIBIT IV**

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN PARKHURST, SUPERINTENDENT

DATE: JUNE 4, 2020

RE: APPROVAL OF MINUTES

- May 21, 2020 - Special Meeting
- May 28, 2020 - Special Meeting

**Board Motion: “MOVE that the Board of Education approve the minutes as presented.”**

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

**MINUTES OF THE SPECIAL MEETING,  
May 21, 2020 at 4:00 p.m.**

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

Goal 1: Windsor Locks Public Schools will insure that all students are engaged in their learning and challenged to achieve at the highest level.

Goal 2: Windsor Locks Public Schools will use research-based leadership and best workplace practices to ensure high levels of achievement.

Goal 3: Windsor Locks Public Schools will support every student through a diverse network of caring adults.

Goal 4: Windsor Locks Public Schools will provide safe and healthy environments where students will learn how to sustain and promote healthy living.

Members Present: P. King, M. Byrne, J. McGowan, D. Gragnolati and P. Latournes  
Members Absent: None

Administrators: S. Parkhurst, S. Cournoyer, C. Bradshaw-Hill, S. Lee, A. Goodwin, S. Mills, J. Ferreira, M. Briggs, D. Prinstein, C. Grado, C. Domler, H. Earley, J. Robinson and J. Lavorgna

Student Representatives: N. Passaro and K. Goud

Students: Unknown

Staff: D. Bole

Others: 62 total people were signed in on the

Press: None

**I. Call to Order**

Chairwoman Patricia King called the Special Meeting to Order at 4:00 p.m. held via Zoom Meeting

<https://zoom.us/j/98010212788?pwd=TERtdW9Mb2sxZGNpdDh1L1F4eFRIZz09>

Meeting ID: 980 1021 2788 Password: 957400

A. Roll Call for Quorum - All Board Members present.

B. Pledge of Allegiance

All stood up and pledged allegiance to the flag. Chairwoman Mrs. Patricia King asked for a moment of silence to honor Ms. Linda Colo, an English Teacher and Media Specialist of the district for over thirty-five years. She passed away on Sunday from complications of COVID-19.

### C. Student Representatives

Ms. Krithi Goud, Student Representative, addressed the Board. She commented that distant learning is still continuing and her teachers have been amazing. Students are progressing to mastery with support of their teachers. The Class of 2020 have had many meetings discussing graduation.

Mr. Nick Passaro, Student Representative, addressed the Board. He was proudly wearing his Hartford Hawks t-shirt. He noted that all of the AP exams finished up in Windsor Locks on Tuesday. Testing went smoothly.

### D. Board of Education Communications

Chairwoman Mrs. King noted commented that the North Street School Annual Memorial Day Parade will take place on Friday. She commented that the nurse's contract negotiations are taking place and they should have a contract shortly. She attended the first steering committee meeting discussing the re-opening plan, it was a very productive meeting but a lot more has to be done. She attended the second round of interviews for the high school principal position, she hopes a candidate will be announced shortly. She also noted a policy meeting was held as well.

### E. Student Recognition

#### 1. Windsor Locks High School

##### a. Valedictorian Owen Cannon

Mr. Parkhurst announced the valedictorian of the Class of 2020, Owen Cannon. Mr. Parkhurst gave a bio of Owen Cannon listing all of his accomplishments at the middle school and high school, which included the CAS Governor's Scholarship, The Yale Book Award, The Rensselaer Medal, The Governor Scholarship, Co-Captain of the Math Team, Class Treasurer, All-State Choir, and, The National Merit Scholarship. He also has a strong stage presence during his high school carrier, having leading roles in *Phantom of the Opera* as "Monsieur Firmin," *Into the Woods* as "The Baker," *Mary Poppins* as "Bert," and was unable to fill his leading role in 42nd Street, due to the cancellation of school. He will begin his studies as a computer science major at Amherst College.

##### b. Salutatorian Carl Giannelli

Mr. Parkhurst announced the salutatorian of the Class of 2020, Carl Giannelli. Mr. Parkhurst gave a bio of Carl Giannelli listing his accomplishments as a four year honor student, taking AP classes



and receiving the Harvard Book Award. Since a young age, Carl has pursued his music education through band rehearsals and bad gigs as his extracurricular activities. His bad, Kim Normal (f/k/a No Idea), independently recorded and released their first EP in 2017 and released an EP this past summer of 2019. He will begin his next chapter at the University of New Haven as a music industry major.

## 2. Connecticut Association of Schools – Scholar Leader Awards

### a. Emma Norris, Windsor Locks Middle School

Mr. Parkhurst announced Emma Norris as a Connecticut Association of Schools Scholar Leader. She is described as a hard worker who is diligent and responsible. She has served in the WLMS History Club for the past three years. As a seventh grader Emma helped organize and implement the most successful Heritage Day. As an eighth grader Emma was named to the Heritage Day leadership team where she was one of the students in charge of planning Heritage Day. She also led her peers in the Student Council. She has musical strength through her participation in Honors Choir, and has demonstrated her athletic ability on the soccer field during both 6th and 7th grade.

### b. Mike Passaro, Windsor Locks Middle School

Mr. Parkhurst announced Mike Passaro as a Connecticut Association of Schools Scholar Leader. He is described as an individual who quietly leads by example. He demonstrates respect for others, an ability to engage with all of his peers. He is a leader of the percussion section working with others in the WLMS band as needed behind the scenes. He also has demonstrated his considerable athletic ability and leadership when serving as Captain of the WLMS soccer team, by playing for the CFC Soccer Club, and by swimming with the Water Jets swim team for 5 years. As a seventh grader Mike helped organize and implement the most successful Heritage Day and he continued to participate and to lead this club as an 8th grader.

## II. Public Audience (Only on Agenda Items) in Accordance with BOE Policy 9020

Ms. Donna Bole asked anyone who would like to make a public comment, please write the comment in the chat box and she will unmute the microphone.

Ms. Grace Cannon of Acorn Drive addressed the Board. She is the Secretary of the Class of 2020. The Class of 2020 have been the guinea pigs since entering the sixth grade learning a different way that their predecessors did. Nothing has been normal for this class and now after thirteen years together, she would like to

celebrate with her classmates their graduation but she understands the graduation for the Class of 2020 will be anything but normal. She believes she and her classmates deserve one last chance to say goodbye to each other. She hopes that the Board will approve the plan that will come before them so the Class of 2020 will be able to celebrate together.

Mr. Colin O'Brien of 33 Anthony Street addressed the Board. He is the President of the Class of 2020 and as president he has been elected to speak to his class one last time at graduation. The class has 112 students who will be graduating and they all crave closure and a final goodbye as a class. He urged the Board to approve the plan that they have come up with for graduation. The Class of 2020 is very emotional and has had many disappointments with EEE and COVID-19, he hopes the Board will let him speak to his class one last time.

Ms. Erin Christensen of 103 Michelle Drive addressed the Board. She is the Vice-President of the Class of 2020 and she believes the class deserves their final goodbye. She has been in town for 18 years as many of her classmates have and the past 13 years have been spent in Windsor Locks Public Schools. Many memories have been made that will last a life time and she hopes the Board will allow her class to make one more memory together, one final time.

Ms. Laura Cannon of 61 Acorn Drive addressed the Board. She hopes the Board will support the Class of 2020 for all of the hard work they have done drafting a graduation plan that has been approved by the Department of Health. She really hopes the Board will support and approve it.

### III. Approval of Minutes

- A. 05/07/20 – Executive Session
- B. 05/07/20 – Special Meeting
- C. 05/14/20 – Special Meeting

An error was noted in the May 7, 2020 Special Meeting and May 14, 2020 Special Meeting minutes. It was that in Section IV., Sub-Section B, Update on WLHS Principal Search an error was made. It noted that Board Member Paige Latournes was a member of the interview process, which is incorrect. She is not a member of that group.

It was MOVED (Byrne) and SECONDED (Latournes) and PASSED (U) that the Board of Education approves the May 7, 2020 Executive Session Meeting Minutes as presented and approves the May 7, 2020 Special Meeting and May 14, 2020 Special Meeting Minutes as amended.

### IV. Personnel Report

- A. Update on WLHS Principal Search

Ms. Sheri Lee, Director of Human Services, addressed the Board. She

updated the Board on the search for the next Windsor Locks High School Principal. The second round on interviews took place and there are three strong candidates for the position. The interviews went very well and she hopes to have a candidate to bring to the Board for approval at the next meeting.

#### B. Assistant Superintendent Search

Ms. Lee commented that the position for Assistant Superintendent has been posted. It will close on May 29, 2020. Once all of the resumes have been collected, she will review them with Mr. Parkhurst to determine which candidates will be moving to the first round of interviews

### V. Reports on Standing Committees

#### A. Correspondence

Ms. Paige Latournes read from a piece of correspondence from a reading teacher at North Street School, Ms. Eva Musumeci. She wanted to thank Mr. Parkhurst for all of his support and leadership. It has been extremely helpful!

#### B. Curriculum

##### 1. Approval of Minutes of 05/14/20 Meeting

It was MOVED (Latournes) and SECONDED (McGowan) and PASSED (4-0-1)(In Favor: P. King, J. McGowan, D. Gragnolati and P. Latournes; Opposed: None; Abstained: M. Byrne) that the Board of Education approves the Curriculum Minutes of May 14, 2020 as presented

#### C. Policy

Mr. Parkhurst noted the policy committee met and they will be bring forward policies to be reviewed by the Board at the next meeting.

#### D. Finance

None.

### VI. Old Business

#### A. Update MS STEM, Innovation & Science Integration

Mr. Parkhurst noted Ms. Cournoyer will begin to schedule meetings to discuss how to begin working on the STEM, Innovation and Science integration. She has spoken with Mr. Prinstein, Principal and Ms.

Domler, Assistant Principal of the middle school to look at scheduling and making shifts to maximize the equipment and space of the STEM to integrate in science and how to use the space and equipment for the maximum number of students. Discussions discussing how more teachers from different classes use the equipment and area in their planning and learning.

A brief discussion was held.

## VI. New Business

### A. COVID-19 Update, Discussion and Status

#### 1. District Update – School Re-Opening Plan

##### a. Steering Committee Update

Mr. Parkhurst discussed the steering committee meeting that was held recently. Three teams will be focusing re-opening in the fall and how that will look. Google folders will be set up so the work of each team can be shared among the other teams. Ms. Cournoyer mentioned the district received a copy of the reopening guidelines for summer school and camps from the state. The document is a great resource. Next week, the groups will branch off into subgroups in their discussions. Mr. Parkhurst also mentioned the kindergarten registration has opened up as well as all other grade levels, which can be done online. The district is also looking for student mentors for the upcoming year. There are applications online if anyone is interested in becoming a youth mentor.

#### 2. School Updates

##### a. Windsor Locks High School

##### 1. Winter Sports Season Closure

Mr. Parkhurst commented that since the pandemic and the closure of schools in March, the winter sports season came to an abrupt end. The girls' basketball team were in the quarter finals in the state tournament when everything was cancelled. The winter sports teams including the coaches were not able to have closure of the season. In order to celebrate those athlete, a drive thru award celebration will be held on June 24, 2020 at 5:30 p.m. This event will be held outside for safe social distancing and to abide by the guidelines. The rain date will be June 25.

A brief discussion was held.

## 2. Graduation Class of 2020

Mr. Parkhurst began discussing the plans that have been made for the graduation of the Class of 2020. He has been working with the class officers, students, parents, community members, Ms. Grado and Ms. Smith to develop a plan for graduation that will abide by the guidelines and be approved by the health department. He gave three examples of different types of graduations, which included virtual and drive thru graduations. After many meetings and under the guidance of the health department, it has been decided that only students will be giving live speeches. Adult speeches will be recorded and uploaded on the website so families can watch those speeches before their arrival at the school. Each family will be allowed one car. The area behind the high school there are 167 parking spaces and there are 112 graduates. If families need two vehicles, they will have to apply for that opportunity. There will be parking attendances and everyone will have to remain in their vehicles for the ceremony which will be approximately one hour. The Windsor Locks Police Department will be patrolling the area to make sure everyone complies with the rules and if not, those will be removed from the property. All cars must be turned off, no idling will be allowed. The graduate will sit in the front passenger side of the car and each graduate will be called up to the stage, wearing a mask and receive their diploma and have a picture taken by the professional photographer and return back to their vehicle. Only three people will be able to sit on the stage during the ceremony. The ceremony will be live streamed for those who will like to watch it from home. The cars will enter from South Street and exit out to South Elm Street. Teachers and staff will be lined up at the exit to cheer on the graduates as they leave the school.

A lengthy discussion was held which included wearing masks during professional photographs, enforcement of the rules and tickets to enter the school grounds.

It was MOVED (Byrne) and SECONDED (McGowan) and PASSED (U) that the Board of Education approves the proposed graduation plan subject to modifications discussed at this meeting.

### B. Interim Remote Grading Guide: Draft

Sharon Cournoyer, Assistant Superintendent of Schools, addressed the Board. She had a slide show discussing the Interim Remote Grading Guide for Windsor Locks Elementary School which the State Department of Education and the district's masterly-based grading practices to ensure planning of instruction and reporting of grades are equitable and sensitive to the needs of students and families while learning at home. The document includes guidelines for teacher and

student expectations as it relates to philosophy and instructional expectations. The document discussed the mission, vision and goals of the interim learning. The first slide showed a chart for grading which described each performance level RL (Remote Learning with individual comments on student progress) which she described in great detail. The next two slides that were shown described the expectations of staff and students/families. She described in detail the expectations of the staff and students/families and how grading during the interim remote learning will be handled during this school year.

A brief discussion was held.

It was MOVED (Byrne) and SECONDED (Latournes) and PASSED (U) that the Board of Education adopts the Elementary Interim Remote Learning Grading Guide as presented.

### C. Healthy Food Certification

Ms. Charmaine Bradshaw-Hill, Business Manager addressed the Board. She indicated that under Healthy Food Certification, public school districts that participate in the National School Lunch Program may choose to follow the Connecticut Nutrition Standards and receive additional state funding. Section 10-215f of the CT General Statutes requires that each local board of education or governing authority for all CT public school districts participating in the National School Lunch Program must take action annually to certify whether all food items sold to students will or will not meet the CT Nutrition Standards for the period of July 1, 2020 through June 30, 2021

It was MOVED (Byrne) and SECONDED (Gragnoleti) and PASSED (U) that

the Board of Education approves pursuant to C.G.S. Section 10-215f, the Board of Education for Windsor Locks Public Schools certifies that all food items offered for sale to students in the schools under its jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will comply with the Connecticut Nutrition Standards during the period of July 1, 2020 through June 30, 2021. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to, school stores, vending machines, school cafeterias, culinary programs, and any fundraising activities on school premises sponsored by the school or non-school organizations and groups.

It was MOVED (Byrne) and SECONDED (Gragnoleti) and PASSED (U) that the Board of Education for Windsor Locks Public Schools will allow the sale to students of food items that do not meet the Connecticut

Nutrition Standards and beverages not listed in Section 10-221q of the Connecticut General Statutes provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the food and beverage items are not sold from a vending machine or school store. An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The “regular school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held, and must be the same place as the food sales

## VII. Public Audience

Ms. Amy Bonito of 424 Woodland Street, addressed the Board. She has a senior in high school. This meeting addressed Winter Sports Awards, she was wondering if there were any plans on music awards as they usually are given during the Spring Concert, but that didn’t take place. Mr. Parkhurst responded that he was unaware of anything scheduled for the music department, but he will talk to Ms. Grado and see what can be done. She also wanted to comment on a concern about the graduation plan and the spacing between cars. She is not concerned as masks are going to be worn. It is still three weeks out, as we all know, a lot can change. She is pleased they will be able to have some type of graduation ceremony.

Ms. Karen Giannelli of 3 Columbo Terrace addressed the Board. She first wanted to wish Ms. Sharon Cournoyer the best of luck in her new position at EO Smith. She thanked her for her twenty-five years of service, she will be missed in the district. She remarked about the upcoming graduation plan and gave accolades to the students who spoke in the meeting and she hopes that everyone who physically attends will be respectful and behaved and create an environment for the whole community to be proud of. Thank you for considering the Class of 2020.

## VIII. Executive Session:

It was MOVED (Byrne) and SECONDED (Gragnotati) and PASSED (U) that the Board of Education 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:

- Discussion of Superintendent of Schools’ Evaluation
- Discussion of Superintendent of School’s Contract

That attendance in the Executive Session shall be limited to:

- Members of the Board of Education

The Board entered into executive session at 5:43 p.m.

It was MOVED (Byrne) and SECONDED (Latournes) and PASSED (U) that the Board of Education terminates Executive Session and reconvenes into public session at 7:03 p.m.

III. Adjournment

It was MOVED (Byrne) and SECONDED (McGowan) and PASSED (U) that the Board of Education adjourns the Special Meeting of May 21, 2020 at 7:04 p.m.

Respectfully submitted,

Denise M. Piotrowicz  
Recording Secretary



**Windsor Locks Board of Education**

**58 South Elm Street**

**Windsor Locks, CT 06096**

**MINUTES OF THE SPECIAL MEETING,**

**May 28, 2020 at 4:00 p.m.**

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

Goal 1: Windsor Locks Public Schools will insure that all students are engaged in their learning and challenged to achieve at the highest level.

Goal 2: Windsor Locks Public Schools will use research-based leadership and best workplace practices to ensure high levels of achievement.

Goal 3: Windsor Locks Public Schools will support every student through a diverse network of caring adults.

Goal 4: Windsor Locks Public Schools will provide safe and healthy environments where students will learn how to sustain and promote healthy living.

Members Present: P. King (arrived at 4:28), M. Byrne, J. McGowan, D. Gragnolati and P. Latournes

Members Absent: None

Administrators: S. Parkhurst, S. Cournoyer, C. Bradshaw-Hill, S. Lee, A. Goodwin, S. Mills, J. Ferreira, M. Briggs, D. Prinstein, C. Grado, C. Domler, H. Earley and J. Robinson

Student Reps: N. Passaro and K. Goud

Students: Unknown

Staff: D. Bole

Others: 47 total people were signed in on the

Press: None

I. Call to Order

Vice-Chairwoman Margaret Byrne called the Special Meeting to Order at 4:13 p.m.

A. Roll Call for Quorum

All Board Members present.

B. Pledge of Allegiance

The pledge of allegiance was skipped as no one had a flag on camera.

C. Student Representatives

Mr. Nick Passaro, Student Representative, addressed the Board. He commented that distant learning is still continuing and seniors are coming to an end of their high school career, no new assessments will be given after June 4, 2020. All of the seniors are continuing their final assignments and working toward the end, they are almost there!

Ms. Krithi Goud, Student Representative, addressed the Board. She commented that distant learning is continuing and AP testing has finished up and make-up exams will be held in June. Members of the Class of 2020 all were surprised individually with lawn signs congratulating them on their upcoming graduation. Those signs were delivered by administrators, teachers and staff of the Windsor Locks Public Schools, including, Mr. Parkhurst, Ms. Grado, Ms. Ramirez and Ms. Zaine. Both students commented about their signs being displayed in their front yards!

D. Board of Education Communications

Board Member Ms. Paige Latournes remarked she loved seeing the signs in the yards throughout the town. People are so proud of them and are posting pictures of them on social media. She also commented she had attended a reopening committee meeting which will be discussed later in the meeting.

II. Public Audience (Only on Agenda Items) in Accordance with BOE Policy 9020

Ms. Donna Bole asked anyone who would like to make a public comment, please write the comment in the chat box and she will unmute the microphone.

None.

III. Personnel Report

A. Appointment of Windsor Locks High School Principal

Mr. Shawn Parkhurst, Superintendent of Schools, addressed the Board. He was pleased to introduce to the Board the candidate for the Windsor Locks High School. The search began with twenty-three applications which were narrowed down to seven candidates for the first round of interviews, three of those candidates were brought back for a second round of interviews with the interview committee which consisted of Board

Members, Administrators Central Office staff and parents. He was pleased to introduce to the Board, Ms. Rebecca Aldred as the candidate he is recommending for the position of Windsor Locks High School Principal. Ms. Aldred is currently an Assistant Principal at Ellington High School. She has a high level of passion to connect with students and families. She has worked with mastery based learning in Florida before coming to Connecticut. She thinks out of the box and is innovative in connecting with students and families. Hopefully, she will have an opportunity to have a virtual meet and greet with staff, students and leadership teams. Mr. Parkhurst recommended Ms. Aldred for the position.

It was MOVED (McGowan) and SECONDED (Gragnotati) and PASSED (U) that the Board of Education appoints Ms. Rebecca Aldred as the Windsor Locks High School Principal as of July 1, 2020.

Ms. Aldred addressed the Board. She thanked them for her appointment and is excited to begin working with all of the staff and students!

#### B. Personnel Report

Ms. Sheri Lee, Director of Human Services addressed the Board. A resignation from Ms. Kelly Yambor, an enrichment teacher at the high school and middle school as of June 30, 2020. At the time of her resignation, Ms. Yambor served the students of Windsor Locks for two years.

It was MOVED (McGowan) and SECONDED (Latournes) and PASSED (U) that the Board of Education accepts Ms. Yambor's resignation, effective June 30, 2020 and offer her our appreciation for all of her efforts on behalf of the students of the Windsor Locks Public Schools.

#### C. Assistant Superintendent Search

Ms. Lee commented that the position for Assistant Superintendent has been posted. It will close on tomorrow, May 29, 2020. Once all of the resumes have been collected, she will review them with Mr. Parkhurst to determine which candidates will be moving to the first round of interviews. There has been over 30 applicants. It is hoped to have the position filled by July 15, 2020.

#### IV. Reports on Standing Committees

##### A. Correspondence

Ms. Latournes commented she was not in receive of any correspondence this week.

##### B. Curriculum

Ms. Latournes commented a meeting is scheduled next week.

## C. Policy

### 1. Approve 05/19/20 PCS Minutes

It was MOVED (Latournes) and SECONDED (Gragnolati) and PASSED (U) that the Board of Education approve the May 19, 2020 Policy Subcommittee as presented.

### 2. Policy 1330: School Facilities Use

#### First Reading

Mr. Parkhurst remarked to the Board the policy that is being brought before them to read is a lengthy policy. The last two policy subcommittee meetings have been focused on this policy as it has a lot of layers including fee structures and the different types of groups using the facilities. He suggests the Board review the policy and have a discussion at the next meeting. He noted that during the past budget process, many questions were raised about the impacts of groups using the facilities and the costs associated with the use. Ms. Charmaine Bradshaw-Hill, Business Manager and Mr. Steven Mill, Facilities Manager have reviewed the costs.

Chairwoman Mrs. Patricia King entered the meeting at 4:28 p.m.

Ms. Byrne had a question relating to the fee schedule that was given and the difference between non-profit organization fees and for profit organization fees and what those fees were based upon. Ms. Bradshaw-Hill explained the utility costs and consumable costs for the school when renting a classroom and/or auditorium. She has worked with Mr. Steven Mills and the staff account to determine the costs associated with the rentals. The fees for the rental of the buildings are then turned over to the town. She negotiates with the Finance Director of the town to determine what fees go to the town and what fees are returned back to the district.

A lengthy discussion was held discussing costs of renting the facilities including the use of the pool area by the Park and Rec Department, food services and custodial services.

## D. Finance

None.

### V. Old Business

None.

### VI. New Business

#### A. COVID-19 Update, Discussion and Status

##### 1. District Update – School Re-Opening Plan

## a. Steering Committee Update

Mr. Parkhurst discussed the steering committee meeting that was held last week. He noted that three teams have been working focusing re-opening in the fall. He was proud to announce that the director of the North Central Health District has been involved in some of the work that has been accomplished and out of the eight districts she is working with, she is amazed at our district's progress. The wellness and health team has had several meetings and has been working on a survey which they will share with the steering committee as the other groups will so as one survey will be sent out to the community rather than three surveys. Wellness and health team are working on training for the elementary school staff on hand washing, social distancing and mask wearing according to the CDC guidelines. Facility operations team will be focused on hand washing stations and sanitizing the building. Teaching and learning team has been broken down to different groups to address the academic return and address extracurricular activities, clubs and sports according to the CIAC. Mr. Parkhurst noted that a section of the district's website will be added to show the work in progress with the three teams and the steering committee. Chairwoman Mrs. King noted that she attended a roundtable meeting of other Board of Education chairs discussing the reopening of the schools and comments were very negative taking about the costs associates with reopening, including the cost of transportation

## 2. School Updates

Mr. Jeffrey Ferreira, Principal of North Street School shared with the Board the annual Memorial Day Parade took place last week. It was a huge success, lots of fun was had by all. He hopes that next year the parade will be held as it usually does with the Windsor Locks Middle School band leading the way.

Ms. Monica Briggs, Principal of South Elementary School, addressed the Board. She discussed the fifth grade celebration which was a reverse car parade, families drove through as teachers and staff waived from the sidewalk. It was a fun day. Looking forward, it is hoped to have the Fifth Grade Talent Show held virtually. Step-up activities for second grader and fifth graders are being discussed in hopes they will be able to do some type of activities for those students. ED/EY summer program is currently being developed with the use of google classroom.

## VII. Public Audience

None.

## VIII. Executive Session:

It was MOVED (Byrne) and SECONDED (Gragnolati) and PASSED (U) that the Board of Education 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:

- Discussion of Superintendent of Schools' Evaluation
- Discussion of Superintendent of School's Contract

That attendance in the Executive Session shall be limited to:

- Members of the Board of Education

The Board entered into executive session at 5:24 p.m.

It was MOVED (Gragnolati) and SECONDED (Latournes) and PASSED (U) that the Board of Education terminates Executive Session and reconvenes into public session at 8:02 p.m.

IX. Adjournment

It was MOVED (Gragnolati) and SECONDED (Latournes) and PASSED (U) that the Board of Education adjourns the Special Meeting of May 28, 2020 at 8:04 p.m.

Respectfully submitted,

Denise M. Piotrowicz

Recording Secretary

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHERI LEE, DIRECTOR OF HUMAN RESOURCES

DATE: JUNE 4, 2020

RE: PERSONNEL REPORT

Resignation:

Kimberly Martineau, a Music Teacher at the Middle School has retired effective June 30, 2020. At the time of her retirement, Ms. Martineau will have served the students of Windsor Locks for Seventeen (17) years.

BOARD MOTION: “**MOVE** that the Board of Education accepts Ms. Martineau’s retirement, effective June 30, 2020 and offer her our appreciation for all of her efforts on behalf of the students of the Windsor Locks Public Schools.”

**Windsor Locks Public Schools**

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

**Educational Leadership**

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

**Sharon Cournoyer**  
Assistant Superintendent of Schools 860-292-5750

**Jeffrey Ferreira, Principal, Heather Earley, Assistant Principal**  
North Street School 860-292-5027

**Monica Briggs, Principal**  
South Elementary School 860-292-5021

**David Prinstein, Principal, Christine Domler, Assistant Principal**  
Windsor Locks Middle School 860-292-5012

**Steven Swensen, Principal, Carrie Grado, Interim Principal**  
Windsor Locks High School 860-292-5032

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**Brian Deming, President**  
Windsor Locks Teachers' Association 860-292-5012

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**Linda Schmaelzle**  
Director of Adult Education 860-292-5712

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**Central Office**

**Sheri Lee**  
Director of Human Resources 860-292-5744

**Joshua Robinson**  
Special Services Program Coordinator 860-292-5707

**Charmaine Bradshaw-Hill**  
Business Manager 860-292-5741

**Jessica Lavorgna**  
Director of Partnerships 860-292-5751