

# WINDSOR LOCKS PUBLIC SCHOOLS



## BOARD OF EDUCATION MEETING

**Regular Meeting  
December 10, 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**  
**December 10, 2020 - Revised 12/9/20**  
**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. Student & Staff Recognition
  - Kathy Ryan
  - Contact Tracing Team - Lisa Ciaffaglione, Nicole Saavedra, Rita Ivanov
  - The Mystery Sticky Note Writers
- IV. Approval of Minutes: **Vote Needed** p. 5 Exhibit IV
  - 11/2/20 Special Meeting
  - 11/12/20 Regular Meeting
  - 12/3/20 Special Meeting
- V. Personnel Report:
  - A. Resignation: **Vote Needed** p. 18 Exhibit V A
  - B. Director of Facilities Update
  - C. Non-Affiliated Benefit: **Vote Needed** p. 19 Exhibit V C
- VI. Superintendent Report p. 20 Exhibit VI

- VII. Assistant Superintendent Report p. 22 Exhibit VII
- VIII. Committee Reports
- A. Policy - Next Meeting 1/13/2021
1. Minutes - 11/30/20: **Vote Needed** p. 23 Exhibit VIII A 1
2. First Reading: p. 25 Exhibit VIII A 2
- 6114.6 Emergency Closings - New
  - 5118 - Resident/Non Resident Attendance - New Affidavit
  - 6146.12 Academic Recognition - Revise
  - 6007 Rank in Class - Rescind
- B. Curriculum - Next Meeting 12/10/20
1. Minutes - 11/12/20: **Vote Needed** p. 32 Exhibit VIII B 1
- C. Finance - Next Meeting 2/10/21
- IX. Revised FY 21-22 Budget Development Calendar p. 34 Exhibit IX
- X. Revised PLC Calendar for 20-21: **Vote Needed** p. 36  
Exhibit X
- XI. Family and School Partnerships
- XII. Update on Goals & Progress p. 37 Exhibit XII
- Attendance
  - iReady Diagnostic Benchmark
- XIII. North Street School Fence Project: **Vote Needed** p. 42 Exhibit XIII
- XIV. HVAC Engineering Design: **Vote Needed** p. 43 Exhibit XIV
- XV. 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*
- XVI. **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 Director Of Facilities Candidate
- That attendance in in Executive Session shall be limited to:
- Members of the Board of Education
  - Superintendent of Schools
  - Director of Human Resources
  - Business Manager
  - Candidate for Director Of Facilities Position
- XVII. Adjourn to Public Session**
- XVIII. Adjourn Meeting

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

Copy: Town Clerk - Please Post

**EXHIBIT IV**

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN PARKHURST, SUPERINTENDENT OF SCHOOLS

DATE: DECEMBER 10, 2020

RE: APPROVAL OF MINUTES

- November 2, 2020 Special Meeting
- November 12, 2020 Regular Meeting
- December 3, 2020 Special Meeting

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

**MINUTES OF THE SPECIAL MEETING,  
November 2, 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, C. Strickland, D. Solin, S. Lee, S. Mills, R. Aldred, D. Prinstein, M. Briggs and C. Domler

Student Representatives: None

Students: Unknown

Staff: L. Ciaffaglione, G. Weigert, M. Segal, N. Saavada, B. Deming, S. Naylor, J. Cutler and others

Others: G. Guyette, C. Burns and 76 other total participants

Press: None

**I. Call to Order**

Chairwoman Mrs. Patricia King called the Special Meeting to Order at 6:12 p.m. held at the Windsor Locks High School Media Center and via Zoom for the general public and some members of the administration and students.

**II. Roll Call for Quorum**

All Board Members were present.

**III. Pledge of Allegiance**

All stood up and pledged allegiance to the flag.

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

Mr. Shawn Parkhurst asked anyone who would like to make a public comment, please write the comment in the chat box and he will unmute the microphone.

Ms. Sandra Naylor, a teacher at Windsor Locks Middle School and a member of the Steering Committee, addressed the Board. She has been to each and every meeting since the beginning of the pandemic working with other teachers, students, administrators, Board Members and community members discussing remote learning, hybrid learning and in-person learning with the complications of the virus. Teachers have tackled the hybrid model and have been working with a

schedule which is consist for students and teachers and limits exposure. A hybrid model also makes it easy for contract tracing with the two different cohorts. Everyone is looking forward to returning to school but should do it when it is safe to do so.

Mr. Greg Guyette, 144 Spring Street addressed the Board. He questioned why public input before the actual discussion of returning to school in-person or continue hybrid learning. Chairwoman Mrs. Patricia King noted that the discussion will take place after the public audience input.

## **V. Discussion – WLMS and WLHS Return to In-Person Learning**

Mr. Shawn Parkhurst, Superintendent of Schools, addressed the Board. He noted that the District Steering Committee has reviewed the survey data, the health metrics and the revised Connecticut State Department of Education Addendum 4, Updated Guidance for Decision-Making Regarding the Use of In-Person, Hybrid (Blended), or Remote Learning Models in Connecticut Schools during COVID-19 which was revised on October 21, 2020 and has reached a consensus (6 hybrid, 4 in-person) to recommend that at this time Windsor Locks Middle School and Windsor Locks High School not eliminate the hybrid instructional model. He discussed the most recent data obtained from the surveys that were sent out to parents. He noted that 76% of return rate of the surveys and of that 76%, 50% were opting full in-person learning and 26% were opting full remote. As everyone is aware, the health metrics have been changing over the last week and with discussions with the nursing supervisor, she is recommended that the middle school and high school continue with hybrid learning and eliminate a full in-person return on November 9, 2020. Ms. Rebecca Aldred, Principal of Windsor Locks High School, addressed the Board. She indicated that she does want to have all of the students return to the classrooms, however, she is concerned about staffing. If staff should become exposed to the virus, they will have to quarantine, and students will have to join other classrooms. She is concerned about providing an open space for all students and staff in the classrooms. Ms. Lisa Ciaffaglione, nurse supervisor, explained she has been in favor of having in-person learning; however, with the increased cases in the state over the past few days, she has spoken to the advisor from the health department, and it is recommended that the hybrid model continue. Most surrounding towns have tabled the in-person return until January 25, 2021. Mr. David Prinstein, Principal of the Windsor Locks Middle School addressed the Board. He noted that he agrees with everyone that the hybrid model should continue. Students should not be brought back in-person as it is not safe. Eventually, the district will be able to bring all the students back to in-person learning once it is safe to do so. Board Member Ms. Paige Latournes questioned why the elementary schools are not in the conversation just the middle and high schools. Ms. Ciaffaglione noted the students in the elementary schools are doing a great job wearing masks and keeping socially distant and not getting ill or spreading the illness to others.

A brief discussion was held.



It was **MOVED** (Gragnolati) and **SECONDED** (McGowan) and **PASSED** (3-2)(In Favor: P. King, D. Gragnolati and J. McGowan; Opposed: M. Byrne and P. Latournes) that the Board of Education accepts the recommendations from the District Steering Committee that the Windsor Locks Middle School and Windsor Locks High School remain on the hybrid method until January 22, 2021.

#### **VI. Roof Project Update**

Mr. David Solin, Business Manager, addressed the Board. He indicated in an effort to move forward with the roofing projects approved through the capital budget, updated quotes have been obtained. The Windsor Locks High School cost estimate of \$2,865,000 is within the bonded amount, however South Elementary School is short \$400,000, of the original bonded amount of \$1,200,000. The overall cost for both combined is expected to be roughly unchanged. Due to the bonding process, these are viewed as two separate projects and therefore a new referendum for South will be required. The goal would be to move forward with the new referendum to be able to complete the South Elementary School roof project during the Summer of 2021. The Windsor Locks High School project is expected to proceed as planned. The next step is to hire an architect and then go to the Board of Finance for approval.

#### **VII. Board of Finance Request for Additional Funds**

Chairwoman Mrs. King noted that Mr. Parkhurst has found funds as there is savings from new hires. The district will not have to go to the Board of Finance and request an additional \$80,000. She noted that the Chairman of the Board of Finance has been notified and the request has been taken off the agenda for the November 10, 2020. Mr. Parkhurst noted that the savings was from the new hires which is from the salary line.

#### **VIII. Public Audience**

Chairwoman Mrs. King asked if there were any other comments from the public. Mr. Parkhurst noted he had one person with their hand raised. Ms. Charleen Burnes addressed the Board. She had a question about the hybrid/full remote learning. She has an underlying condition with her heart and lungs and has chosen full remote learning for her child. She asked if the full remote students could remain full remote or if they must go to hybrid learning. Mr. Parkhurst answered her child can continue full remote.

#### **IX. Adjournment**

It was **MOVED** (Gragnolati) and **SECONDED** (Latournes) and **PASSED** (U) that the Board of Education adjourns the Special Meeting of November 2, 2020 at 6:43 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 REGULAR MEETING,  
November 12, 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, C. Strickland, D. Solin, S. Lee R. Aldred, D Prinstein,  
M. Briggs and C. Domler  
Student Representatives: J. Quagliaroli and R. Lucas  
Students: . Lowderback, C. Ampofo, A. Gough, K. Gough, L. Kimani and  
C. Kiczuk  
Staff: D. Bole, G. Weigert, and many others  
Others: 33 total participants  
Press: None

**I. Call to Order**

Chairwoman Mrs. Patricia King called the Regular Meeting to Order at 6:00 p.m. held at the Windsor Locks High School Media Center and via Zoom for the general public and some members of the administration and students.

**A. Roll Call for Quorum**

All Board Members were present.

**B. Pledge of Allegiance**

All stood up and pledged allegiance to the flag.

**C. Student Representatives**

Mr. James Quagliaroli, Student Representative, addressed the Board. He wanted to speak for himself and Ms. Ryan Lucas, Student Representative, in congratulating all the winners of the Connecticut Association of Public Schools Superintendents' Awards. All of you deserve it!

**D. Board of Education Communications**

Vice-Chairwoman Ms. Margaret Byrne commented on attending the most recent Wellness Collation meeting this morning. The success of the Red Ribbon Week was discussed. The support of families and the community was overwhelming.

Chairwoman Mrs. Patricia King noted she also attended the Wellness Collation meeting this morning. The other successful program “Truck or Treat” was discussed along with a possible program for the holiday season. She attended the Board of Finance meeting to discuss the roof project. It was sent to the Board of Selectman to send it to a referendum to obtain the funds for the roof projects at South Elementary School and Windsor Locks High School. She did not believe it would be a problem as the district is only asking to transfer money from the high school project to South Elementary School and not requesting more money to fund the projects.

## **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. Connecticut Association of Public School Superintendent’s (CAPSS) Student Award Winners**

Mr. Parkhurst remarked this was one of his favorite time of year when he is able to award the Connecticut Association of Public School Superintendents’ (CAPSS) Student Awards. For over twenty years, the Connecticut Association of Public School Superintendents (CAPSS) has sponsored a Recognition Award Program for students throughout the state of Connecticut. CAPSS, the statewide school superintendents’ professional organization, is based in West Hartford and provides professional development, personal support, statewide conferences, legislative information, and educational services to its membership. The purpose of this program is to strengthen the relationship between the student and school administration. Students are nominated by teachers and selected based on exemplary student leadership, achievement, and demonstrated service to others in the community. The CAPSS awards are generally given during American Education Week in order to highlight the accomplishments of school age youngsters in public schools. He was pleased to announce the recipients of the Superintendent/Student Recognition Awards for 5<sup>th</sup>, 8<sup>th</sup> and 12<sup>th</sup> Grade students. He gave a brief introduction with each winner; however, one of the high school recipients was not at the meeting at this time as he was playing a tournament soccer game. Mr. Parkhurst requested he speak about Mr. Calvin Ampofo later in the meeting when he arrives back from the game. Those students were:

South Elementary School (Grade 5)

Lia Kimani  
Collin Kiczuk

Windsor Locks Middle School (Grade 8)

Allison Gough  
Katherine Gough

Windsor Locks High School (Grade 12)

Scarlette Lowderback  
Calvin Ampofo

#### **IV. Staff Recognition**

Lynn Wepler

Mr. Parkhurst recognized Ms. Lynn Wepler, a talented teacher in the classroom who has worked hard to support her fellow colleagues in her school and throughout the district during the pandemic. She has re-invented new ways of connecting to the students during this remote learning. She is self-taught and has done all the research having video sessions as early as 7:00 a.m. so it could be recorded and shared throughout the district. He publicly recognized her commitment to her fellow staff members. He thanked her for all she has done and will continue to do.

#### **V. Approval of Minutes**

- October 22, 2020 Regular Meeting

It was **MOVED** (Byrne) and **SECONDED** (Latournes) and **PASSED** (U) that the Board of Education approves the October 22, 2020 Regular Meeting Minutes, as presented.

- November 2, 2020 Special Meeting

It was **MOVED** (Byrne) and **SECONDED** (Gragnotati) and **PASSED** (U) that the Board of Education approves the November 2, 2020 Special Meeting Minutes, as presented.

#### **VI. Superintendent Report**

Mr. Parkhurst addressed the Board. He indicated he has been making visits to all buildings and classrooms daily. On November 3, 2020, he attended the professional development virtual sites throughout the district as to have limited exposure. He continues to collaborate with union leadership about the 3 W's; wear your mask, wash your hands, and watch your distance. He monitored the iReady action plan with reports to parents and families implementing plans. He continues to take part in public health meetings weekly at the local and state levels. He took part in meetings with administrators and staff to review SRBI practices. He discussed taking part in Hartford Foundation for Public Giving Focus Group. He mentioned a meeting with the nursing supervisor, health department and building administrators throughout the COVID-19 contact tracing process. Continued weekly District Steering Committee meetings which discussed contacting parents

and families after the contract tracing is complete to keep them informed. He remarked about community outreach, such as, the launched Season 2, Episode 4 of Education Everywhere today; Windsor Locks High School students launching a district-wide video tribute and celebration of Veteran's Day; supporting athletes attending games, welcomed new inductees to the National Honor Society and recognized Book Award winners; attended Board of Finance and Board of Selectman meetings; attended the staff Flu Clinic; attended the Wellness Coalition session, In Plain Sight; and organized with Ms. Donna Bole, Central Office participation in the town Truck or Treat activity.

## **VII. Assistant Superintendent Report**

Mr. Christian Strickland, Assistant Superintendent of Schools, addressed the Board. He monitored completion of the districts first iReady diagnostic assessment for Grades 1-8. He participated in Food Service contract negotiations which is continuing. He observed administration of the PSAT, SAT, NMSQT for Windsor Locks High School. He helped plan the professional development sessions for November 3, 2020 and has evaluated the feedback forms. He collaborated with the Superintendent, administrators, and staff about the SRBI practices. He attended the National Honor Society and Book Award ceremonies, the Windsor Locks High School Football and Cheerleading Senior Day celebration!

## **VIII. Committee Reports**

### **A. Policy – Next Meeting 11/18/20**

### **B. Curriculum – Report on 11/12 Meeting**

Board Member Ms. Paige Latournes reported on the November 12, 2020 meeting which took place before the Regular Meeting. She noted that Mr. Strickland shared a summary of the November 3, 2020 professional development. Also discussed was the iReady diagnostic assessment and the bell schedule for remote learners and utilizing Raider Block for support Intervention.\

### **C. Finance – Next Meeting 12/09/20**

## **IX. Windsor Locks High School and South Elementary Roof Project**

Mr. Parkhurst introduced Mr. David Solin, Business Manager to the Board to discuss the bids received for the architectural services for the roof projects. Mr. Solin indicated that after reviewing multiple bids, it is his recommendation 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 the district's roofing consultant has successfully worked with them in the past.

A brief discussion was held.

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

#### **X. Discussion: Capital Improvement Advisory Committee**

Chairwoman Mrs. Patricia King indicated that the Board must have two members join the Capital Improvement Advisory Committee. She and Ms. Byrne have been serving on that committee for the past two years. She will step down if anyone would like to be on the committee. It was the consensus to have Mrs. King and Ms. Byrne continue to serve on the committee.

#### **XI. Update on Goals & Progress**

Mr. Parkhurst remarked that the Windsor Locks Public Schools continues to closely monitor student attendance with the goal to reduce chronic absenteeism district wide to under 10%. He showed two tables explaining the numbers, the first table showed week to week monitoring of the remote learners. He reminded everyone that the state definition of disconnect is a remote learning student that is not participating in class and/or completing work. The second table displayed the chronic absenteeism by district and school for October. The date ranges were from September 9, 2020 through November 8, 2020. At the district level, absenteeism is at 16%, which is a decrease from September by 4%. He discussed each school's numbers in detail.

The next two tables shown discussed the usage and lessons passed in iReady Reading and Math in Grades 1 through 8. The fifth and last table discussed intervention services and displayed the number of students receiving support in Tier II and Tier III.

A brief discussion was held.

#### **XII. District Steering Committee Report**

Mr. Parkhurst discussed the latest committee meeting. The committee meetings once a week and continue to get weekly health department updates. He remarked that as of today, Windsor Locks was moved into a red zone which means high number of positive cases, which is about 80% of all towns as of today. He explained that according to the health department, just because a town is labeled as a red zone, does not mean the schools are red zones. He shared the number of cases in Connecticut schools, 219 teachers and 457 students. The breakdown for students in schools were as follows: 158 in-person learners, 215 hybrid learners and 83 remote learners. The positivity cases are mainly community based as in schools, everyone complies with wearing masks, keeping six feet distance and washing hands. The governor has rolled back the opening of the state and therefore, the Board will only be having virtual meetings at this point

forward until further notice. As of today, the state is not advising the shutting down of schools. He asked the nurse supervisor, Lisa, to add to his comments. She noted that the schools are the safest place to be in, very clean and overall, everyone is doing their part.

A brief discussion was held.

Mr. Parkhurst interrupted the Board as Mr. Calvin Ampofo joined the meeting, back from his soccer game. Mr. Parkhurst gave the Board a brief bio of Mr. Ampofo and congratulated him. He spoke to the Board and thanked them for this honor.

### **XIII. Public Audience**

None.

Chairwoman Mrs. King wished everyone a happy and safe Thanksgiving!

### **XIV. Adjournment**

It was **MOVED** (Gragnotati) and **SECONDED** (Latournes) and **PASSED** (U) that the Board of Education adjourns the Regular Meeting of November 12, 2020 at 6:56 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  
December 3, 2020 4:00 p.m.**

Members Present: P. King, M. Byrne, J.McGowan, and D. Gragnolati,  
Members Absent: P. Latournes  
Administrators: S.Parkhurst, D. Prinstein, C. Strickland  
Staff: None  
Other Members: Attorney Carolyn Dugas, Attorney Lynn Cochrane, Procedural  
Advisor/Attorney Mark Sommaruga

**I. Call to Order**

Chairwoman Mrs. Patricia King called the Special Meeting to Order at 4:01 p.m. via Zoom.

**II. Executive Session**

It was **MOVED** (Byrne) 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, WLMS Administration, witnesses to testify for the administration, student and parents, witnesses for student and parents, legal counsel for the Board of Education and the administration.

Chairwoman Patricia King asked all persons in attendance to identify themselves for the record:

**Board of Education Members:**

Mrs. Patricia King  
Ms. Margaret Byrne  
Mr. Dennis Gragnolati  
Mr. James McGowan

**Others:**

Mr. Shawn Parkhurst, Superintendent of Windsor Locks Public Schools  
Mr. Christian J. Strickland, Assistant Superintendent of Windsor Locks Public Schools  
Mr. David Prinstein, Principal Windsor Locks Middle School  
Attorney Carolyn Dugas  
Attorney Lynne Cochrane  
Procedure Advisor/Attorney Mark Sommargua

Attorney Sommargua proceeded over the hearing and heard testimony regarding the offense of Student B from Attorney Dugas including information that the signed expulsion recommendations include no contesting of this expellable offense by Student B or his/her family. A discussion was held regarding the presented evidence and present Board of Education members asked clarifying questions related to the evidence.

Board Recessed at 4:37 p.m.

Board Reconvened at 4:55 p.m.

It was **MOVED** (Byrne) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education terminates Executive Session and reconvenes into public session at **4:56 p.m.**

It was **MOVED** (Byrne) and **SECONDED** (Gragnolati) and **PASSED** (U) that the Board of Education finds that Student B did engage in conduct that violated Board Policy 5114 and was seriously disruptive to the educational process. The Board of Education voted (U) to accept the expulsion recommendations as presented.

#### **IV. Adjournment**

It was **MOVED** (Gragnolati) and **SECONDED** (Byrne) and **PASSED** (U) that the Board of Education adjourn the December 3, 2020 Special Meeting at **4:58 p.m.**

Respectfully Submitted,

Christian Strickland  
Acting Recording Secretary

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION  
FROM: SHERI LEE, DIRECTOR OF HUMAN RESOURCES  
DATE: DECEMBER 10, 2020  
RE: RESIGNATION

Resignation:

Tara Brinckerhoff an Elementary Interventionist at North Street School has resigned effective, December 30, 2020. At the time of her resignation, Ms. Brinckerhoff will have served the students of Windsor Locks for fourteen years (14) years.

**BOARD MOTION:**

**“MOVE** that the Board of Education accepts Ms. Brinckerhoff’s resignation, effective December 30, 2020, and offer her our appreciation for all of her efforts on behalf of the students of the Windsor Locks Public Schools.”

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION  
FROM: SHERI LEE  
DATE: DECEMBER 10, 2020  
RE: NON-AFFILIATED BENEFIT

Non-Affiliated employees who provide instruction to students shall receive three (3) paid sick days to be used from January 4, 2021 to June 12, 2021. These sick days will not be carried forward and will not be renewed beyond the 2020-2021 school year.

**BOARD MOTION:**

**“MOVE** that the Board of Education accepts the change to include three (3) paid sick days for non-affiliated employees who provide instruction to students to be used from January 4, 2021 to June 12, 2021. These sick days will not be carried forward and will not be renewed beyond the 2020-2021 school year.”

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION  
FROM: SHAWN L. PARKHURST, SUPERINTENDENT  
DATE: DECEMBER 10, 2020  
RE: SUPERINTENDENT REPORT

**School Visits & Updates**

- Visits to all buildings and classrooms continue on a daily basis with social media posts to communicate with our families and community
- Supported our student athletes completing their fall season by attendance at their post-season games
- Provided coverage in absence of administrators at various buildings
- Continued collaboration with building administrators and our Contact Tracing Team to ensure the health and safety of all students, staff, and families related to Covid-19 cases

**Additional Meetings and Professional Development**

- Continued participation in weekly Superintendent & Department of Public Health meeting
- Assisted in the development, schedule, and first meeting of the newly formed, District SRBI Team
- Facilitated the ongoing weekly District Steering Committee meetings to provide an update on reopening plans and to discuss next steps
- Initiated the budget process for 21-22; faculty-based presentations on the budget process
- Continuation of monitoring the use of *iReady*, with weekly reviews with Assistant Superintendent
- Attended several town wide meetings; Board of Finance and Board of Selectmen
- Collaborated with Food Service Director to plan and organize, in collaboration with Smyth Bus, our Grab and Go delivery service to begin on December 7, 2020
- Attended Alliance District meeting at CAPSS with other Alliance District Superintendents
- Facilitated the development of district and building security and safety plans
- Participation in various continued negotiations in collaboration with HR Director Sheri Lee
- Tuesday Hartford Area Superintendent Association meeting attendance
- Conducted Non-Tenure Teacher review meetings with each respective building administrators
- Hosted the elementary school advisory meeting for families

- ❑ Attended Commissioners Network and Alliance District *Talk Tuesdays - Student Attendance, Engagement and Support*
- ❑ Celebrated the NSS staff member, Jane Wilkinson, for 50 years in education
- ❑ Developed and implemented Covid rotation coverage with Assistant Superintendent
- ❑ Attended November PDEC committee, facilitated by Assistant Superintendent
- ❑ Organized a teaching and job-embedded professional development session for South Elementary staff, featuring national math presenter, Greg Tang
- ❑ Reinstated weekly NEASC meetings with High School Administration in preparation for Spring accreditation visit
- ❑ Collaborated with CSDE on our Alliance goals and beginning of the year data
- ❑ Attended workshop *Trauma-Informed Suicide Prevention: Leading School District, County, and State Systems*

### **Community Outreach**

- ❑ Celebrated our student Connecticut Association of Public School Superintendents' Awardees
- ❑ Attended Office of Family Partnerships The Learning Table Presentation on Financial Planning
- ❑ Promoted the various class fundraisers through participation and posting on social media outlets
- ❑ Attended Bradley Chamber meeting
- ❑ Weekly meeting with medical advisor, Dr. Milanese and our Nurse Supervisor
- ❑ Attended the Capital Region PreK-12 Emergency Planning meeting
- ❑ Completed the Town Annual Report

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: CHRISTIAN STRICKLAND, ASSISTANT SUPERINTENDENT

DATE: DECEMBER 10, 2020

RE: ASSISTANT SUPERINTENDENT REPORT

**Curriculum, Instruction, and Assessment**

- Began preliminary discussions with the Superintendent and High School Administration related to the March 2021 NEASC visit.
- Met with High School Administration and Guidance on the district policy regarding class rank and achievement.
- Collaborated with the Superintendent, Director of Pupil Services, and the Supervisor of Pupil Services to create and outline the work for a district level SRBI Committee.
- Facilitated November Professional Development and Evaluation Committee Meeting.
- Provided Professional Development to the district leadership team on conducting Review of Practice Observations.

**Additional Meetings and Professional Development**

- Began participation in the district wide *RULER* Training with the Yale Center for Emotional Intelligence.
- Attended virtual sessions offered from the 2020 NEASC Virtual Showcase and Conference
- Participating in preliminary budget discussions around technology and facilities as well as overall district expenditures
- Ongoing participation in Food Service Negotiations
- Joined the Superintendent in attending building staff meetings to share our and provide transparency to the district's 2020-2021 budget process.
- Attended workshop *Trauma-Informed Suicide Prevention: Leading School District, County, and State Systems*.

**Community Outreach**

- Attended Office of Family Partnerships The Learning Table Presentation on Financial Planning
- Attended WLHS Junior College Planning Night

**WINDSOR LOCKS PUBLIC SCHOOLS  
BOARD OF EDUCATION SPECIAL MEETING**

**Policy Subcommittee Meeting**

**November 30, 2020 - 5:45 p.m.**

**Zoom Meeting**

**Present: Pat King, James McGowan, Shawn Parkhurst, Christian Strickland, Nicole Lucas**

1. Call To Order at 5:55 pm
2. Public Comment
  - a. Nicole Lucas commented that she may have questions later on regarding the class rank policy.
3. Review for Discussion and/or First Reading
  - a. 6114.6 - Emergency Closings: Approve
    - Approved to move forward to full board for a first reading
  - b. 5118 - Resident and Non-Resident Attendance
    - i. Affidavit for Purposes of Residency (New): Approval
      1. Approved to move forward to full board for a first reading
  - c. 6146.12 - Academic Recognition: Revise
    1. Approved to move forward to full board for a first reading
  - d. 6007 - Rank in Class: Rescind
    1. Approved to move forward to full board
  - e. 5000 Series - Berchem Moses, LLC Review and Recommendations for:
    - i. 5000 Windsor Locks Public Schools Mission
    - ii. 5111-5112 Admission and Placement
    - iii. 5114 Conduct and Discipline
    - iv. 5114.12 Student Handbooks
    - v. 5116 Enumeration of Children
    - vi. 5117.2 School Attendance Areas Inter-district Choice
    - vii. 5118 Resident and Non-Resident Attendance
    - viii. 5118.1 Homeless Students
    - ix. 5118.2 Education Opportunities for Military Children
    - x. 5122 Class-Grade Assignment of Students who have been Enrolled in a Non-Accredited or Home School Program
    - xi. 5122.3 Assignment of Former Home Schooled Students to Classes
    - xii. 5123 Promotion and Retention of Students
    - xiii. 5123.1 Supervision/Actions Required for School/Districts Designated as Needing Improvement
    - xiv. 5125 Confidentiality and Access to Student Records



- xv. 5125.11 Health/Medical Records
- xvi. 5125.2 Student Photographs
- xvii. 5125.3 Professional Communication Between a Certified Teacher,  
Administrator or Registered Nurse and a Student, Parent
  - 1. Approved to move to full board for a first reading with a request that the Superintendent provide an overview at the meeting of the redline changes.

4. Adjourned at 6:17 pm

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION  
FROM: SHAWN L. PARKHURST, SUPERINTENDENT  
DATE: DECEMBER 10, 2020  
RE: POLICY UPDATE

Tonight, I would like to present the following policies for a first reading:

- a. 6114.6 - Emergency Closings: Approve
- b. 5118 - Resident and Non-Resident Attendance
  - i. Affidavit for Purposes of Residency (New): Approval
- c. 6146.12 - Academic Recognition: Revise
- d. 6007 - Rank in Class: Rescind

## **Instruction**

### **Emergency Closings**

The Board authorizes the Superintendent to close the schools, delay their opening, and/or to dismiss them early in the event of hazardous weather or other emergencies which threaten the safety or health of students or staff members.

For the duration of the 2020-2021 school year, the Superintendent may choose to treat a day in which the weather is hazardous necessitating a weather related school closure (“a snow day”), whether an in-person, hybrid, or remote instructional model is being used, as a Remote Learning Day (RLD) or as a day in which schooling is closed and the cancelled day is to be made up later in the school year in concert with previous practice. Such decisions will be made at the local level led by the Superintendent in consultation with local officials.

All students, when a RLD is declared, will be provided with remote learning on those days in a manner consistent with the regulatory requirements outlined the State Department of Education’s Adapt, Advance, Achieve guidance and Addendum 12.

A RLD remains a work day for all faculty and staff. The Superintendent will determine the location of work for each staff member.

It is understood that the Superintendent will take such action only after consultation with transportation, police, appropriate town maintenance personnel, and weather authorities.

The public will be informed early in each school year of emergency closing, delayed opening, and early dismissal procedures.

In the case of closing the schools for weather or emergencies, administrators and non-certified personnel should make every effort to reach their assigned duties as soon as roads are passable or the emergency condition is deemed safe by school administrators.

Emergency or discretionary leave may be used for those unable to reach a building unless the Superintendent or designee feels conditions are severe enough that all employees are dismissed from attending work.

Every effort will be made to notify employees of the status of opening, either by phone by posting on the District web site, or through television and radio broadcasts.

(cf. 6111 - School Year/School Calendar)

Legal Reference: Connecticut General Statutes  
10-15 Towns to maintain schools.  
Action of State Board of Education October 7, 2020

Adapt, Advance, Achieve: Connecticut's Plan to Learn and Grow Together,  
September 4, 2020  
Addendum 12 – Reimagining Connecticut Classrooms: Planning the Instructional  
Time for Remote Learning in Hybrid and Full Remote Models, September 4,  
2020

Policy adopted: xx/xx

Windsor Locks Public Schools  
Windsor Locks, Connecticut

5118 Resident and Non-Resident Attendance Affidavit

Windsor Locks Board of Education Affidavit for Purposes of Residency

PARENT/GUARDIAN FORM

State of Connecticut)

ss: WINDSOR LOCKS

County of Hartford)

Personally appeared, \_\_\_\_\_ who made oath to the following:
(name of relative/guardian)

- 1. I am the \_\_\_\_\_ (fill in applicable response) of \_\_\_\_\_ (name of child) and am acting as the child's authorize caregiver.
2. I reside at \_\_\_\_\_ (street address) in the Town of Windsor Locks, State of Connecticut.
3. \_\_\_\_\_ currently resides with me. (name of child)
4. It is my intention that \_\_\_\_\_ (name of child) is to reside with \_\_\_\_\_ at \_\_\_\_\_ (name of resident host) (address of resident host) in the Town of Windsor Locks, CT, and that such residence is to be permanent.
5. I do not receive, nor will I receive pay for providing such residence.
6. Such residence is not for the sole purpose of obtaining school accommodations.
7. I shall report to the Windsor Locks Board of Education any change in the foregoing circumstances within 30 days from the date on which such change occurs.
8. I am authorized to release and obtain information regarding the student, including student records, and to make educational and medical decisions regarding \_\_\_\_\_ in place of the student's biological parent.
9. I understand that in addition to possible prosecution, if I provide false information the child may be denied school accommodation privileges in accordance with Windsor Locks Board Policy 5118, and that I may be assessed tuition.

I hereby swear to the truth of the foregoing statements, under penalty of perjury, recognizing that the Windsor Locks School District has released me from the obligation to pay tuition costs in reliance on this affidavit.

Signature of Parent/Guardian

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary Public

## Student Achievement Recognition at Graduation

To recognize high academic achievement as determined by students demonstrating mastery in the school's cross-curricular and content-area graduation standards, Windsor Locks Public Schools uses a system of Latin honors and standards-based Grade Point Averages to award academic recognition and distinction. Rank in class is calculated by determining a student's Grade Point Average (GPA) which will be calculated at the close of the third marking term of the senior year. **Students who transfer into Windsor Locks High School must attend for a minimum of 6 continuous marking terms to be academically recognized for class rank.** Using a system familiar to prospective colleges and universities, Windsor Locks Public Schools awards Latin Honors based on individual academic achievement and habits of scholarship achievement as measured against consistently applied learning standards. For the classes of 2020 and beyond, the Windsor Locks Public Schools will recognize students for academic achievement and habits of scholarship achievement separately. Valedictorian and Salutatorian will also be recognized at graduation.

### Latin Honors

The categories of academic distinction are as follows:

Summa Cum Laude (with highest honors)

Magna Cum Laude (with great honors)

Cum Laude (with honors)

#### A. Academic Achievement Honors

Windsor Locks Public Schools will employ a consistent system of grading, scoring, and aggregating mastery that will produce a rolling and cumulative Grade Point Average for each student. The Grade Point Average will be reported on the official Windsor Locks High School transcript and will be used to determine Latin honors in accordance with the following categories:

Summa Cum Laude: Students whose GPA is in the top 5% of the class.

Magna Cum Laude: Students whose GPA is in the top 15% of the class.

Cum Laude: Students whose GPA is in the top 25% of the class.

#### B. Habits of Scholarship Honors

Windsor Locks Public Schools will apply a consistent system for assessing and aggregating a student's cumulative performance of the Habits of Scholarship, developed and implemented by the faculty and staff of the Windsor Locks High School and Pine Meadow Academy. Honors distinction for Habits of Scholarship at graduation will be reflective of the process by which the Habits of Scholarship Honor Roll is calculated each marking period.

Summa Cum Laude (with highest honors): HOS career average of 3.6 or higher

Magna Cum Laude (with great honors): HOS career average of 3.4 or higher

Cum Laude (with honors): HOS career average of 3.2 or higher

Legal Reference:

Connecticut General Statutes 10-220g Policy on weighted grades for honors and advanced placement classes

Policy adopted: January 10, 2019

WINDSOR LOCKS PUBLIC SCHOOLS

Windsor Locks, Connecticut

## **Instructional**

### **Rank In Class - Windsor Locks High School**

Rank in class provides the student with one basis for assessing his/her level of academic achievement. Further, rank in class of students is sought by many college admission offices. The information is used to estimate the student's effort as well as to predict the student's potential for success in college.

Rank in class is calculated each semester and on a cumulative year basis from freshman through senior year. Class rank for valedictorian and salutatorian students for each graduating class at Windsor Locks High School are determined at the close of the fifth marking period of the senior year.

Beginning with the school year 1999/2000, all grades in courses applicable toward graduation will be counted in computing grade-point average, quality point average and rank in class. Students must be enrolled in six subjects to earn a minimum of six credits each year by the Board policy. Rank in class will be determined by calculating the quality point average. The quality point system is a method of weighting courses by assigning to each course a numerical value based on its degree of difficulty (see Board of Education Policy #6006).

Rank in class is recorded only on transcripts of students who request that transcripts be forwarded to college(s). A student may elect not to have rank in class recorded on the transcript by so indicating on the necessary release form for sending transcripts to college. Data concerning rank in class is inserted into the record file of all students. Rank-in-class is not recorded on report cards.

The transfer grades of students new to Windsor Locks High School shall be used as such and in total for calculating grade point averages and rank in class.

References: Rank-in-Class, Publication of NASSP

Board of Education Policy 6001

Adopted: October 1978

Revised: August 1983, January 1984, April 1986, November 1998



**Windsor Locks Public Schools**

**Board of Education Curriculum Committee**

**November 12, 2020 – 4:30 p.m.**

**Location of Meeting - Meeting was held virtually via Zoom Link**

**Minutes**

**Committee Members Present:** Paige Latournes, Jim McGowan

**Windsor Locks Public Schools Staff Present:** Assistant Superintendent Christian Strickland

**Community Members Present:** None

Meeting was called to order at 4:31pm by Christian Strickland.

**1. New Business**

- a. November 3, 2020 Professional Development Day - Evaluation and Return on Investment

Assistant Superintendent, Christian Strickland summarized the feedback and information related to the November 3rd Professional Development day in Windsor Locks Public Schools. Mr. Strickland shared slides highlighting feedback scores and teacher statements to address the return on investment from the professional development offerings. Mr. Strickland shared specific follow-up steps that each building would be taking as a result of their professional development sessions. The committee agreed that overall it was a successful day and that the results for students should continue to be monitored to further evaluate the return on investment.

**2. Informational Items**

- a. Review and Discussion of Remote Learning/Inclement Weather Schedules

Assistant Superintendent, Christian Strickland shared the drafted remote schedules for North Street, South Elementary, WLMS, and WLHS with Ms. Latournes and Mr. McGowan. He presented the requirements for these schedules as identified by the Connecticut State Department of Education. Mrs. Latournes and Mr. McGowan asked questions regarding each of the schedules. Mrs. Latorunes gave feedback regarding the office hours at the beginning and ending of the WLMS and WLHS schedules and expressed concern regarding how many students would actively take advantage of those opportunities.

**3. Future Business Items**

- a. Raider Block and Supporting Student Intervention Services at WLHS

Ms. Latournes and Mr. McGowan stated that they would be interested in hearing this presentation. Mr. McGowan shared that hearing the presentation from the high school administration would be beneficial.

**4. Adjourn**

The Curriculum Committee meeting was adjourned at 5:10 pm by Christian Strickland. The next meeting is scheduled for December 10, 2020.

Respectfully Submitted  
***Christian J. Strickland***  
Christian J. Strickland  
Assistant Superintendent  
Windsor Locks Public Schools

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION  
 FROM: SHAWN L. PARKHURST, SUPERINTENDENT  
 DATE: DECEMBER 10, 2020  
 RE: REVISED FY 21-22 BUDGET DEVELOPMENT CALENDAR

**REVISED**

**<sup>1</sup>Windsor Locks Public Schools - Budget Calendar  
 Schedule of FY 2021-2022 Budget Creation**

Due Date	Activity
<b>November</b>	
11/2/20	Distribution of Building/Department Budget Spreadsheets & Guidelines for 21-22
<b>November</b>	
11/13/20	Technology & Facilities Budget due to Business Manager & Superintendent of Schools
11/23/20 9:00 am 11/23/20 10:30 am	Technology & Facilities Budget Review with Superintendent, Assistant Superintendent, Business Manager, Human Resource Director and Director of PPS
11/30/20 12/7/20	Superintendent & Assistant Superintendent Faculty Meeting Budget Discussions
<b>December</b>	
12/10/20	Capital Improvement Budget Discussion at Board of Education Meeting
12/11/20	All Site Budgets due to Business Manager & Superintendent of Schools
12/14/20	Budget Review with Superintendent, Assistant Superintendent, Business Manager, & Human Resource Director
12/15/20 4:45 pm	Board of Education Special Meeting (approve Capital Items)
12/21 12/22	Administrator Budget Review Meetings (individually) with Superintendent, Assistant Superintendent, Business Manager & Human Resource Director
12/28	Capital Request due to Town Finance

<sup>1</sup> File: Budget Development Calendar 21-22

<b>January</b>	
1/4/21 9:00 am	Cabinet Review of Budget 21-22
1/4/21 6:00 pm	BOE presentations to CIAC (Capital Improvements)
1/7/21 1:30 pm	Leadership Budget Review
1/9/21 8:30 am	Saturday Board of Education Budget Workshop
1/14/21 6:00 pm	Board of Education Meeting Approval of Budget
1/21/21 6:00 pm	Tentative ( <i>if needed</i> ) Special Board of Education Meeting Approval of Budget
<b>February</b>	
2/1/21	Operating Budget due to Town Finance Office
2/10/21 6:30 pm	Board of Education Presentation of Budget to Board of Finance
<b>March</b>	
3/3/21 6:30 pm	BOE Capital Budget Presentation to Board of Finance
3/10/21 6:30 pm	BOF finalize BOE budget
3/16/21 6:30 pm	BOF finalize BOE budget if not previously done
3/17/21 6:30 pm	BOF finalize BOE budget if not previously done
3/23/21 6:30 pm	Appeals; Operating and Capital to Board of Finance
3/24/21, 3/30/31, 3/31/21 6:30 pm	BOF prepares and finalizes budget
<b>April</b>	
4/20/21 7:00 pm	Town Public Hearing
<b>May</b>	
5/18/21 7:00 pm	Annual Town Budget Meeting & Vote

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION  
FROM: SHAWN L. PARKHURST, SUPERINTENDENT  
DATE: DECEMBER 10, 2020  
RE: REVISED PLC CALENDAR FOR 20-21

I am proposing a change to the district-wide PLC schedule effective the week of January 4, 2021 for the duration of the 20-21 school year moving PLCs from Mondays to Wednesdays to accommodate the WLMS/WLHS Hybrid model.

**Board Motion:** “**Move** that the Board of Education accept the proposed change to the district-wide PLC schedule as presented.”

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION  
 FROM: SHAWN L. PARKHURST, SUPERINTENDENT  
 DATE: DECEMBER 10, 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%
November 2-6	734	26	4%
November 9-13	861	54	6%

Figure 2

School	September 2020	October 2020	November 2020
District	20%	16%	17%
WLHS	22.1%	18%	20%
WLMS	18%	12%	13%
South Elementary	16.8%	10%	12%
North Street	17.2%	14%	15%

Figure 3 exhibits the number of students completing lessons and the percentage of lessons passed in *iReady* Reading & Mathematics from November 13, 2020 through December 3, 2020.

Figures 4 (a-d) 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 November 13, 2020 - December 3, 2020				
Grade	READING		MATH	
	Number of Students Completing Lessons	Percentage of students using <i>iReady</i> with 70-100% of Lessons Passed	Number of Students Completing Lessons	Percentage of students using <i>iReady</i> with 70-100% of Lessons Passed
1	99/107	91%	101/107	96%
2	112/121	85%	110/121	98%
3	108/111	69%	108/111	95%
4	95/96	69%	95/96	89%
5	112/127	61%	123/127	86%
6	94/103	63%	98/103	70%
7	91/99	57%	98/99	54%
8	106/121	61%	116/121	59%

- In all grade levels there has been a significant increase in the number of students completing lessons.

- In reading, the data for students in grades 3 -8 shows that students will benefit from additional reading intervention and support.
- In math the data show that in grades 1 - 5, there is a high percentage of students passing lessons. In grades 6 - 8 data suggests additional teacher intervention and support is required.

Figure 4a

Grade	Number of Students Receiving Tier II Support READING							
	November	December	January	February	March	April	May	June
K		0						
1		12						
2		14						
3	6	9						
4	7	5						
5	9	9						
6	6	5						
7	12	11						
8	12	8						

- Students in kindergarten are currently provided with small group intervention directly in the classroom.
- The number of students receiving Tier II support has remained consistent.



Figure 4b

Grade	Number of Students Receiving Tier III Support READING							
	November	December	January	February	March	April	May	June
K		0						
1		0						
2		0						
3	7	7						
4	12	13						
5	13	12						
6	2	3						
7	1	2						
8	2	2						

- Currently there are no students in grades K - 2 receiving Tier III intervention support.
- The number of students receiving Tier III support has remained consistent.

Figure 4c

Grade	Number of Students Receiving Tier II Support MATH							
	November	December	January	February	March	April	May	June
K		0						
1		5						
2		3						
3	5	5						
4	7	4						
5	11	10						
6	18	18						
7	5	1						
8	5	2						

- Students in kindergarten are currently provided with small group intervention directly in the classroom.
- In grades 4, 7, and 8 there was a decrease in the number of students receiving Tier II math support.

Figure 4d

Grade	Number of Students Receiving Tier III Support MATH							
	November	December	January	February	March	April	May	June
K		0						
1		0						
2		0						
3	3	3						
4	7	10						
5	4	6						
6	2	1						
7	1	6						
8	2	11						

- Currently there are no students in grades K - 2 receiving Tier III intervention support.
- In grades 4, 7, and 8 there was an increase in the number of students receiving Tier III math support.

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION  
FROM: SHAWN L. PARKHURST, SUPERINTENDENT  
DATE: DECEMBER 10, 2020  
RE: NORTH STREET SCHOOL FENCE PROJECT

After reviewing multiple bids for the North Street School perimeter fence project, it is the recommendation of David Solin, Business Manager, that the Board of Education approve the quote of \$26,258.38 from the Arrow Fence Company.

**Board Motion:** “**MOVE** that the Board of Education approve the quote from the Arrow Fence Company in the amount of \$26,258.38 for the North Street School Perimeter Fence project.”

**EXHIBIT XIV**

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION  
FROM: SHAWN L. PARKHURST, SUPERINTENDENT  
DATE: DECEMBER 10, 2020  
RE: HVAC ENGINEERING DESIGN

Tonight, David Solin, Business Manager, will provide information and make his recommendation of the HVAC Engineering Design for your approval.

**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

\*\*\*\*\*

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

\*\*\*\*\*

**Central Office**

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

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

**David Solin**  
Business Manager 860-292-5741

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