

# WINDSOR LOCKS PUBLIC SCHOOLS



## BOARD OF EDUCATION MEETING

**Regular Meeting**

**August 20, 2020**

**6:00 p.m.**

**Zoom**

To receive the remote meeting link  
please click below:

[Click Here to Register for Meeting](#)

**Windsor Locks Board of Education**

**Patricia King, Chairwoman**

**Margaret Byrne, Vice Chairwoman**

**Jim McGowan**

**Dennis Gagnolati**

**Paige Latournes**

**Shawn Parkhurst**

**Superintendent of Schools**

**Christian Strickland**

**Assistant 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.

**Regular Meeting - Agenda**  
**August 20, 2020**  
**Windsor Locks Board of Education**  
**6:00 p.m.**  
**Zoom**

[To receive meeting information - please click here to register](#)

- 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. 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. Approval of Minutes: **Vote Needed** p. 5 Exhibit III
  - A. 8/10/20 S Minutes
- IV. Personnel Report p. 7 Exhibit IV A
  - A. Certified Staff New Hires For 20-21 p. 9 Exhibit IV B
  - B. New Employee Orientation Plans 2020
  - C. Introduction of Business Manager
- V. Committee Reports p. 11 Exhibit V C
  - A. Policy - Next Meeting 9/30/20
  - B. Curriculum - Next Meeting 9/10/20
  - C. Finance - Recap of 8/17/2020 meeting
- VI. Reopening Our Schools Update - **Vote Possible**
- VII. Discussion of WLTA MOU: **Vote Possible**

VIII. 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*

IX. Adjourn Meeting

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

**EXHIBIT III**

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN PARKHURST, SUPERINTENDENT OF SCHOOLS

DATE: AUGUST 20, 2020

RE: APPROVAL OF MINUTES

- August 10, 2020 - Special Meeting

**Windsor Locks Board of Education  
Special Meeting - August 10, 2020  
Minutes**

The meeting was called to order at 4:05 p.m.

Board Members in Attendance: Pat King, Margaret Byrne, Jim McGowan, Dennis Gragnolati, Paige Latournes

Administrators: Shawn Parkhurst, Superintendent of Schools, Christian Strickland, Assistant Superintendent of Schools, Sheri Lee, Charmaine Bradshaw-Hill

It was **MOVED** (Byrne), **SECONDED** (Gragnolati) and **PASSED** (U) (4:08 p.m.) that the Board of Education move 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 Business Manager Position

That in attendance in the Executive Session shall be limited to:

- Members of the Board of Education
- Superintendent of Schools
- Assistant Superintendent of Schools
- Human Resources Director

It was **MOVED** (McGowan), **SECONDED** (Latournes) and **PASSED** (U) (4:43 p.m.) that the Board of Education Return to Public Session

It was **MOVED** (McGowan), **SECONDED** (Gragnolati) and **PASSED** (U) (4:44 p.m.) that the Board of Education Move 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 Collective Bargaining Unit Negotiations

That in attendance in the Executive Session shall be limited to:

- Members of the Board of Education
- Superintendent of Schools
- Assistant Superintendent of Schools
- Human Resources Director
- Business Manager

It was **MOVED** (Gragnolati), **SECONDED** (Byrne) and **PASSED** (U) (5:08 p.m.) that the Board of Education Return to Public Session.

It was **MOVED** (Gragnolati), **SECONDED** (Latournes) and **PASSED** (U) (5:08 p.m.) that the Board of Education Adjourn the Special Meeting of August 10, 2020.

Respectfully Submitted: Donna Bole, Acting Recording Secretary

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION  
FROM: SHERI LEE, DIRECTOR OF HUMAN RESOURCES  
DATE: AUGUST 20, 2020  
RE: PERSONNEL REPORT

New Certified Staff

Name: Allegra Pin  
Assignment: Music Teacher at South Elementary  
Education: Bachelor of Music from Rutgers University  
Experience: 2<sup>nd</sup> year teaching in Connecticut

Name: Christopher Duggan  
Assignment: Science Teacher at the High School  
Education: Master of Science from Dowling University, Bachelor of Arts from Stony Brook University  
Experience: 1<sup>st</sup> year teaching in Connecticut, 7 Years teaching in New York

Name: Jessica Brown  
Assignment: Math Interventionist at South Elementary School  
Education: Master of Science from Southern Connecticut State University, Bachelor of Science from Southern Connecticut State University, Bachelor of Arts from Southern Connecticut State University  
Experience: 20 years teaching in Connecticut

Name: Stephanie Cota  
Assignment: Special Education Teacher at South Elementary School  
Education: Master of Arts from the University of Connecticut, Bachelor of Arts from Assumption College  
Experience: 2020-2021 will be 1<sup>st</sup> year teaching in Connecticut

Name: Cierra Hungerford  
Assignment: Special Education Teacher at South Elementary School  
Education: Master of Arts from the University of Connecticut, Bachelor of Science from the University of Connecticut  
Experience: 2020-2021 will be 1<sup>st</sup> year teaching in Connecticut

Name: Kyle Pelletier  
Assignment: Social Studies Teacher at the Middle School  
Education: Bachelor of Science from Central Connecticut State University  
Experience: 4 years teaching in Connecticut

Name: Abigail Sullivan  
Assignment: 5<sup>th</sup> Grade Teacher at South Elementary School  
Education: Bachelor of Arts from the University of Pittsburgh  
Experience: 2 years teaching in Connecticut

Name: Liam Reynolds  
Assignment: Math Teacher at the High School  
Education: Master of Arts from Sacred Heart University, Bachelor of Arts from the University of Connecticut  
Experience: 2020-2021 will be 1<sup>st</sup> year teaching in Connecticut

Name: Megan Soares  
Assignment: 4<sup>th</sup> Grade Teacher at South Elementary  
Education: Bachelor of Science from the University of Saint Joseph  
Experience: 3 Years Teaching in Connecticut

Name: Sara St. Germain  
Assignment: Elementary Education Teacher with Sisu at South Elementary School  
Education: Master of Elementary Education from Grand Canyon University, Bachelor of Arts from Bay Path University  
Experience: 2020-2021 will be 1<sup>st</sup> year teaching in Connecticut

Name: Colleen Perera  
Assignment: Language Arts/Reading Teacher at the Middle School  
Education: Master of Arts from Concordia University, Bachelor of Arts from the University of Illinois  
Experience: 1 year teaching in Connecticut



MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION  
 FROM: SHAWN PARKHURST, SUPERINTENDENT  
 DATE: AUGUST 20, 2020  
 RE: NEW EMPLOYEE ORIENTATION PLANS 2020

August 24 & 25, 2020 - Agenda

**Monday, August 24, 2020**

<i>Learning Targets</i>	<i>Time</i>	<i>Topic</i>	<i>Facilitator</i>
<i>I can use protocols to engage in conversations around race and equity to gain an understanding of the district goals and beliefs</i>	8:00 am	Welcome & Intro. Goals & Beliefs Equity Quotes Community Agreements	Shawn Parkhurst, Superintendent Christian Strickland, Asst. Superintendent
<i>I can understand the security measures related to facilities and use of the facilities</i>	9:30 am	Facilities Logistics	Greg Weigert, Facilities Coordinator
<i>I understand the district and school based safety and security plans to ensure a safe work and learning environment for all</i>	9:45 am	Safety & Security Plan	Josh Robinson, Director of Special Services
<i>I can gain an understanding of the special education programs and services available to WLPS students and the expected delivery service model</i>	10:00 am	Special Services	Josh Robinson, Director of Special Services
<b>Break</b>			
<i>I understand the policies and procedures with regard to employment and the services offered by Human Resources</i>	10:30 am	Human Resources	Sheri Lee, Human Resource Director
<i>I understand the value of the WLTA and the role they play in supporting my work in Windsor Locks</i>	11:15 am	WLTA	Brian Deming, WLTA President
<b>Lunch provided with Building Administrators</b>			
<i>I understand the importance of social-emotional learning and tools to support my work with students and families</i>	12:30 pm	Social-Emotional Classroom Mgt. Curriculum Instruction	Christian Strickland, Assistant Superintendent

<i>I understand the curriculum and district model of instruction and assessment related to Teacher Evaluation</i>		Assessment Teacher Eval	
<i>I can assess how to be an active member of the Windsor Locks learning community I can provide feedback and reflection</i>	2:30 pm	Bringing it Home Getting Involved Opening Days Exit Survey	Shawn Parkhurst, Superintendent

**Tuesday, August 25, 2020**

<b><i>Learning Targets</i></b>	<b><i>Time</i></b>	<b><i>Topic</i></b>	<b><i>Facilitator</i></b>
<i>I understand the use of instructional technology, apps and data privacy use I know how to use powerschool related to my specific role</i>	8:00 am	Technology Google Drive Website Email Talent Ed Powerschool	Andrew Goodwin, IT Director Lynda Acquavotta, Data Specialist
<i>I understand the health procedures, protocols and expectations surrounding COVID-19 in particular in relation to reopening</i>	10:00 am	Health Updates & Expectations	Lisa Ciaffaglione, Nursing Supervisor
<i>I can reflect on experience related to racism and equity I can articulate the traits of a courageous conversation (using Microlab Protocol) I can share how this relates to my work</i>	11:00 am	Equity Closure  The Danger of a Single Story	Shawn Parkhurst, Superintendent Christian Strickland, Assistant Superintendent
<i>I can articulate my work with families and students in alignment with the district CORE BELIEFS</i>	1:00 pm	Closing Moves Feedback	Shawn Parkhurst, Superintendent

## EXHIBIT V C

### Quarterly Report on Current and Projected Tuition/Reimbursement Revenues and Expenditures

Revenue				
Category	Budgeted Revenue (05-2019)	Projected Revenue (6-2020)	Revenue Received to Date (6-30-2020)	Difference Budget (5/19) vs YTD Rev (6/20)
<i>Tuition/Reimbursements</i>				
Special Education	\$ 1,007,686.80	\$ 1,007,686.80	\$ 1,598,218.99	\$ 590,532.19
Open Choice Attendance	\$ 377,684.00	\$ 377,684.00	\$ 901,393.00	\$ 523,709.00
Medicaid	\$ -		\$ 76,240.12	\$ 76,240.12
Choice Early Beginnings- CREC		\$ 49,500.00	\$ 49,500.00	\$ 49,500.00
<b>Total Tuition/Reimbursements</b>	<b>\$ 1,385,370.80</b>	<b>\$ 1,434,870.80</b>	<b>\$ 2,625,352.11</b>	<b>\$ 1,239,981.31</b>

Note: Budgeted Revenues were applied to the FY1920 BOE Budget; presented to the Board of Finance and included in the Annual Town Budget Meeting.

Expenses				
Category	Approved Operating Budget (5-2019)	Projected Expenses (6-2020)	Expenses Paid to Date (6-30-20)	Difference Budget (5/19) vs YTD Exp (6/20)
1) Certified Salaries	\$ 15,712,013.77	\$ 15,712,013.77	\$ 15,303,119.24	\$ 408,894.53
2) Classified Salaries	\$ 3,642,043.92	\$ 3,642,043.92	\$ 3,626,584.29	\$ 15,459.63
3) Employee Benefits	\$ 5,158,047.68	\$ 5,158,047.68	\$ 5,070,495.36	\$ 87,552.32
4) Education Related Programs and Services	\$ 1,193,358.21	\$ 1,193,358.21	\$ 1,070,562.04	\$ 122,796.17
5) Tuition	\$ 858,996.80	\$ 858,996.80	\$ 1,384,925.80	\$ (525,929.00)
6) Transportation	\$ 1,282,938.55	\$ 1,282,938.55	\$ 1,332,933.27	\$ (49,994.72)
7) Health Services	\$ 289,206.46	\$ 289,206.46	\$ 288,177.70	\$ 1,028.76
8) Administrative Expenses	\$ 189,028.44	\$ 189,028.44	\$ 212,911.23	\$ (23,882.79)
9) Operations and Maintenance	\$ 2,805,597.93	\$ 2,805,597.93	\$ 2,691,600.42	\$ 113,997.51
10) Technology Repairs and Rentals	\$ 182,637.72	\$ 182,637.72	\$ 181,199.52	\$ 1,438.20
11) Capital	\$ 66,174.00	\$ 66,174.00	\$ 65,473.55	\$ 700.45
<b>Total Expenses</b>	<b>\$ 31,380,043.48</b>	<b>\$ 31,380,043.48</b>	<b>\$ 31,227,982.42</b>	<b>\$ 152,061.06</b>

**Windsor Locks Public Schools**

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

**Educational Leadership**

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

**Christian Strickland**  
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

**Rebecca Aldred, Principal, Carrie Grado, Assistant 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