

WINDSOR LOCKS PUBLIC SCHOOLS



BOARD OF EDUCATION MEETING

Regular Meeting

January 14, 2021

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
January 14, 2021
Windsor Locks Board of Education
Zoom - 6:00 p.m.

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- 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
 - Jessica Brown
 - Abigail Farr
 - Aleynah Taylor
- IV. Approval of Minutes: **Vote Needed** p. 5 Exhibit IV
 - 12/3/20 Special Meeting
 - 12/10/20 Regular Meeting
 - 12/22/20 Special Meeting
 - 12/28/20 Special Meeting
- V. Superintendent Report p. 22 Exhibit V
- VI. Assistant Superintendent Report p. 24 Exhibit VI
- VII. Committee Reports

- A. Policy - Next Meeting 1/13/2021
 - 1. Second Reading: **Vote Needed** p. 25 Exhibit VII A 1
 - 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 2/11/21
 - C. Finance - Next Meeting 2/10/21
 - 1. 12/9/20 FSC Minutes: **Vote Needed** p. 33 Exhibit VII C 1
 - VIII. 21-22 Calendar: **Vote Needed** p. 34 Exhibit VIII
 - IX. WLMS and WLHS Full Return to School: **Vote Possible**
 - X. Update on Goals & Progress p. 36 Exhibit X
 - Attendance
 - iReady Diagnostic Benchmark
 - XI. 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*
 - XII. 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: JANUARY 14, 2021

RE: APPROVAL OF MINUTES

- December 3, 2020 Special Meeting
- December 10, 2020 Regular Meeting
- December 22, 2020 Special Meeting
- December 28, 2020 Special Meeting

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

**MINUTES OF THE SPECIAL MEETING,
December 3, 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, and D. Gagnolati
Members Absent:	P. Latournes
Administrators:	S. Parkhurst, C. Strickland, S. Lee, D. Prinstein, R. Aldred, J. Ferreira, H. Earley and J. Lavorgna
Student Representatives:	J. Quagliaroli and R. Lucas
Students:	Unknown
Staff:	Unknown
Others:	Unknown
Press:	None

I. Call to Order

Chairwoman Patricia King called the Special Meeting to Order at 6:00 p.m. held via Zoom Meeting.

A. Roll Call for Quorum

All Board Members present other than Ms. Paige Latournes.

B. Pledge of Allegiance

All stood up and pledged allegiance to the flag.

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

Ms. Jessie Lavorgna asked anyone who would like to make a public comment, please write the comment in the chat box or raise their hand and she will unmute the microphone.

No response was given.

III. Discussion: WLTA Communication & Request

This agenda item was withdrawn per the request of the WLTA before the start of the meeting.

IV. Discussion: Hybrid Model for Windsor Locks Middle School and Windsor Locks High School

Mr. Parkhurst addressed the Board. As everyone is aware, the hybrid model the high school and middle school have been following is in-person five days a week and remote five days a week, alternating by gold and maroon cohorts to engage students for them to achieve their goals. The data of the first marking period has been analyzed and was shared to the Steering Committee at the last meeting. It is alarming to read the data at the high school in which 108 students are not eligible for extra-curricular activities due to their academic and HOS (Habits of Scholarship). The data shows many students are disengaged when working remotely versus in-person learning. Speaking to parents, students and staff, the feedback was to consider a different schedule to engage all students in their learning. Data for the middle school was similar in that 47 students or two-thirds of students are ineligible for extra-curricular activities as they too have become disengaged. It has become evident the hybrid model needs to be changed to increase student engagement at a high level and to increase HOS standing. He is recommending beginning on December 7, 2020, the high school will transition to Monday/Tuesday – in-person learning for the maroon cohort, Wednesday – all students remote learning and PLC day, and Thursday/Friday – in-person gold cohort. The middle school will begin on December 15, 2020 due to the closure of the middle school is until December 14, 2020. Mr. Parkhurst asked Ms. Rebecca Aldred, Principal of Windsor Locks High School and Mr. David Prinstein, Principal of Windsor Locks Middle School to comment on the changes. Both Ms. Aldred and Mr. Prinstein noted the change could be accommodated in their respective schools and believes the changes will keep students engaged.

A lengthy discussion was held among Board Members, Mr. Prinstein, Ms. Aldred and the student representatives.

It was **MOVED** (Byrne) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education adopts the recommendation to maroon and gold cohort modified schedule effective for the high school on December 7, 2020 and middle school on December 15, 2020 to reach goals of engagement to be reviewed regularly.

Chairwoman Mrs. King asked if anyone in the audience had any comments. Ms. Jesse Lavorgna noted that someone has raised their hand. Ms. Allison Green addressed the Board. She asked about the Agenda Item III which was not discussed. Mrs. King answered her indicating that it was withdrawal by the teacher's union.

XI. Adjournment

It was **MOVED** (Gragnotati) and **SECONDED** (Byrne) and **PASSED** (U) that the Board of Education adjourns the Special Meeting of December 3, 2020 at 6:31 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,
December 10, 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, J. Ferreira, D. Prinstein, R. Aldred, M. Briggs, C. Grado, J. Robinson, H. Earley, C. Domler and J. Lavorgna,
Student Representatives:	R. Lucas and J. Quagliaroli
Students:	Unknown
Staff:	D. Bole, G. Weigert, M. Sigall, L. Ciaffaglione, N. Saavedra, R. Ivanov, S. Naylor and others
Others:	A. Mackey and other participants
Press:	None

I. Call to Order

Chairwoman Mrs. Patricia King called the Regular Meeting to Order at 6:07 p.m. held and via Zoom Meeting.

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' Report

Miss Ryan Lucas, Student Representative addressed the Board. She commented about the new schedule and it is working out great for students in particular, students in the AP classes. The students that are struggling are finding it easier to ask for help from teachers. All in all, it is going well.

D. Board of Education Communications

Vice-Chairwoman Ms. Margaret Byrne commented that she attended a finance sub-committee meeting recently. She also noted the negotiations with the food service.

Chairwoman Mrs. Patricia King noted attended the Board Chair Meeting which is held every two weeks. The topic of discussion was many districts due to COVID have changed back and forth with in-person and remote instruction. Not many districts are in-person, most on the call are remote instruction.

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

Ms. Jessie Lavorgna asked anyone who would like to make a public comment, please write the comment in the chat box or raise their hand and she will unmute the microphone.

None.

III. Student & Staff Recognition

- **Contract Tracing Team – Lisa Ciaffaglione, Nicole Saavedra, Rita Ivanov**

Mr. Parkhurst addressed the Board. He wanted to recognize the outstanding work of several people behind the scenes during the pandemic, the contract tracing team which are the Ms. Lisa Ciaffaglione, Lead Nurse, the districts COVID liaison with the State Department of Education and South Elementary Nurse, Ms. Nichole Saavedra, North Street School Nurse and Ms. Rita Ivanov, Windsor Locks Middle School Nurse. He affectionally called them the amazing trio. At any moment day, or night, they are on-call to work together to make sure students, staff and families are safe to conduct contract tracing when the Department of Health notifies the district of an exposure. He explained how the contract tracing process works. The nurses were featured on NBC30 segment about school nurses. He thanked them for all their hard work and dedication to the students, families, and staff of Windsor Locks. Chairwoman Mrs. King also thanked them for their hard work.

- **The Mystery Sticky Note Writers**

Mr. Parkhurst showed a video which explained the mystery sticky notes which were showing up all around South Elementary School. The sticky notes were positive in nature. The four students who were responsible for those sticky notes were: Jacob, Jace, Hanna and Victoria. Mr. Parkhurst congratulated the students for sharing positive messages. Chairwoman Mrs. King congratulated the students!

- **Kathy Ryan**

Mr. Parkhurst spoke about Ms. Ryan, a second grade teacher at North Street School. Every year, she organizes an annual toy sale and café at North Street School. However, this year due to COVID, it could not be done. Rather than not having the toy sale, she and her students have written letters asking for donations which can be purchased on Amazon. The purchase can be shipped directly to the school and those toys will be donated to Windsor Locks Youth Services to distribute through the community. The last day of the toy drive is on December 17, 2020. He gave a huge shout-out to Ms. Ryan!

Chairwoman Mrs. King asked for a moment of silence in honor of June Hartford-Alley who passed away recently.

IV. Approval of Minutes

- **November 2, 2020 Special Meeting**

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

- **November 12, 2020 Regular Meeting**

It was **MOVED** (Byrne) and **SECONDED** (Gragnolati) and **PASSED** (U) that the Board of Education approves the November 12, 2020 Regular Meeting Minutes, as presented

- **December 3, 2020 Special Meeting**

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

V. Personnel Report

A. Resignation

Ms. Sheri Lee, Human Resource Director addressed the Board. She announced that Ms. 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.

It was **MOVED** (Byrne) and **SECONDED** (McGowan) and **PASSED** (U) 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.

B. Director of Facilities Update

Ms. Lee announced there are two candidates that are being interviewed for the position. The first interview was held last week, and the second candidate will be interviewed soon. The process is continuing.

C. Non-Affiliated Benefit

Ms. Lee spoke about the non-affiliated employees who provide instruction to students receive three 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.

A brief discussion was held.

It was **MOVED** (Byrne) and **SECONDED** (McGowan) and **PASSED** (4-0-1) (In Favor: P. King, M. Byrne, J. McGowan and D. Gragnolati; Opposed: None; Abstain: P. Latournes) that the Board of Education accepts the change to include three 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.

VI. Superintendent Report

Mr. Parkhurst addressed the Board. He has been continuing visits to all buildings and classrooms daily to continue engaging safety protocols. In late fall, he supported athletics at their post-season games. He provided coverage in absence of administrators at various buildings. He has met with the contract tracing team many times; some weeks have met twice a week. The SRBI team has met to create the work for a district level SRBI Committee. The budget process has begun. He has attended several town meetings. He has collaborated with the Food Service Coordinator, Ms. Chrissy Palmer and Smyth Bus to begin service delivery of the Grab and Go lunch to begin on December 7, 2020. Conducted non-tenured review meetings with reach respective building administrator. He celebrated the North Street School staff member, Mrs. Jane Wilkson, for 50 years in education. Weekly meetings have started to prepare for the NEASC Spring accreditation visit. He has begun working on the capital improvements project proposed budget and he has completed the annual town report.

VII. Assistant Superintendent Report

Mr. Christian Strickland, Assistant Superintendent of Schools, addressed the Board. He attended a meeting with the high school administration and Mr. Parkhurst discussing the NEASC visit in March of 2021. He met with the guidance department and high school administration to discuss the policy regarding class rank and achievement. He worked with pupil services to create and outline the work for a district level SRBI Committee. He facilitated a meeting discussing the November 3, 2020 Professional Development and the feedback and what improvements could be made. He participated in the district wide Ruler Training with Yale Center for Emotional Intelligence. He attended virtual sessions offered from the 2020 NEASC Virtual Showcase and Conference. He attended budget discussions around technology and facilities and attended the ongoing food service negotiations. He attended the Office of Family Partnerships the Learning Table Presentation on Financial Planning. It was a informative. Lastly, he attended a college planning night for juniors.

VIII. Committee Reports

A. Policy – Next Meeting 01/13/2021

1. Meeting Minutes of 11/30/20

It was **MOVED** (Byrne) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education approves the November 30, 2020 Policy Meeting Minutes, as presented

2. First Reading - Propose to Accept Changes move to Second Reading:

- 6114.6 Emergency Closings - New
- 5118 - Resident/Non Resident Attendance - New Affidavit
- 6146.12 Academic Recognition – Revise
- 6007 Rank in Class - Rescind

Chairwoman Mrs. King noted the new and revised policies are in the Board Member's packet for review. This was the first reading. The policies will be brought back at the next meeting for discussion and possible vote. Mr. Parkhurst gave a brief summary of each policy/revision.

A brief discussion was held.

B. Curriculum – Next Meeting 12/10/20

1. Meeting Minutes of 11/12/20

It was **MOVED** (Byrne) and **SECONDED** (Latournes) and **PASSED** (U) that the Board of Education approves the November 12, 2020 Curriculum Meeting Minutes, as presented

C. Finance – Next Meeting 02/01/2021

Ms. Byrne commented the recent meeting was a good meeting. Looking through all the different lines of the budget, you can see what COVID has affected the most in relation to the budget.

IX. Revised FY 2021-2022 Budget Development Calendar

Mr. Parkhurst indicated in the Board packets, he noted that the dates have been revised as the operating budget is due by February 1, 2021, making a Saturday budget workshop to be scheduled on January 9, 2021. At 9:00 a.m. The capital improvement projects budget is due on December 28, 2020. A special meeting will be called for December 16 to vote on that budget.

X. Revised PLC Calendar for 2020-2021

Mr. Parkhurst proposed 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. All families will be advised as soon as possible.

A brief discussion was held.

It was **MOVED** (Byrne) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education accepts the proposed change to the district-wide PLC schedule as presented.

XI. Family and School Partnerships

Mr. Parkhurst introduced Ms. Jessie Lavorgna to the Board. She gave the Board a brief overview of her office. The Office of Family and School Partnerships began over two years ago. She showed a PowerPoint presentation explaining hours students spending in school, out of school and sleeping. It is critical to engage families with student's education is the primary mission. The office was started as community engagement giving an opportunity for teachers, families, and community members for assisting the student's wellbeing. Her office consists of two staff members herself and her assistant. Her office is funded by the Hartford Foundation for Public Giving grant and she is grateful for the foundation. As she stated, the office began as a public relation and it has shifted into partnerships rather than engagement. She discussed the many programs and events that have been hosted by her office and future programs and events which are being planned. Ms. Brenda Murphy, her assistant, is responsible for registering any student to the district and is basically the welcoming center for new families entering the district. She encouraged everyone to visit the Windsor Locks Public Schools website to review all the past and future programs and events.

A brief discussion was held.

XII. 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 13, 2020. At the district level, absenteeism is at 17%, which is a decrease from September by 3%. He discussed each school's numbers in detail.

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

A brief discussion was held.

XIII. North Street School Fence Project

Mr. Parkhurst introduced Mr. David Solin, Business Manager to the Board to discuss the North Street School fence project. Mr. Solin commented after reviewing three bids for the North Street School perimeter fence project, he recommended that the Board of Education approve the quote of \$26,258.38 from the Arrow Fence Company.

A brief discussion was held.

It was **MOVED** (Byrne) and **SECONDED** (Latournes) and **PASSED** (U) that the Board of Education n approves the quote from the Arrow Fence Company in the amount of \$26,258.38 for the North Street School Perimeter Fence project.

XIV. HVAC Engineering Design

Mr. David Solin, Business Manager addressed the Board to discuss the HVAC Engineering Design for the HVAC design for North Street School. Mr. Solin commented after reviewing six proposals, he recommended that the Board of Education approve the quote of \$66,800 from the Silver/Petrucelli. Mr. Solin reminded the Board this project is being funded by a grant.

A brief discussion was held.

It was **MOVED** (Byrne) and **SECONDED** (Gragnotati) and **PASSED** (U) that the Board of Education n approves the quote from the Silver/Petrucelli in the amount of \$66,800 for the North Street School HVAC design services.

XV. Public Audience

Ms. Nicole Saavedra, North Street School nurse, addressed the Board. She wanted to thank the Board and Mr. Parkhurst for acknowledging the nurses. The group she works with is a great group of nurses trying to keep everyone safe and healthy. Thank you!

XVI. Executive Session:

It was **MOVED** (Byrne) and **SECONDED** (Gragnotati) and **PASSED** (U) that the Board of Education will enter into 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

The Board entered into executive session at 7:08 p.m.

It was **MOVED** (Byrne) and **SECONDED** (Gragnotati) and **PASSED** (U) that the Board of Education terminates Executive Session and reconvenes into public session at 7:25 p.m.

XVII. Adjournment

It was **MOVED** (Gragnotati) and **SECONDED** (Latournes) and **PASSED** (U) that the Board of Education adjourns the Regular Meeting of December 10, 2020 at 7:25 p.m.

Respectfully submitted,
Denise M. Piotrowicz
Recording Secretary

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

**MINUTES OF THE SPECIAL MEETING,
December 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, C. Strickland, S. Lee, D. Solin, D. Prinstein, R. Aldred, J. Ferreira, M. Briggs, C. Domler, H. Earley, L. Acquaotha and J. Lavorgna
Student Representatives:	None
Students:	None
Staff:	D. Bole, G. Weigert, and P. Wetzel
Others:	B. Anderson, J. Weigert and others (total of 26 participants)
Press:	None

I. Call to Order

Chairwoman Patricia King called the Special Meeting to Order at 6:00 p.m. held via Zoom Meeting.

A. Roll Call for Quorum

All Board Members present.

B. Pledge of Allegiance

All stood up and pledged allegiance to the flag.

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

Ms. Jessie Lavorgna asked anyone who would like to make a public comment, please write the comment in the chat box or raise their hand and she will unmute the microphone.

No response was given.

III. Personnel Report

A. Appointment of Director of Facilities Candidate

Mr. Shawn Parkhurst, Superintendent of Schools, addressed the Board. He discussed the interview process and all stakeholders that were involved in the process including building administrators, Board Members, and faculty. A full interview with the Board of Education was also held. He recommended Mr. Greg Weigert for the position of Director of Facilities beginning January 19, 2021. Mr.

Parkhurst gave a brief work education and work history which included the past eight years in the custodial department in the district.

It was **MOVED** (Gragnotati) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education appoints Mr. Greg Weigert as Director of Facilities beginning on January 19, 2021.

Chairwoman Mrs. King congratulated Mr. Weigert on his new position!

Mr. Weigert addressed the Board. He thanked them for giving him this opportunity and thanked the staff and administration for their support. He hopes to move forward and work as a team having the buildings and grounds safe and clean for the district and community to enjoy.

B. Resignation – Tricia Lee

Ms. Sheri Lee, Director of Human Resources, address the Board. She announced that Ms. Tricia Lee, a Grade 1 teacher at North Street School, has resigned effective, January 11, 2021. At the time of her resignation, Ms. Lee will have served the students of Windsor Locks for eight years.

It was **MOVED** (Byrne) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education accepts Ms. Lee's resignation, effective, January 11, 2021 and offer her our appreciation for all of her efforts on behalf of the students of the Windsor Locks Public Schools.

IV. 2021-2022 Capital Improvement Budget

Mr. Parkhurst began discussing the Capital Improvement Budget proposal. He noted in their packets were the Town of Windsor Locks CIAC – Capital Request Forms for Fiscal Year ending 2021-22. The budget proposal is due on Monday, December 28, 2020. If there are any questions, Mr. Greg Weigert is on the call along with building administrators. Some of the projects that are being presented are not new to the district, however, due to the unique year, some projects are for safety concerns and are mandated by the State. The projects that were proposed were as follows:

- **Sonitrol Security System Upgrade.** The system needs an upgrade as some parts are no longer available to replace resulting in more system failures resulting in false alarm calls and over-time hours for those answering those false alarms. The cost of the upgrade is estimated to be \$90,000.
- **District Phone System Replacement.** The phone system fails on a regular basis. The current system must be replaced and/or upgraded for safety concerns. The cost of the upgrade/replacement is estimated to be \$105,000.
- **Districtwide Cameras.** Upgrades to camera systems in all building is needed. This is a recommendation from the District Safety Committee. The cost of the upgrade is estimated to be \$115,000.

- Exterior Safety Doors at South Elementary School. Eleven classrooms doors have to be replaced with safety compliant doors that have exterior door handles. The cost of the replacement is estimated to be \$159,332.
- Pre-K Entry Vestibule at North Street School. This project is to install a mantrap as part of the pre-k entrance at North Street School. The estimated cost for this entry way is estimated to be \$25,000.
- Sidewalk Repair at North Street School. The sidewalks in front of the gym and front entrances need to be replaced. This is an ongoing safety issue for anyone walking into the school. It is estimated to cost \$20,000 to make those sidewalk repairs.
- Replace Classroom Windows at South Elementary School. Five classrooms at the school have windows which are rotting and cannot be opened. This is a safety issue. The cost of replacing the windows in those five classrooms is estimated to be \$36,000.
- Replace Classroom Windows at North Street School. Ten classrooms at the school have windows which are rotting and cannot be opened. This is a safety issue. The cost of replacing the windows in those ten classrooms is estimated to be \$77,500.
- District Carpet and Flooring Replacement. The carpeting and flooring replacement at North Street School, Windsor Locks Middle School and four classrooms at South Elementary School converted from carpet to VCT. The cost of the project is estimated to be \$48,000.

A lengthy discussion was held with questions about the different project proposals.

It was **MOVED** (Byrne) and **SECONDED** (Gragnotati) and **PASSED** (U) that the Board of Education accepts the Proposed Capital Improvement Projects Budget to be submitted to the CIAC for FY 2021-2022 as presented.

V. **Educational Specifications for South Elementary School Partial Roof Replacement Project**

Mr. David Solin, Business Manager, addressed the Board. He commented the Educational Specifications for South Elementary School Partial Roof Replacement Project were given to the Board Members for their review. In that document it discusses the projection rationale, long range plans, the project itself, including flat roof areas, other work to the roof, storm drainage, building systems, interior building environment, site development, construction bonus request and community uses. He asked if the Board had any questions and requested those specifications be approved by the Board of Education as this is the process that has to be completed to continue with the project.

It was **MOVED** (Byrne) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education approves the Educational Specifications for South Elementary School Partial Roof Replacement Project dated November 23, 2020.

VI. Educational Specifications for Windsor Locks High School Partial Roof Replacement Project

Mr. David Solin, Business Manager, addressed the Board. He commented the Educational Specifications for Windsor Locks High School Partial Roof Replacement Project were given to the Board Members for their review. In that document it discusses the projection rationale, long range plans, the project itself, including flat roof areas, other work to the roof, storm drainage, building systems, interior building environment, site development, construction bonus request and community uses. He asked if the Board had any questions and requested those specifications be approved by the Board as this is the process that has to be completed to continue with the project.

It was **MOVED** (Byrne) and **SECONDED** (Gragnotati) and **PASSED** (U) that the Board of Education approves the Educational Specifications for Windsor Locks High School Partial Roof Replacement Project dated November 23, 2020.

VII. Adjournment

It was **MOVED** (Byrne) and **SECONDED** (Gragnotati) and **PASSED** (U) that the Board of Education adjourns the Special Meeting of December 22, 2020 at 6:28 p.m.

Respectfully submitted,

Denise M. Piotrowicz
Recording Secretary

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

**MINUTES OF THE SPECIAL MEETING,
December 28, 2020 at 4:00 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. Latourmes
Members Absent:	None
Administrators:	S. Parkhurst, C. Strickland, S. Lee, D. Solin, D. Prinstein, R. Aldred, J. Ferreira, M. Briggs, C. Domler, and H. Earley
Student Representatives:	None
Students:	None
Staff:	D. Bole, L. Ciaffaglione, J. Necci,, K. Sullivan, B. Deming, J. Dubriel, S. Naylor, N. Urquhart, C. Long, J. Outler, J. Caron, and many others
Others:	A. Milanese, J. Brown, P. Harrington, and others (total of 83 participants)
Press:	None

I. Call to Order

Chairwoman Patricia King called the Special Meeting to Order at 4:05 p.m. held via Zoom Meeting

A. Roll Call for Quorum

All Board Members present.

B. Pledge of Allegiance

All stood up and pledged allegiance to the flag.

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 or raise their hand and she will unmute the microphone.

Mr. Brian Deming, representative from WLTA, addressed the Board. The current data about COVID is showing increases in cases, hospitalizations, and deaths. As everyone is aware, people have been traveling during the holiday season and did not heed the warnings of the CDC to stay home. He is requesting the Board be pro-active and have all students go full remote January 4, 2021 through January 8, 2021 for five days in order for the incubation time take place and those who were exposed during the holidays will not expose any of the students and staff. This request is to keep staff and students safe.

III. Discussion of Return to School January 2021

Mr. Parkhurst commented the Steering Committee met last week and a discussion was held regarding the return to school after the holiday break on January 4, 2021. Currently, the middle school and high school are on the hybrid schedule and elementary schools are in—person learning. He invited Dr. Ann Milanese of the Department of Public Health and Ms. Lisa Ciaffaglione, Nursing Supervisor, to discuss the data and their perspective of returning to school or going to full remote learning. Ms. Ciaffaglione discussed the district numbers since September 8, 2020 through December, 2020 that being 17 staff members and 22 students have tested positive since the first day of school. She discussed in-person learning is where the least amount of infection happens, as the schools are doing a great job social distancing, cleaning, mask wearing and washing hands. She noted the Steering Committee are in favor of keeping the schools in-person/hybrid as the numbers are not increasing in the district and until the numbers start to increase, then it should be revisited. Dr. Milanese agreed with Ms. Ciaffaglione noting schools are one of the safest places during this pandemic. She wished she had an answer for the Board, but she would recommend keeping schools in-person/hybrid and watch the numbers when the students return after the holiday break. If the numbers seem to increase, then revisit the subject and act upon it. Ms. Ciaffaglione added the school nurses have set up offices in each school to field questions from parents and staff that they may have about COVID symptoms, testing and vaccines.

A brief discussion was held and Chairwoman Mrs. King asked if anyone on the call had any comments or questions.

Ms. Sandra Naylor, a teacher at Windsor Locks Middle School addressed the Board. She is a member of the Steering Committee and has attended the meetings. Everyone has been receiving emails and phone calls about new cases in the district. As a parent and teacher, it would be appreciated if the Board decides to close the schools, please notify everyone. Please keep in mind closing the schools is to keep the students and staff safe.

Ms. Naomi Urquhart addressed the Board. She had a question about the stats that were given the in the beginning of the meeting. She worries about the asymptomatic students as the teachers are the most in contact with students. She noted that parents have a choice to send their children to school every day. The staff does not have an option. She concerned with students that have traveled out of state and do not report and quarantine.

Ms. Alyson Green addressed the Board. She asked about the recent exposure at the middle school. She inquired if the contact tracing was completed. She was told it was and there was a letter emailed to the parents.

It was **MOVED** (Byrne) and **SECONDED** (McGowan) and **PASSED** (4-1) (In Favor: P. King, M. Byrne, J. McGowan and P. Latournes; Opposed: D. Gragnolati) that the Board of Education continue with the original plan to return to the classroom live on January 4, 2021.

VII. Adjournment

It was **MOVED** (Gragolati) and **SECONDED** (Byrne) and **PASSED** (U) that the Board of Education adjourns the Special Meeting of December 28, 2020 at 4:30 p.m.

Respectfully submitted,

Denise M. Piotrowicz
Recording Secretary

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN L. PARKHURST, SUPERINTENDENT
DATE: JANUARY 14, 2021
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
- Provided coverage in absence of administrators at various buildings due to Covid related issues/concerns

Additional Meetings and Professional Development

- Continued participation in weekly Superintendent & Department of Public Health meetings
- Facilitated the ongoing weekly District Steering Committee meetings to update on reopening plans and to discuss next steps
- Developed, in collaboration with building administrators, the Superintendent recommended FY 21-22 budget
- Analyzed best, effective use of grant money to offset FY 21-22 budget requests
- Co-facilitated the district SRBI meeting and outlined the why of our work to support the ongoing needs to raise student outcomes for all students
- Participated in the CAPSS meeting with the CSDE Performance Office regarding the 21 administration of the Smarter Balanced Assessment
- Began discussion of PROM 2021 with the Class of 2022 and WLHS Principal Ms. Rebecca Aldred
- Attended various grade level and subject specific meetings regarding the fidelity in use of *iReady* and next steps in preparation for our mid-year benchmark assessment
- Participated in December Professional Development and Evaluation Committee (PDEC) meeting for a look at replacing Talent Ed with a Google based format
- Attend weekly Hartford Area Superintendent Association (HASA) meetings
- Learned alongside South teachers the Learn Zillion platform

Community Outreach

- Attended National Covid Relief Funding meeting
- Participated in Winter Wonderland to support the townwide drive and celebration in mid December

- ❑ Actively participated in the Community Business Partnership meeting in mid December
- ❑ Attended and provided input at the town referendum hearing meeting regarding the South and WLHS roof projects
- ❑ Developed and presented the capital budget to the CIAC committee
- ❑ Attended preliminary insurance meeting to discuss potential costs for 21-22
- ❑ Attended Board of Selectmen meeting to discuss Budget 21-22
- ❑ Facilitated Elementary District Advisory

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: CHRISTIAN STRICKLAND, ASSISTANT SUPERINTENDENT
DATE: JANUARY 14, 2021
RE: ASSISTANT SUPERINTENDENT REPORT

Curriculum, Instruction, and Assessment

- Collaborated with building administrators to organize and communicate the second administration of the *iReady* diagnostic to students in K-8.
- Met with the Superintendent and building administrators to begin preliminary planning and scheduling for the spring administration of the *Smarter Balanced and Next Generation Science Standards Assessments*.
- Facilitated December Professional Development and Evaluation Committee.
- Co-Facilitated District SRBI Committee Meeting.
- Co-Facilitated grade level meetings to evaluate progress towards meeting the district's *iReady* goals.
- Met with the district EL Coordinator to review scheduling and administration of the LAS Links assessment and plans for Multicultural Children's Book Day on January 29th.
- Collaborating with Windsor Locks High School Administration and Staff on NEASC visit preparations.

Additional Meetings and Professional Development

- Attended the Superintendent's CIAC budget request presentation to the Town Board of Finance.
- Attended Commissioners Network and Alliance District *Talk Tuesdays - Post Pandemic Planning: A "Do Now" to Improve Kindergarten Attendance*.
- Attended Superintendent/Board of Education budget workshop.

Community Outreach

- Attended WLPS Office of Partnerships and Connecticut Parent Advocacy Center workshop around the Virtual Planning and Placement Team (PPT) process.
- Attended District Advisory Meetings for North Street and South Elementary Schools

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN L. PARKHURST, SUPERINTENDENT
DATE: JANUARY 14, 2021
RE: POLICY UPDATE

Tonight, I would like to present the following policies for a Second Reading and Approval:

- 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

The table below provides examples of language found in various district's policies or high school Programs of Study that are specific to requirements around graduation honors such as valedictorian or salutatorian.

- The majority of schools looked at have language in their policy or program of studies pertaining to continuous education within their respective high school to be considered for Valedictorian or Salutatorian and/or class rank.
- Districts in this table have varying requirements of semesters, quarters, and or marking periods.

High School	District Reference Group	Mastery Based Learning	Examples of Language Related to Class Rank For Awards
Windsor High School	D	Yes	Students are eligible for Valedictorian or Salutatorian only if they have completed 6 (six) semesters at Windsor High School
East Windsor	F	No	Exact rank is computed at the end of the junior year. Valedictorian and Salutatorian designations are determined after 15 quarters. Courses taken outside of East Windsor High School will not be calculated in GPA or Class Rank unless prior administrative approval is given.
Plainville	F	No	Ranking of transfer students will start with the completion of 3 semesters of continuous enrollment at Plainville High School. Students who have entered/transferred or completed fewer than 3 semesters at Plainville High School will not displace a student in the senior class ranking.
Ellington	C	Yes	No student shall be eligible for valedictorian/salutatorian honors or for designation as an honors graduate who has not been enrolled in the district's high school for at least two years preceding graduation.
Griswold	F	No	In order to be eligible for National Honor Society and recognition as Valedictorian/Salutatorian, students must be enrolled in the district for two years (4 semesters) prior to their graduation.
Meriden	H	Yes	In order to be ranked in the top ten, a student must have been enrolled at Platt and/or Maloney High Schools for a minimum of seven marking terms. Students entering either high school as a senior will retain the rank of the sending school for the purpose of college and/or scholarship applications.
Thompson	F	No	To be considered for Valedictorian/Salutatorian, a student must meet the following criteria: The student must have been enrolled in Tourtellotte Memorial High School for the previous six marking periods (all of junior year and the first two marking quarters of senior year).
Suffield	C	No	Seniors must have attended Suffield High School for a minimum of four full semesters prior to graduation in order to be eligible for consideration as class valedictorian or salutatorian.
Vernon	G	No	A three-year, three-marking period rank is calculated for selection of awards and the selection of valedictorian, salutatorian, and Rockville High School Scholars.
Southington	D	No	To qualify as Valedictorian, Salutatorian or Essayist, a senior must have been in attendance at SHS for at least four of the seven semesters starting in grade 9 and ending in January of the senior year.
Windsor Locks	F	Yes	Proposed: 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.

Minutes from Board of Ed Finance Sub Committee Meeting

December 9, 2020

Members Present: P. King, M. Byrne, D. Gragnolati

Members Absent:

Administrators: S. Parkhurst, D. Solin

1. Call to Order
2. Business Manager David Solin reviewed both the condensed and more detailed reports of expenditures through December 8th.
3. A more in-depth discussion took place in regards to benefits (insurance, CMERS, etc.) and their potential impact on upcoming budgets.
4. Superintendent Shawn Parkhurst reviewed the updated timeline for the FY 21—22 budget process.
5. Meeting Adjourned

EXHIBIT VIII

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN L. PARKHURST, SUPERINTENDENT
DATE: JANUARY 14, 2021
RE: 2021-2022 SCHOOL CALENDAR

Tonight, Superintendent Parkhurst will present the proposed school calendar for 2021 – 2022.

POSSIBLE BOARD MOTION: “**MOVE** that the Board of Education approve the school calendar for 2021 - 2022 as presented.”

Early Release PLC Days	
North AM PreK	8:30-11:00
North PM PreK	12:15 – 2:45
North K-2	8:40-2:25
South 3-5	8:10-1:55
Middle 6-8	7:40-1:25
PMA (Alternative)	8:45 – 1:45
High 9-12	7:30-1:15
RISE	8:00 – 1:15

Windsor Locks Public Schools 2021-2022 School Calendar

Teachers 186 days/Students 181 days

**BOE Approved:
Draft**

August 2021 2/0

M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

September 2021 21/20

M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

October 2021 20/20

M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

November 2021 19/18

M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

December 2021 17/17

M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

January 2022 20/20

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

August 2021	
18-19	New Employee Orientation
30	Convocation & PK-12 Prof/Staff Development
31	PK-12 Prof/Staff Development
September 2021	
1	PK-12 Prof/Staff Development
2	First Student Day
6	No School – Labor Day
7	Kindergarten First Day of School (Tentative)
8	Pre-K First Day of School (Tentative)
13, 20	PK-12 PLC
	North – Parent Information Night 5:00 – 7:00 pm
	South – Parent Information Night 5:00 – 7:00 pm
27	½ Day Early Release PK-12 Prof/Staff Development
October 2021	
4, 18, 25	PK-12 PLC
	High – Parent Information Night 6:00 – 8:00 pm
	Middle – Parent Information Night 6:00 – 8:00 pm
11	No School – Columbus Day
November 2021	
2	No School – Election Day: Prof/Staff Development
11	No School – Veteran’s Day
15, 29	PK-12 PLC
24	½ Day Early Release – Thanksgiving Break
25 - 26	No School – Thanksgiving Break
December 2021	
13	PK-12 PLC
8	½ Day Early Release – Student-Led Conferences, and Evening Conferences
23	½ Day Early Release – December Break
24 - 31	No School – December Break
January 2022	
3, 10, 24	PK-12 PLC
17	No School – Martin Luther King, Jr. Day
31	½ Day Early Release PK-12 Prof/Staff Development
February 2022	
7, 14, 28	PK-12 PLC
21	No School – President’s Day
22	No School – Vacation Day
March 2022	
7, 21, 28	PK-12 PLC
18	No School – Professional Development Day
April 2022	
7	½ Day Early Release PK-12 Student-Led Conferences
15	No School – Good Friday
18 - 22	No School – Spring Break
25	PK-12 PLC
May 2022	
2, 16, 23	PK-12 PLC
9	½ Day Early Release PK-12 Prof/Staff Development
30	No School – Memorial Day
June 2022	
6	PK-12 PLC
13, 14	½ Day Early Release PK-12 (last 2 days of school will be PK-12 Early Release Days)
14	Last Day of School & Graduation (Tentative) ½ Day Early Release PK-12
*	Emergency/Snow Day Reserve: If it exceeds days in June, April Vacation will be shortened if necessary.

February 2022 18/18

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28				

March 2022 23/22

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

April 2022 15/15

M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

May 2022 21/21

M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

June 2022 10/10

M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15*	16*	17*
20*	21*	22*	23*	24*
27*	28*	29*	30*	

Board of Education Meetings

8/19
9/9 and 9/23
10/14 and 10/28
11/18
12/9
1/13/22 and 1/27/22
2022 Rest TBD

EXHIBIT X

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN L. PARKHURST, SUPERINTENDENT
DATE: JANUARY 14, 2021
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%.

- Figure 1 shows the chronic absenteeism by district and school cumulatively up through December for all learners (*definition of chronic absenteeism is missing 10% or more days of school*)

Figure 1

School	September 2020	October 2020	November 2020	December 2020
District	20%	16%	17%	18%
WLHS	22.1%	18%	20%	23%
WLMS	18%	12%	13%	14%
South Elementary	16.8%	10%	12%	12%
North Street	17.2%	14%	15%	15%

***Data shows higher than goal at all schools**

***Current efforts include attendance teams and counseling staff reaching out to families to support their child(ren) being present**

Figure 2 exhibits the number of students completing lessons and the percentage of lessons passed within the *iReady* platform for Reading and Mathematics from December 11, 2020 and January 8, 2021.

Figure 2

<i>iReady</i> Learning Platform Usage December 11, 2020 - January 8, 2021				
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	101/107	86%	99/107	97%
2	114/121	91%	117/121	97%
3	110/112	71%	110/112	92%
4	95/97	66%	94/97	91%
5	124/127	56%	124/127	86%
6	101/102	66%	100/102	69%
7	98/100	57%	96/100	42%
8	114/121	54%	116/121	54%

- Grade 2 demonstrates a high percentage of students using and passing lessons in both reading and math.
- Grade 4 and 5 demonstrates a high percentage of the students using and passing lessons in math.
- Significantly low percentage of students using and passing lessons in both reading and math at Windsor Locks Middle School (Grades 6-8).

Figure 3 (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 3a

Grade	Number of Students Receiving Tier II Support READING							
	November	December	January	February	March	April	May	June
K		0	0					
1		12	12					
2		14	14					
3	6	9	10					
4	7	5	5					
5	9	9	9					
6	6	5	5					
7	12	11	11					
8	12	8	8					

- The number of students receiving Tier II support in reading has remained consistent in all grade levels.

Figure 3b

Grade	Number of Students Receiving Tier III Support READING							
	November	December	January	February	March	April	May	June
K		0	0					
1		0	0					
2		0	0					
3	7	7	8					
4	12	13	13					
5	13	12	11					
6	2	3	3					
7	1	2	2					
8	2	2	2					

- The number of students receiving Tier III support in reading has remained consistent throughout all grade levels.

Figure 3c

Grade	Number of Students Receiving Tier II Support MATH							
	November	December	January	February	March	April	May	June
K		0	0					
1		5	5					
2		3	3					
3	5	5	5					
4	7	4	3					
5	11	10	10					
6	18	18	20					
7	5	1	3					
8	5	2	8					

- The number of students receiving Tier II services in math has increased in grades 6, 7, and 8, with grade 8 showing the significant increase of 6 students.

Figure 3d

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

- The number of students receiving Tier III support in math has increased in grade 6 by 6 students.
- The number of students receiving Tier III support in math has decreased in grade 8 by 3 students.

Windsor Locks Public Schools

www.wlps.org

Educational Leadership

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Christian Strickland
Assistant Superintendent of Schools 860-292-5750

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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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