

WINDSOR LOCKS PUBLIC SCHOOLS



BOARD OF EDUCATION MEETING

**Regular Meeting
November 12, 2020**

6:00 p.m.

Via Zoom

[Register for Zoom Here](#)

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
November 12, 2020
Windsor Locks Board of Education
Zoom - 6:00 p.m.
[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. 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. Connecticut Association of Public School Superintendents' Student Award Winners p. 5 Exhibit III
- IV. Staff Recognition
 - Lynn Wepler
- V. Approval of Minutes: **Vote Needed** p. 8 Exhibit V
 - 10/22/20 Regular Meeting
 - 11/2/20 Special Meeting
- VI. Superintendent Report p. 18 Exhibit VI
- VII. Assistant Superintendent Report p. 20 Exhibit VII
- VIII. Committee Reports
 - A. Policy - Next Meeting 11/18/20
 - B. Curriculum - Report on 11/12 meeting

C. Finance - Next Meeting 12/9/20

- IX. Windsor Locks High School and South Elementary School Roof Project: **Vote Needed** p. 21 Exhibit IX
- X. Discussion: Capital Improvement Advisory Committee
- XI. Update on Goals & Progress p. 22 Exhibit XI
- Attendance
 - iReady Diagnostic Benchmark
- XII. District Steering Committee Report
- XIII. 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*
- XIV. 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: NOVEMBER 12, 2020
RE: CONNECTICUT ASSOCIATION OF PUBLIC SCHOOLS
SUPERINTENDENTS' AWARD WINNERS

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

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

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

High School

Scarlette Lowderback

Scarlette Lowderback is an extremely committed, dedicated, conscientious student who is involved in her school and community. She has accumulated close to 100 hours of community service helping with Heritage Day, Freshmen Orientations, and Stay Home-Stay Safe programming. Scarlette was the Class of 2021 secretary for two years, she is running for Class President this year, she is the only female on our Varsity Hockey Team playing defense, she does the hurdles for our track team, she attends a Christian Camp during her summers, and also works at the Enfield Twin Rinks.

Since her freshman year at WLHS, Scarlette has excelled in a rigorous honors and advanced placement level course of studies! At the close of her senior year, she will have completed 5 AP courses, one of which she is taking through our VHS program on Human Geography! She has consistently been on the honor roll for both Academics and Habits of Scholarship.

Scarlette is looking forward to attending a 4 year school in the fall and she is looking to pursue a degree in Athletic Training/Physical Therapy.

Calvin Ampofo

Calvin is a leader that has helped mold and shape our school and community for the past four years. Calvin is an active listener, an effective communicator and fair decision-maker. He consistently maintains a positive attitude, encourages others to participate and helps facilitate class discussions. Calvin has been recognized for various academic achievements like receiving honors distinction for both Academics and Habits of Scholarship since freshman year and was an honorable mention for National Honor Society.

For the past four years, Calvin has been a strong member of our varsity soccer and basketball teams. Calvin has a contagious work ethic that has earned him the role of team captain for soccer and basketball. Calvin has also been recognized as a Scholar Athlete and was awarded, "Best Offensive Soccer Player" in 2019.

Calvin plans on becoming a Psych Nurse and is actively applying to nursing programs in Connecticut and Central Florida.

Windsor Locks Middle School

Allison Gough

Allison (Allie) is a super student. She always has a great attitude about school. Her favorite subject is History. She was involved in History Club for the last two years. In school she is also involved in Student Council and the Public Engagement Society, which is a debate club. Allie also participated in the musical and the school soccer team in the past. Allie is an active participant in Band. She plays the trumpet for band and Jazz band. She also plays the French horn for the Brass Quintet. Allie is the leader of the Brass Quintet and has learned the French Horn so that they could have one in the group. Outside of school Allie is on a Premier Soccer team. When she grows up, she is considering being a teacher. Allie noted that she loves the teachers and enjoys getting to know them as people. She enjoys the school community.

Katherine Gough

Katherine (Katie) is a wonderful student. She has a great smile and always seems to be focused on what she is doing at that moment. Her favorite subject is Math, she said "because I am good at it". She also enjoys Spanish and is in her second year of Spanish at the middle school. In school Katie is involved in Band. She plays the Alto Saxophone for band as well as for Jazz Band. She also plays the String Base for Orchestra. Katie played soccer in 6th and 7th grade, but since we were not able to have a team this year, she is on the Cross-Country team. She is also a member of the Public Engagement Society (debate club) and Student Council. Outside of school Katie plays for a Premier Soccer team and takes Piano lessons. She enjoys spending time with her family. She is considering options for her future, but plans to

work hard in High School and take accelerated classes to get ahead. Her interests include photography, music and soccer.

South Elementary

Lia Kimani

Lia is an innate leader. She is a member of our student leadership team, a role model for her peers, and respectful to her teachers. Lia possesses all of our South Elementary School character traits: responsibility, empathy, collaboration, integrity, and perseverance. She is always positive and upbeat and exudes humility and grace.

Lia is a talented reader who adds depth and quality to her book club discussions. We can always count on her to pose thought provoking questions that lead to some amazing conversations. In accelerated 6th grade math, Lia is a natural at problem solving and logic. She works hard, takes pride in her work, and is always prepared. Lia goes above and beyond what is required at school and is both a self-directed learner and a risk taker who is not afraid to make mistakes and learn from her mistakes.

Collin Kiczuk

Collin is a leader in the classroom who strongly represents what our South Elementary School character traits are all about. Throughout his years at South, he has been consistent in demonstrating a high level of responsibility and integrity, always making the right choices even when there might be distractions. Collin always perseveres with his work, even when the work is challenging, and he is always willing to collaborate with others. He encourages others to do their best, and shows empathy by recognizing when others need something and doing all he can to support and assist them with whatever they need. He is friendly, polite, and respectful to his peers and adults, and is a positive role model for everyone at South.

EXHIBIT V

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN PARKHURST, SUPERINTENDENT OF SCHOOLS

DATE: NOVEMBER 12, 2020

RE: APPROVAL OF MINUTES

- October 22, 2020 Regular Meeting
- November 2, 2020 Special Meeting

**Windsor Locks Board of Education
58 South Elm Street
Windsor Locks, CT 06096
MINUTES OF THE REGULAR MEETING,
October 22, 2020 at 6:00 p.m.**

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

Members Present: P. King, M. Byrne, J. McGowan, D. Gragnolati and P. Latournes
Members Absent: None
Administrators: S. Parkhurst, D. Solin and S. Lee
Student Representatives: J. Quagliaroli and R. Lucas
Students: None
Staff: D. Bole and J. Hijeck
Others: None
Press: None

I. Call to Order

Chairwoman Patricia King called the Regular Meeting to Order at 6:02 p.m. held on the Windsor Locks High School Library Media Center and via Zoom Meeting and Livestreamed.

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

B. Pledge of Allegiance - All stood up and pledged allegiance to the flag.

C. Student Representatives' Report

Mr. James Quagliaroli spoke about the hallways still seem so empty at the high school. He also noted the seniors are very excited to attend the senior barbecue. He wanted to thank everyone involved in the planning and helping to make it fun so his class can have an activity together during the pandemic.

Miss Ryan Lucas announced the chorus is trying to combine with other schools to perform Nightmare Before Christmas. It should be fun and a different experience.

D. Board of Education Communications

Vice-Chairwoman Ms. Margaret Byrne mentioned she attended a finance sub-committee meeting which will be discussed later in the meeting. She also noted that

a meeting to discuss negotiations of bargaining units was canceled. Chairwoman Mrs. Patricia King commented she attended a meeting with Ms. Sheri Lee and Mr. David Solin discussing the drug program. There will be a presentation to the Board of Education and the Board of Selectmen in the future. She also attended a CREC

meeting discussing attendance at schools, in particular the larger schools and how a recent amendment to the Governor's Executive Orders affects districts.

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.

II. Staff Recognition

- Joan Hijeck
- Tracy Gibbons

Mr. Parkhurst commented that he has two staff members he planned on recognizing; however, Ms. Gibbons could not attend the meeting. He will recognize her at a later date. He proudly announced Ms. Joan Hijeck, a kindergarten teacher at North Street School and who is a graduate of UCONN and St. Joseph University, is a published author. She took her love for reading and wrote a children's book during quarantine. The name of the book is Quarantine Francine. It is a picture and reading book which has been passed around for kids to help academically and socially. He thanked her for all her hard work and congratulated her on her becoming a published author. Ms. Hijeck addressed the Board and thanked them for the recognition. She brought a friend with her, Francine who can go throughout the district visiting classrooms, ranking the classrooms, and taking pictures along the way.

III. Approval of Minutes

- October 8, 2020 Regular Minutes

It was MOVED (Byrne) and SECONDED (Latournes) that the Board of Education approves the October 3, 2020 Regular Meeting Minutes for discussion.

It was noted an error in the minutes in Section I. Sub-Section D. Board of Education Communications as follows:

“This week has been named.... “ to

“A week has been named....”

It was noted an error in the minutes in Section XIII. Board of Finance Requests for Additional Funds and Reallocation of Funds, the motion should be changed as follows:

“...from student devices to teacher devices as a result....“ to

“...from student devices to staff devices as a result....”

It was MOVED (Byrne) and SECONDED (Latournes) and PASSED (U) that the Board of Education approves the October 8, 2020 Regular Meeting Minutes, as amended.

- October 13, 2020 Special Meeting

It was MOVED (Byrne) and SECONDED (Gragnolati) and PASSED (U) that the Board of Education approves the October 13, 2020 Special Meeting Minutes, as presented.

- October 17, 2020 Special Meeting

It was MOVED (Byrne) and SECONDED (McGowan) that the Board of Education approves the October 17,

2020 Special Meeting Minutes for discussion.

It was noted an error in the minutes in Section I. Call to Order as follows: “Chairwoman Patricia King called the Regular Meeting to Order at...”

to

“Chairwoman Patricia King called the Special Meeting to Order at...”

It was MOVED (Byrne) and SECONDED (McGowan) and PASSED (U) that the Board of Education approves the

October 17, 2020 Special Meeting Minutes, as amended.

IV. Personnel Report

A. Resignation and Retirement

Ms. Sheri Lee announced that Ms. Shannon Lavariere, a fifth-grade teacher at South Elementary School has resigned effective October 22, 2020. At the time of her resignation, Ms. Lavariere will have served the students of Windsor Locks for eight and half years.

It was MOVED (Byrne) and SECONDED (Latournes) and PASSED (U) that the Board of Education accepts Ms. Lavariere’s resignation, effective October 22, 2020 and offer her our appreciation for all of her efforts on behalf of the students of the Windsor Locks Public Schools

Mr. Parkhurst announced the retirement of Mr. Steven Mills, the Director Facilities for the District, he will retire effective January 19, 2021. At the time of his retirement, Mr. Mills will have served the students of Windsor locks for twenty-seven years. Mr. Parkhurst gave a shout out to Mr. Mills and his staff for keeping the buildings in great shape over the years. He will be missed, and big shoes will have to be filled. Chairwoman Mrs. King was most appreciative for all of the hard work Mr. Mills has

given the district.

It was MOVED (Gragnolati) and SECONDED (Latournes) and PASSED (U) that the Board of Education accepts Mr. Mills' notice of retirement effective January 19, 2021, and offer him our sincere appreciation for all of his efforts on behalf of the students of Windsor Locks Public Schools.

V. Committee Reports

A. Policy – Next Meeting 11/18/2020

1. Second Reading

- Revision to 6161 – Equipment, Books and Materials

Chairwoman Mrs. King asked if there were any comments, suggestions, or changes. Mr. Parkhurst noted all the recommended changes from the last meeting have been made.

It was MOVED (Byrne) and SECONDED (McGowan) and PASSED (U) that the Board of Education accepts the revision to Policy No. 6161 – Equipment, Books and Materials as amended.

B. Curriculum – Next Meeting 11/12/20

C. Finance

1. Report on 10/14/20 Meeting

Mr. David Solin, Business Manager addressed the Board. He attended the meeting discussing the quarterly report as required by the State of Connecticut. Some changes to the format of the quarterly report were highlighted to allow a clear understanding of the numbers. A more detailed, line by line report of expenses through September 30, 2020 was also discussed. He noted that the district is on budget at this point, but it is still early in the year and many unknowns due to COVID-19.

2. Next Meeting 12/09/20

VI. 2021-2022 Budge Development Calendar

Mr. Parkhurst commented in the Board Packets is a process for the 2021-2022 budget process. Some dates are yet to be determined. But the calendar goes through month by month beginning in November, 2020 through May, 2020, and possible dates for budget workshops including two Saturday meetings and presentations. It was asked if the district has received the usual letter from the Town. Mr. Parkhurst noted it has not yet been received.

VII. Update on Goals & Progress

A. Attendance

Mr. Parkhurst indicated the district is continuously monitoring student attendance with the goal to reduce the chronic absenteeism districtwide under 10%. He showed two charts which shows week by week monitoring of the remote learners and the other showing chronic absenteeism by district and school for September for all learners. He reminded the Board the definition of chronic absenteeism is missing 10% or more day of school; for September 2020 that would be 2 or more days. He discussed each chart at length. Comparing all students in the district from September, 2019 versus September, 2020, the absenteeism is up by .9%.

A brief discussion was held.

B. iReady Diagnostic Benchmark

Mr. Parkhurst explained that North Street School, South Elementary, and Windsor Locks Middle School have recently completed their first administration of the iReady Diagnostic Assessment. This computer-based assessment was given in Grades 1 - 8 in the areas of reading and mathematics. He had a district level report for reading and mathematics which he discussed. In reading, 30% of all Grades 1-8, mastered the standard from the previous grade; 69% of all students are predicted to reach goal or above on SBAC; initial district analysis indicates the need for support in comprehension in literature and the need for support in comprehension of informational text. In mathematics, 17% of all Grade 1-8 students mastered standards from previous grade; 70% of all students are predicted to reach goal/above gal on SBAC. The analysis of the data indicates a need for support in measure and analysis and the need for support in geometry. He discussed each graph at length explaining each grades data.

A brief discussion was held.

Mr. Parkhurst began explaining the action steps the district plans on implementing to support and assist teachers and students to achieve goal or above goal in the next school year. The support and actions included Assistant Superintendent will communicating with families, along with a parent score report, of how to interpret the beginning of the year iReady Diagnostic Scores. All students Grade 1-8 will utilize iReady Learning Path recommendations and resources at least twice a week for a total of 30 minutes per subject. All students Grade 1-8 that are below grade level will utilize iReady Learning Path recommendations and resources at least twice a week for a total of 45 minutes per subject. Each building SRBI team will develop detailed action plans with specific instructional strategies for all Tier 2 and Tier 3 students. Building administrators and Assistant Superintendent will monitor student weekly usage reports, every Friday, to ensure fidelity in utilizing iReady resources and Learning Path. All teachers, as directed by Assistant Superintendent and Building Administration will embed Smarter Balanced Interim Assessments at least one time per week, into lessons. Monthly reporting by Superintendent and Assistant Superintendent on progress at Board of Education meetings.

VIII. District Steering Committee Report

Mr. Parkhurst commented that the Steering Committee has been meeting weekly, but there are a few changes of students changing to in-person learning from remote. He showed a chart which showed all the changes from all of district schools. He noted changes at North Street School, middle school and Pine Meadow of students changing to remote learning from in-person. He discussed the survey results from the high school and middle school which 35% of the students/families responded to the survey. The last date of the survey is Monday and the building administrators will be contact those who did not complete the survey in order to get more accurate numbers. In those responses, 61 students will be remote learning and 194 will be in-person learning. He also spoke about the most recent instructional updates and the use of technology for students and teachers which included SeeSaw and Google Classroom. Finally, he discussed contact tracing and quarantining when exposed to the virus. He explained the importance of wearing masks, watching distance between each other and washing hands. He noted as of October 14, 2020, Windsor Locks had six new cases in the last seven days. Currently, the district is on track to being in-person learning on November 9, 2020.

A brief discussion was held.

IX. Public Audience (General)

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.

X. Adjournment

It was MOVED (Gragnotati) and SECONDED (Latournes) and PASSED (U) that the Board of Education adjourns the Regular Meeting of October 22, 2020 at 6:49 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 2, 2020 4:30 p.m.**

Members Present: M. Byrne, J.McGowan, D. Gragnolati, and P. Latournes
Members Absent: P. King
Administrators: S.Parkhurst, R. Aldred, S. Lee and C. Strickland
Staff: None
Other Members: Detective Brad Schaffrick
Student: Student A
Others: Mother of Student A, Father of Student A

I. Call to Order

Vice-Chairwoman Ms. Margaret Byrne called the Special Meeting to Order at 4:38 p.m., in the Windsor Locks High School's Professional Development Room.

II. Executive Session

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

Board of Education Member Jim McGowan recused himself from the meeting at 4:40 pm.

Vice-Chairwoman Ms. Byrne asked all persons in attendance to identify themselves for the record:

Board of Education Members:

Ms. Margaret Byrne
Mr. Dennis Gragnolati
Ms. Paige Latournes

Others:

Mother of Student A
Father of Student A
Student A

Mr. Shawn Parkhurst, Superintendent of Windsor Locks Public Schools

Ms. Rebecca Aldred, Principal Windsor Locks High School

Ms. Sheri Lee, Director of Human Resources of Windsor Locks Public Schools, Title IX Coordinator,

Mr. Christian J. Strickland, Assistant Superintendent of Windsor Locks Public Schools

Detective Brad Schaffrick of the Windsor Locks Police Department

Witnesses were sworn in by Vice-Chairwoman Ms. Byrne.

Testimony regarding the offense was given by Mr. Shawn Parkhurst, Detective Brad Schaffrick of the Windsor Locks Police Department, and Ms. Rebecca Aldred followed by questions from the Board of Education Members.

Board Recessed at 4:54 p.m.

Board Reconvened at 5:10 p.m.

It was **MOVED** (Latournes) and **SECONDED** (Gragnolati) and **PASSED** (U) that the Board of Education terminates Executive Session and reconvenes into public session at 5:11 p.m.

It was **MOVED** (Latournes) and **SECONDED** (Gragnolati) and **PASSED** (U) that the Board of Education finds that Student A did engage in conduct that violated Board Policy 5114 and was seriously disruptive to the educational process. The student has therefore committed an expellable offense.

It was **MOVED** (Latournes) and **SECONDED** (Gragnolati) 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 5:12 p.m.

III. Action Regarding Expulsion

Testimony regarding the penalty phase of the expulsion was given by Ms. Rebecca Aldred, Mother of Student A, and Student A followed by questions from the Board of Education Members.

Board Recessed at 5:31 p.m.

Board Reconvened at 6:04 p.m.

It was **MOVED** (Latournes) and **SECONDED** (Gragnolati) and **PASSED** (U) that the Board of Education terminates Executive Session and reconvenes into public session at 6:05 p.m.

It was **MOVED** (Latournes) and **SECONDED** (Gragnolati) and **PASSED** (U) that the Windsor Locks Board of Education accepts and adopts the findings and facts discussed and presented in executive session; and find that Student A is hereby expelled from the

Windsor Locks Public Schools for a period of one calendar year beginning November 2, 2020 and ending November 2, 2021.

It was **MOVED** (Latournes) and **SECONDED** (Byrne) and **PASSED 2-1** (Gragnotati Opposed) that as a consequence of said conduct, the Board of Education accept the terms and conditions of the School Administrations' recommendations dated November 2, 2020 as presented.

IV. Adjournment

It was **MOVED** (Latorunes) and **SECONDED** (Gragnotati) and **PASSED** (U) that the Board of Education adjourns the November 2, 2020 Special Meeting at 6:08 p.m.

Respectfully Submitted,

Christian Strickland
Acting Recording Secretary

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN L. PARKHURST, SUPERINTENDENT
DATE: NOVEMBER 12, 2020
RE: SUPERINTENDENT REPORT

School Visits & Instructional Updates

- Visits to all buildings and classrooms continue on a daily basis with social media posts to communicate with our families and community
- Observed Professional Learning Communities work throughout the district
- Visited all school sites on November 3, 2020 during the Professional Development series
- Collaborated with various union leadership teams to ensure compliance with our reopening plan and the 3 W's; wear your mask, watch your distance, wash your hands
- Monitored *iReady* action plan with reports to parents/families
- Observed recent administration of PSAT and SAT at WLHS

Additional Meetings and Professional Development

- Continued participation in weekly Superintendent & Department of Public Health meetings
- Provided guidance to the development of the November 3, 2020 Professional Development offerings to Assistant Superintendent
- Collaborating with the Superintendent, Director of PPS, and school administrators, and staff to review SRBI practices within Windsor Locks
- Participated in the Hartford Foundation for Public Giving Inquiry Focus Group
- Debrief meeting with Nursing Supervisor, Health Department and respective building administrators throughout the Covid-19 contact tracing process
- Hosted the District and School Advisory for Secondary families
- Continued weekly District Steering Committee meetings with regard to reopening and next steps
- Attended *EdSight - Postsecondary Deep Dive* Professional Development
- Attended Alliance Districts' Symposium - *How Might We Lead With Persistence in Our Present Normal*
- Attended CSDE's presentation on *Supporting Student Attendance and Engagement during Hybrid or Remote Learning*

Community Outreach

- ❑ Launched Season 2, Episode 4 of *Education Everywhere* on November 12, 2020
- ❑ Welcomed new inductees to the National Honor Society and recognized our Book Award winners
- ❑ Continued support of all Windsor Locks Athletes through attendance at games and events
- ❑ Participated and collaborated with our Community Business Partners in how best to support our students
- ❑ Attended various town meetings including Town Board of Finance and Selectmen meetings
- ❑ Worked with Open Mic and our WLHS students in launching a district-wide video tribute and celebration for Veteran's Day
- ❑ Welcomed staff to our Flu Clinic with raffle incentives to encourage participation
- ❑ Attended the Learning Table Mindfulness Session
- ❑ Learned alongside the Windsor Lock Wellness Coalition during their session, *In Plain Sight*
- ❑ Organized with Donna Bole, Administrative Assistant, Central Office participation in town wide *Trunk or Treat*

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: CHRISTIAN STRICKLAND, ASSISTANT SUPERINTENDENT
DATE: NOVEMBER 12, 2020
RE: ASSISTANT SUPERINTENDENT REPORT

Curriculum, Instruction, and Assessment

- Monitored completion of the district's first iReady diagnostic assessment for grades 1 - 8.
- Implemented plan, based on Superintendent's Action Plan, to distribute iReady parents reports to families.
- Observed administration of PSAT, SAT, NMSQT for Windsor Locks High School students.
- Met with Assistant Principals for their first and second rounds of evaluation and collaboration meetings.
- Planned the professional development offerings held on November 3rd.
- Evaluated professional development feedback forms to determine return on investment.
- Collaborating with the Superintendent, Director of PPS, and school administrators, and staff to review SRBI practices within Windsor Locks.

Additional Meetings and Professional Development

- Attended *EdSight - Postsecondary Deep Dive* Professional Development Session with the Superintendent.
- Participated in Food Service Contract negotiations.
- Attended Family and School Partnerships Meeting.
- Attended National Honor Society Inductee and Book Award Ceremony.
- Attended Alliance Districts' Symposium - *How Might We Lead With Persistence in Our Present Normal*.
- Attended CSDE's presentation on *Supporting Student Attendance and Engagement during Hybrid or Remote Learning*.

Community Outreach

- Attended Windsor Locks High School Football and Cheerleading Senior Day Celebration.
- Attended Community and Business Partner's Meeting with the Superintendent.

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN L. PARKHURST, SUPERINTENDENT
DATE: NOVEMBER 12, 2020
RE: WINDSOR LOCKS HIGH SCHOOL AND SOUTH ELEMENTARY
SCHOOL ROOF PROJECT

After reviewing multiple bids for architectural services for our upcoming roof projects, it is the recommendation of David Solin, Business Manager that the Board of Education approve the quote of \$25,100 from Maier Design Group. They were the lowest in a wide range of quotes and our roofing consultant has successfully worked with them in the past.

Possible Motion: “**MOVE** that the Board of Education approve the quote from Maier Design Group in the amount of \$25,100 to provide architectural services for the Windsor Locks High School and South Elementary School roof projects.”

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
 FROM: SHAWN L. PARKHURST, SUPERINTENDENT
 DATE: NOVEMBER 12, 2020
 RE: UPDATE ON GOALS AND PROGRESS

Windsor Locks Public Schools continues to closely monitor student attendance with the goal to reduce our chronic absenteeism district wide to under 10%.

Below are two district level reports and updates:

- Figure 1 shows the week by week monitoring of our remote learners. *The state definition of “disconnect” is a remote learning student that is not participating in class and/or completing work.*
- Figure 2 shows the chronic absenteeism by district and school for October for all learners (*definition of chronic absenteeism is missing 10% or more days of school*)

Figure 1

Week	Fully Remote	Fully Remote Disconnect	%
September 7 - 11	505	35	7%
September 14 - 18	500	43	8%
September 21-25	503	35	7%
September 28 - October 2	505	19	3%
October 5 - 9	500	15	3%
October 12-16	492	18	3%
October 19-23	492	29	6%
October 26-30	739	31	4%

Figure 2

School	September 2020	October 2020 Date range 09/08/2020 - 11/08/2020
District	20%	16%
WLHS	22.1%	18%
WLMS	18%	12%
South Elementary	16.8%	10%
North Street	17.2%	14%

Figure 3 exhibits the usage and lessons passed in *iReady* Reading.

Figure 4 exhibits the usage and lessons passed in *iReady* Math.

Figure 5 exhibits the number of students currently in intervention services; Tier II is three days a week for 30 to 45 minutes. Tier III is five days a week for 30 to 45 minutes.

Figure 3

<i>iReady</i> Learning Platform Usage - Reading			
Grade	Number of Students Completing Lessons	Number of Students Meeting or Exceeding Usage Expectations	Percentage of students using <i>iReady</i> with 70-100% of Lessons Passed
1	71/107	43 students	90%
2	100/120	61 students	83%
3	48/109	24 students	69%
4	79/97	48 students	67%
5	100/125	60 students	55%
6	3/103	1 student	67%
7	31/100	2 students	87%
8	30/119	1 student	93%

- Grades 1-5 show a strong effort in students completing lessons
- Grades 3-5 show a need to increase the percentage of lessons passed
- Grades 6 - 8 show a significant need to increase usage
- Lessons not passed require teacher direct instruction across all grades

Figure 4

<i>iReady</i> Learning Platform Usage - Math			
Grade	Number of Students Completing Lessons	Number of Students Meeting or Exceeding Usage Expectations	Percentage of students using <i>iReady</i> with 70-100% of Lessons Passed
1	74/107	33 students	97%
2	92/120	52 students	98%
3	40/109	14 students	93%
4	89/97	42 students	83%
5	114/125	82 students	79%
6	78/103	38 students	92%
7	76/100	30 students	58%
8	82/119	30 students	49%

- Grades 1-2 and 4-5 show a strong effort in students completing lessons
- Grades 7 and 8 show a need to increase the percentage of lessons passed
- Grades 3 and 6-8 show a significant need to increase usage
- Lessons not passed require teacher direct instruction across all grades

Figure 5

Intervention Services				
Grade	Number of Students Receiving Tier II Support		Number of Students Receiving Tier III Support	
K-2	Interventionists assisted classroom teachers and students in a push-in model through November 6, 2020			
	Reading	Math	Reading	Math
3	6	5	7	3
4	7	7	12	7
5	9	11	13	4
6	6	18	2	2
7	12	5	1	1
8	12	5	2	2

- Grades 3-5 Tier II reading and math numbers are consistent
- Grade 6 shows a large number of students in Tier II for math

Windsor Locks Public Schools

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