

# WINDSOR LOCKS PUBLIC SCHOOLS



## BOARD OF EDUCATION MEETING

**Special Meeting**

**May 27, 2021**

**5:00 p.m.**

**WLHS Library Media Center**

**Public May Attend In Person, Via Livestream, or Zoom**

[Click Here to Register](#)

**Windsor Locks Board of Education**

**Patricia King, Chairwoman**

**Margaret Byrne, Vice Chairwoman**

**Jim McGowan**

**Dennis Gragnolati**

**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.

**Special Meeting - Agenda**

**May 27, 2021**

**Windsor Locks Board of Education**

**5:00 p.m. - WLHS Library Media Center**

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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 and Staff Recognition

A. Windsor Locks Arts Council Exhibition Winners

- 1. Arianna Newton
- 2. Tehya Morris
- 3. Julia Dufresne
- 4. Siddharth Pagidi
- 5. Madelyn Lemieux
- 6. Leonora McGrath
- 7. Mikael Valentine
- 8. Lillian Milczak
- 9. Isabella McCarthy
- 10. Jeremy Shorey
- 11. Gavin Stone
- 12. Ala Grabarczyk

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- B. Connecticut Association of Schools - Scholar Leader Awards WLMS
  - 1. Ben Palmer
  - 2. Jasmine Hurdle
- C. Windsor Locks High School
  - 1. Salutatorian - Ryan Kittredge
  - 2. Valedictorian - Om Sinojia
- D. National Association of School Psychologists - Excellence in School Psychology
  - 1. Communique Article on WLPS School Psychology Team
- IV. Approval of Minutes: **Vote Needed**
  - 5/13/21 Regular Meeting
- V. Personnel Report:
  - A. Hiring Process for 2021 - 2022
  - B. Open Positions
- VI. Committee Reports
  - A. Policy - Report on 5/26/21 meeting
  - B. Curriculum - Next Meeting 6/10/21
    - 1. Minutes 5/13/21: **Vote Needed**
  - C. Finance - Next Meeting 6/9/21
    - 1. Minutes 5/21/21: **Vote Needed**
- VII. SAT Data Presentation
- VIII. Summer Programming
- IX. Business Office
  - A. End of Year Expenditures: **Vote Needed**
- X. Board and Superintendent Comment
- 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. 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:
  - Discussion of Collective Bargaining Unit Negotiations
 That attendance in the Executive Session shall be limited to:
  - Members of the Board of Education
  - Superintendent of Schools
  - Director of Human Resources
- XIII. Adjourn to Public Session

- XIV. Action, if any, on Executive Session Items: **Vote Possible**
- XV. Adjourn Meeting

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

**Windsor Locks Arts Council Exhibition Winners**

This evening it is my honor to recognize and celebrate 12 of our WLPS students who had their artwork selected by the Windsor Locks Arts Council to have it displayed at local businesses throughout our community. A special thanks goes out to the WLPS Art Teachers who worked tirelessly with Arts Council Member, Amy Montemerlo, to get this project off the ground in what we hope will become an annual event. The artwork is displayed through June 4, 2021.

1. Arianna Newton - AD's Pizza
2. Tehya Morris - Airways Restaurant
3. Julia Dufresne - Bocasa Beauty Spa
4. Siddharth Pagidi - Gathering Ground
5. Madelyn Lemieux - The Hungry Rhino
6. Leonora McGrath - Inspired Intuition
7. Mikael Valentine - Jamaican Kitchen
8. Lillian Milczak - Luxy Nails Hair & Spa
9. Isabella McCarthy - Skyline Restaurant
10. Jeremy Shorey - Spare Time
11. Gavin Stone - The Deli
12. Ala Grabarczyk - Windsor Locks Federal Credit Union

**CAS – SCHOLAR LEADER AWARD 2021****Ben Palmer**

Ben's teachers describe him as a person who always strives to do his best. In all of his classes he demonstrates maturity in his thinking and through his actions, and has set high standards for his academic achievement. Ben is the student who will, without being asked, step in to help a classmate, to offer support, compassion, or words of inspiration. His leadership qualities shine through in his role as the WLMS Student Council President, and he is instrumental in planning for school spirit week and other school community-building events. When Ben saw a need for an experience that would allow his peers to get comfortable with public speaking, he helped to found the public speaking/debate club. He serves as a section leader in the WLMS Band, and serves or has served as a manager of both the girls' basketball and softball teams. In addition, Ben has participated in Jazz Band and has served as stage manager for the 7th and 8th grade musicals. In the greater community, Ben has participated in a community food drive and provides service to St. Mary's Church when he helps to maintain the church garden. We are proud to recognize Ben for his commitment to respect for all, his consistently positive and inspiring outlook, his scholarship and work ethic, and his peer leadership.

**Jasmine Hurdle**

Jasmine Hurdle is a great student and a wonderful leader. Jasmine works hard in school. Teachers comment that she goes the extra mile, includes others in group work and will ask questions when she is not sure she understands. Jasmine works hard to make sure the work she does is the best it can be. She exceeds mastery in her classes and achieves 4's on her HOS consistently. She is most happy this year because she can see her teachers and friends. Jasmine is grateful to be back in person in school. Jasmine is involved in several activities and clubs. In school, Jasmine participates in basketball, soccer and honors choir. Outside of school she participates in Premier Soccer and a travel basketball team. In addition to these activities she is a member of Student Council, Debate Club, and Multi-Cultural Club, which she initiated. Jasmine and some of her friends also created a community service group called OHO which stands for Others Helping Others. Among other things, they organized the staff parade last Spring when we were Remote learning. Jasmine was happy that so many people came out to hear about Erasing Racism, A Windsor Locks Community Conversation. She believes that all people should be treated equitably. Jasmine is a strong leader and a great role model. Jasmine is well liked by her peers. She is outgoing and kind, and has a great sense of humor. She is passionate about what is right and how to help others. At lunch she often will invite others to sit with her or ask to sit with someone who is alone. When she wants to relax she enjoys being with friends and family, being outdoors and traveling

Jasmine has plans to attend WLHS and hopes to play on the basketball team. She plans to attend college but has not decided exactly what she wants to study. Jasmine wants to play basketball in college so that will be part of her decision. She is keeping her doors open. She is thinking about going to Law school. Her favorite subject is writing. There is no doubt that she will be successful whatever she decides to do.

**Om Sinojia named Valedictorian for the Class of 2021**

Om Sinojia came to the United States with his family when he was 11 years old. He has always taken pride in his adaptability and strong work ethic to take on the experiences that come with learning to live in a new environment. His motivation and persistence to embrace his challenging courses have enabled him to achieve academic excellence. Om came into high school and hit the ground running. Since he received credits for Algebra and Geometry in middle school, he was already advanced in his math courses. Over his four-year career his transcript can attest to the strenuousness of his honors and Advanced Placement level courses; completing an overall total of 12 Advanced Placement courses by the end of this school year. Om loves to learn and he is extremely passionate about science; a desire that was sparked early in his life due to two traumatic medical experiences he personally endured. He has mentioned that, “the intricacy and details of science are very mind-blowing” and that he is dedicated toward wanting to help people in his community by becoming a doctor and providing them with the best possible medical care. Om’s drive to excel extends far beyond the classroom. He is a true renaissance man, managing to balance an extensive academic agenda all the while engaging in multiple extracurricular activities. He is a scholar athlete playing for our boys’ soccer team for three years and boys’ tennis for one, he has been a member of our high school Math Team, he has been inducted into the National Honor Society and he has participated in Science Olympiad. Om has exhibited strong leadership skills as well, serving as Class Treasurer his freshman year and Class Vice President for both sophomore and junior year. Om also enjoyed volunteering as a supervisor at a local park summer camp and he is an active member of KPSNE which is an Indian association organizing and celebrating holidays for the Indian community in town. Additionally, Om has volunteered time participating in Windsor Locks’ annual Heritage Day, a town wide event involving the schools, community, and local businesses that showcase displays of the history of Windsor Locks. Om Sinojia is an exemplary student and young man. He is an individual who exhibits strong character, strong values, and sense of commitment to bettering himself and helping others along the way. Om will be attending the University of Connecticut in the fall and has been accepted into the University’s Honors Program. His goal is to pursue a bachelor’s degree in Biology with a minor in Microbiology and then further his education toward his dream career as an anesthesiologist. Om exemplifies exceptional academic ability, performed notable service to his school and community and has the qualities of a good citizen and leader!



## **Ryan Kittredge named Salutatorian for the Class of 2021!**

Ambitious, dedicated, and goal-oriented, Ryan Kittredge is passionately driven and selflessly committed to his academics, extracurriculars, and greater community. Ryan consistently pushes himself to perform at the highest level in the most demanding and challenging courses he can take. His go-getter mentality and strong work ethic has empowered him to remain at the top of his class throughout high school. He's humbly earned many accolades across his studies and continues to exemplify determination, hard-work, and perseverance in every task he approaches. Academically, Ryan is a true intellect and will graduate having taken seven Advanced Placement, college-level courses. To date, he has passed all of his AP exams with a 4 or higher, allowing him to enter college with several credits already awarded. True to his character, Ryan received first honors every marking period as well as the recognition of Scholar Athlete every sports season. Impressively, he was one of two students named to represent Windsor Locks High School as the CIAC Scholar Athlete of the year. Ryan lends his leadership skills to the WLHS Cross Country and Track and Field teams as Captain where he's been recognized for All- Conference, All-State, and is a two-time conference and state runner-up in both sports. In the community, Ryan selflessly gives back to several different endeavors and organizations. Over the last few years, he has volunteered at a local electronics drive, participated in the town's inauguration of Heritage Day, and has also lent his time to serving veterans at the American Legion Annual Breakfast. He is an avid member of the Math Team and a leader in the National Honors Society. He has the highest GPA in the entire school in math courses and will find success in any field he follows that highlights his natural skills in this domain. In the Spring of 2020, he was nominated and selected as the only junior at WLHS to be eligible for the CAS CT Scholar Award given his outstanding academic success and his impressive PSAT scores where he finished as a Finalist in the state. Intrinsicly motivated, strong-willed, and intellectually curious - Ryan Kittredge is the ultimate, well-rounded student and has without a doubt put Windsor Locks "on the map". Upon graduation, Ryan plans on pursuing a degree in mathematics at Boston College. Congratulations Ryan!

**EXHIBIT IV**

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: MAY 27, 2021

RE: APPROVAL OF MINUTES

- May 13, 2021 Regular Meeting

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

**MINUTES OF THE REGULAR MEETING,  
May 13, 2021 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. Gragnolati
Members Absent:	P. Latournes
Administrators:	S. Parkhurst, C. Strickland, D. Solin, S. Lee, J. Ferreira, D. Prinstein, R. Aldred, M. Briggs, J. Robinson, C. Grado, C. Domler, H. Earley, A. Goodwin, G. Weigert and J. Lavorgna,
Student Representatives:	R. Lucas and J. Quagliaroli
Students:	Unknown
Staff:	D. Bole, A. Green, M. Reed, D. Nolan, L. Ortiz, D. Carlson and others
Others:	28 total participants
Press:	None

**I. Call to Order**

Chairwoman Mrs. Patricia King called the Regular Meeting to Order at 6:07 p.m. held 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 reminded everyone of the musical performance scheduled for June 2, 2021. She hopes every will attend. .

Mr. James Quagliaroli, Student Representative, addressed the Board. He congratulated the students who were received the Book Awards. He noted the National Honor Society fundraiser for the Windsor Locks Special Olympics Virtual 5K on April 26, 2021 through April 30, 2021 was a huge success. He thanked everyone who participated. He announced another fundraiser is scheduled for June 5, 2021 at 10:00 a.m. to 2:00 p.m. The car wash fundraiser will take place at the Skyline Restaurant raising money for the National Breast Cancer Society. He also mentioned the girls' tennis team qualified for the state tournament!

#### **D. Board of Education Communications**

Vice-Chair Ms. Margaret Byrne remarked she has been attending various webinars presented by CAFE via Zoom Meetings during her lunch hour 12:00 p.m. to 1:00 p.m. The meeting from last week discussed student future after the pandemic and two speakers discussed studies of students after being uprooted due to Hurricane Katrina. She noted she will send the link to Ms. Donna Bole to share with all the Board Members. She also attended the Wellness Coalition on meeting earlier in the day. The Wellness Coalition has kicked off the vaping PSA. Finally, she attended the National Honor Society Award Ceremony. It was very nice, and she congratulated all those students being honored.

Chairwoman Mrs. Patricia King noted she had received a pleasant phone call from a new parent to the district. He is very excited for his child to start school next year and is feeling very good for the future. She discussed the latest episode of Education is Everywhere by Mr. Parkhurst showing the college bound seniors on College Decision Day. Many students have excelled and are attending great schools. She also participated in Career Day and discussed nursing school's requirements. She attended the National Honor Society Award Ceremony and attended the Curriculum Sub-Committee Meeting with Mr. McGowan, who will give a report later in the meeting.

#### **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. Donation of PPE – Walgreens**

Mr. Parkhurst thanked Walgreen Company (Walgreens) for the donation of PPE to the Windsor Locks Public Schools. He wanted to give thanks to Mr. Josh Robinson for inviting him to see the RISE Academy students in action working at their coffee cart at the Walgreens Warehouse, teaching the students life skills. Walgreens has donated two pallets of hand sanitizer and cleaning supplies totaling over \$6,048.00.

It was **MOVED** (Byrne) and **SECONDED** (Gagnolati) and **PASSED** (U) that the Board of Education accept the generous donation of PPE from Walgreens and offer them our sincere gratitude.

#### **IV. Approval of Minutes**

- **April 22, 2021 Regular Meeting**

It was **MOVED** (Byrne) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education accepts the April 22, 2021 Regular Meeting Minutes, as presented.

V. **Discussion – United Public Service Employees Union Local 424 – Unit 119, Windsor Locks Custodial/Maintenance Employees Memorandum of Understanding (MOU)**

Chairwoman Mrs. King noted that everyone has had an opportunity to review the United Public Service Employee Union Local 424-Unit 119, Windsor Locks Custodial/Maintenance Employees Memorandum of Understanding (MOU). She asked if anyone had any questions, additions, or comments.

It was **MOVED** (Byrne) and **SECONDED** (Gragnotati) and **PASSED** (U) that the Board of Education approves the MOU between the Board of Education and United Public Service Employees Union Local 424 – Unit 199, Windsor Locks Custodial/Maintenance Employees regarding Article 7, Section K as submitted.

VI. **Personnel Report**

Ms. Sheri Lee, Director of Human Services, addressed the Board. She indicated there are two retirements. Ms. Donna Devaux, Grade 3 Teacher at South Elementary will retire effective June 30, 2021. At the time of her retirement, Ms. Devaux will have served the students of Windsor Locks for twenty-four (24) years and Ms. Mary Anne Steadman, a Speech and Language Pathologist at North Street School will retire effective June 30, 2021. At the time of her retirement, Ms. Steadman will have served the students of Windsor Locks for twenty-six (26) years.

It was **MOVED** (Gragnotati) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education accepts Ms. Devaux's and Ms. Steadman's notice of retirement effective June 30, 2021, and offer them our sincere appreciation for their many years of service on behalf of the students of the Windsor Locks Public Schools.

VII. **Superintendent Report**

Mr. Shawn Parkhurst, Superintendent of Schools, addressed the Board. He has a few items to report on, a detailed report has been given to all Board Members in their meeting packet. He noted it is nice to hear some events are happening bringing everyone back to some normalcy. He has continued his bus riding tours, some routes he has been one twice observing the traffic flow, traffic lights, and pick-up and drop-off routes. HE should be finished by the end of the year. The high school celebrated College Commitment Day with the Class of 2021. He noted it was bitter-sweet for him as a parent and Superintendent as his own daughter was committing to her college. All the students have bright futures ahead! He attended and spoke at the National Honor Society Ceremony and attended the Book Awards. He attended various virtual meetings with staff as par of the district's professional development day and co-coordinated WLPS Covid Student vaccine client for nearly 100 students ages 16-18, with their second dose scheduled for Friday. He is currently planning another clinic for student ages 12-15 year olds.. A survey went out to families and families are interested in having their children vaccinated. A communication will be forthcoming. He briefly discussed spring events, including graduation, which will be held on the football field; however, tickets will be limited. He attended a few community events, including a

Little League Baseball game and participated in the annual American Legion Tree Planting Celebration.

#### **VIII. Assistant Superintendent Report**

Mr. Christian Strickland, Assistant Superintendent, addressed the Board. He just gave a brief report to the Board. He assisted with the administration of the Next Generation Science Assessment for Grades 5 and 8. He provided virtual parent sessions to support the remote administration of the Smarter Balance and Next Generation Science Standard Assessments. He participated in a question-and-answer session to promote submission of enrichment learning proposals to support the Windsor Locks Park and Recreation programming. A successful virtual professional development program was held on March 15, 2021 in all buildings. He attended the Public Hearing which was a presentation of the 2021-2022 Proposed Budget. He also facilitated meetings of the Mr. Stephen A. Wandzy Memorial Committee.

#### **IX. Committee Reports**

##### **A. Policy - Next Meeting 05/18/2021**

##### **B. Curriculum – Next Meeting 05/13/2021**

Mr. McGowan noted a meeting was held earlier in the day. The committee received an update on the RISE program and how well it is progressing. The program is off campus and sometimes forgotten. It was great seeing the work that is being done with them.

##### **C. Finance – Next Meeting TBD**

#### **X. 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 a table explaining the numbers. 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 table displayed the chronic absenteeism by district and each school. The date ranges were from September 2020 through April 2021. At the district level, absenteeism is at 17%, which is 3% lower from September. 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 through May data.

A brief discussion was held among Mr. Parkhurst, Mr. Strickland and Board Members.

#### **XI. 2021-2022 Educator Evaluation and Development**

Mr. Parkhurst shared his screen with everyone on the Zoom Meeting which showed an overview of the Windsor Locks Teacher Evaluation Plan Requirements 2021-2022. He

noted that the Windsor Locks Professional Development and Evaluation Committee (PDEC) is recommending updates to the 2021-2022 teacher evaluation plan. He discussed the changes to the observation requirements for new teachers to the district, but tenured in another district; teaches rated developing for below standard from the previous year; tenured teachers "on formal cycle" rated proficient or exemplary in previous year, Year 1 of tenured teacher cycle; and tenured teachers "on informal cycle" rated proficient or exemplary in previous year; Years 2 and 3 of tenured teacher cycle.

A brief discussion was held.

It was **MOVED** (Byrne) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education approves the 2021 - 2022 Educator Evaluation and Development plan as presented.

## **XII. Memorial Recognition Committee Recommendations**

Chairwoman Mrs. King noted that months ago, a committee was formed, following the September 10, 2020 Board of Education meeting which included: Board Members, Ms. Paige Latournes and Mr. Jim McGowan, Community Members Mr. Sean Bravakis and Mr. Jay Cutler, and Windsor Locks High School student Krish Kaneria. The committee is proposed the following:

A memorial plaque be placed on a boulder outside of the Windsor Locks High School Tennis Courts in honor of Mr. Wandzy. Additionally, signage will be placed on the fencing of the Windsor Locks High School Tennis Courts identifying the courts as The Stephen A. Wandzy Tennis Courts. This signage will be visible to individuals playing tennis inside the courts as well as those facing outside the courts. A picture was shown of the sign and plaque as an example of what it would look like. It was noted that the wording would be different on the plaque than what was shown. It has been decided to use a quote Mr. Wandzy would say, "Call it tight, call it right"!

A formal recognition ceremony be planned to honor Mr. Stephen A. Wandzy at a date to be determined prior to the end of the current school year.

Move that the Board of Education approve the Stephen A. Wandzy Memorial Committee proposal as presented.

A brief discussion was held.

It was **MOVED** (Byrne) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education approves the Stephen A. Wandzy Memorial Committee proposal as presented and amended during the discussion.

## **XIII. American Rescue Plan Information and Update**

Mr. Parkhurst gave the Board an update on the American Rescue Plan or ESSA III funding. He noted this is a State of Connecticut – Level 5 priority funding. The funding is to be used for accelerating student learning and to have students attain grade level. The funding is to

support families. Funding is also to be used for emotional and social support for staff and students and to fund updating technology into the district's buildings. The funding for Windsor Locks is \$2,305,573. There is a timeline for the funding. On May 17, the Superintendent shall send a letter of assurance the funding will be used following the Federal guidelines. May 24, 2021, the district will officially apply for the grant and the state will release two-thirds of the funding around mid-August. The funding must be used by September of 2024.

A brief discussion was held.

#### **XIV. Budget Transfers**

Mr. Parkhurst introduced Mr. David Solin, Business Manager to the Board to discuss budget transfers. Mr. Solin noted that in order to fund various repairs that are needed in the district's facilities, budget transfers will be needed and approved. Mr. Solin discussed the transfers he proposed which represented a total of \$208,001 transfers out of four separate salary lines of positions that are not filled or positions that were replaced at lower salaries to five various maintenance lines for window replacements and boiler tubes and feeders.

A brief discussion was held.

It was **MOVED** (Byrne) and **SECONDED** (Gragnotati) and **PASSED** (U) that the Board of Education approves the Budget Transfers to fund facilities repairs as presented.

#### **XV. School Buildings Maintenance Projects**

##### **A. South Elementary Window Replacement**

Mr. David Solin, Business Manager, recommended to the Board of Education approve the quote from Commercial Storefront Services for the replacement of 5 window sets at South Elementary in the amount of \$38,000.00. They are our "preferred" vendor and already in possession of our custom design/specifications.

It was **MOVED** (Byrne) and **SECONDED** (Gragnotati) and **PASSED** (U) that the Board of Education approves the quote submitted from Commercial Storefront Services for the replacement of 5 window sets at South Elementary.

##### **B. North Street Window Replacement**

Mr. David Solin, Business Manager, recommended to the Board of Education approve the quote from Commercial Storefront Services for the replacement of 10 window sets at North Street School in the amount of \$84,500.00. They are our "preferred" vendor and already in possession of our custom design/specifications.

It was **MOVED** (McGowan) and **SECONDED** (Gragnotati) and **PASSED** (U) that the Board of Education approves the quote submitted from Commercial Storefront Services for the replacement of 10 window sets at North Street School.



**C. WLHS Compressor Replacement**

Mr. David Solin, Business Manager, recommended to the Board of Education approve the quote from B & G Mechanical for the replacement of the failed High School compressor in the amount of \$29,721.60. The bid was the lowest of those received.

It was **MOVED** (Byrne) and **SECONDED** (Gragnotati) and **PASSED** (U) that the Board of Education approves the quote submitted from B & G Mechanical for the replacement of the failed High School compressor.

**D. WLMS Boiler Tube Replacement**

Mr. David Solin, Business Manager, recommended to the Board of Education approve the quote from Industrial Steel and Boiler Services for the removal and replacement of the Middle School boiler tubes in the amount of \$30,218.00. The bid was the lowest of those received.

It was **MOVED** (McGowan) and **SECONDED** (Gragnotati) and **PASSED** (U) that the Board of Education approves the quote submitted from Industrial Steel and Boiler Services for the removal and replacement of the Middle School boiler tubes.

**E. District Boiler Glycol Feeder Replacements**

Mr. David Solin, Business Manager, recommended to the Board of Education approve the quote from Barclay Water Management for replacement of the glycol feeders in each of the districts' boiler rooms in the total amount of \$25,561.20. The bid was the lowest of those received.

It was **MOVED** (Byrne) and **SECONDED** (Gragnotati) and **PASSED** (U) that the Board of Education approves the quote submitted from Barclay Water Management for the replacement of the glycol feeders in each of the districts' boiler rooms.

**XVI. Public Audience**

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.

**XII. EXECUTIVE SESSION:**

It was **MOVED** (Byrne) and **SECONDED** (Gragnotati) and **PASSED** (U), that the Board of Education enters 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 Superintendent of Schools' Contract**

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

- Members of the Board of Education
- Superintendent of Schools

Board moved into Executive Session at 7:05 p.m.

It was **MOVED** (Byrne) and **SECONDED** (Gragnolati) and **PASSED** (U) that the Board of Education terminates Executive Session and reconvenes into public session at 7:24 p.m.

It was **MOVED** (Byrne) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education that due to the extreme circumstances of this past year dealing with the pandemic, and the tremendous job that our Superintendent did guiding us through the pandemic, and the fact that the Superintendent was not able to take his allotted vacation time, we do believe that it's fair to compensate him and make some accommodations for his unused days, and allow the Superintendent to carry over 5 days into the 21-22 school year, forfeiting 4.5 days under the contract, and pay out 10 unused days to thank him for the exceptional job he's done throughout COVID.

Chairwoman Patricia King thanked Mr. Parkhurst for all that he did to keep schools open during the pandemic this year, and for all the work with the steering committee to open schools and keep them open, the countless hours spent contract tracing, and for keeping the spirit and the morale in the schools positive, indicating that he did a fabulous job.

### **XIII. Adjournment**

It was **MOVED** (Gragnolati) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education adjourns the Regular Meeting of May 13, 2021 at 7:29 p.m.

Respectfully submitted,

Denise M. Piotrowicz  
Recording Secretary

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHERI LEE, DIRECTOR OF HUMAN RESOURCES

DATE: MAY 27, 2021

RE: PERSONNEL REPORT

This evening I will provide you with an update on the district hiring protocols and on the open positions for the 21-22 school year.

**The district will be using the following hiring protocol:**

- Human Resource Director, prior to posting position, reviews any contract language and follows the contract if warranted regarding bargaining unit members rights
- Building based team formed under the direction of the Building Administrator, which must include at least two parents; at the middle and high school level two students must be included as well
- A subset of the larger team reviews applications, resumes, and credentials of candidates
- Team selects candidates for a first round interview
- Team identifies finalists for a second interview; which will include a presentation or if possible, a lesson to be taught to students
- Building administrator conducts reference checks and completes district reference forms
- Building administrator submits two final candidates with all credentials and reference forms to the Superintendent of Schools
- Superintendent conducts a final interview with each candidate
- Superintendent extends an offer to the selected candidate
- Candidate, if accepting the position, then meets to complete necessary paperwork with Human Resource Director

**Staffing Update for 21-22**

**Effective as of May 26, 2021**

<b>Person</b>	<b>Position</b>	<b>Status</b>	<b>Budgeted Amount</b>	<b>Hired Amount</b>	<b>Savings</b>
	Special Education Teacher-High School	Open	MA Step 5 \$60,290		
	Special Education Teacher-Middle School	Open	MA Step 5 \$60,290		
	Special Education Teacher-Life Skills-Middle School	Open	MA Step 5 \$60,290		
	Social Studies Teacher-Middle School	Open	MA Step 5 \$60,290		
	3rd Grade Teacher-South Elementary	Open	MA Step 3 \$54,988		

**Board of Education Curriculum Committee Minutes**

**May 13, 2021 – 5:00 p.m.**

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

**Committee Members Present:** Patricia King, Jim McGowan

**Windsor Locks Public Schools Staff Present:** Superintendent, Shawn Parkhurst; Assistant Superintendent, Christian Strickland; Director of Special Services, Joshua Robinson; RISE Academy Teacher, Kate Dutton, RISE Academy Teacher, Patricia McKenna

**Community Members Present:** None

Meeting was called to order at 5:00pm by Christian Strickland

**1. New Business**

**a. Review and Discussion - Feedback from March 15th Professional Development Day**

Mr. Strickland presented staff feedback data from the full day of professional development offerings held on March 15. Overall, the data shared highlighted positive staff responses and that the majority of staff agreed that day was beneficial to their professional growth. The committee emphasized that it will be important to look at how the professional learning that takes place in the district also helps to promote and improve positive outcomes for students.

**b. Update on Development of High School Course - Black, African American, Latino, and Puerto Rican Studies**

Mr. Strickland stated this course is required to be offered by schools for the 2022 - 2023 school year, and was offered to students during the course selection process for the 2021 - 2022 school year at Windsor Locks High School. Due to low enrollment this class will not run for the 2021 - 2022 school year, but will be offered again the next year. Discussion occurred by BOE member Jim McGowan expressing concern over how many are needed to run the course; Mr. Parkhurst stated that the district needs to be careful in how we promote this to our students and the message that we send by cancelling the course.

**Presentation - Digital Portfolios - Joshua Robinson, Kate Dutton, Patricia McKenna,**

Director of Pupil Services, Josh Robinson and RISE Academy Teachers Kate Dutton and Patricia McKenna presented to the Curriculum Committee the district's RISE Transition Academy and their development of digital portfolios. They highlighted the instructional programming that takes place related to critical life, job, and transitional skills. The RISE Academy Team talked about the sixteen Connecticut CORE Transition Standards identified by the Connecticut State Department of Education. They spoke to how these standards are taught and developed at the RISE Academy and how students create transition portfolios to demonstrate mastery of these

standards. RISE Academy is currently in the process of moving their student portfolios to a digital format. The RISE Team provided examples of how this process is going and examples of how the digital portfolio entries look and are being created by students. Curriculum Committee members were complimentary of the presentation, as well as the instruction and programming that is taking place at RISE Academy.

**2. Future Business Items**  
**a. Discussion**

No additional business items were discussed at this meeting.

**3. Adjourn**

Mr. Strickland adjourned the meeting at 5:50 pm.

Respectfully submitted:

Christian Strickland

Minutes from Board of Education Finance Subcommittee Meeting

May 21, 2021

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

Members Absent: None

Administrators: S. Parkhurst, D. Solin

1. The meeting was called to order at 2:05 PM by Pat King.
2. Business Manager David Solin gave a FY 20-21 budget status update.
3. A list of proposed year end expenditures was reviewed and it was agreed by the subcommittee to move the full list forward to the full Board of Education for approval.
4. Language was presented for consideration to give the Superintendent authority to purchase items on the year end spending list based on quotes in lieu of open bids (when necessary). It was agreed by the subcommittee to move forward with the language to the full Board of Education for approval.
5. Information regarding Federal Grants related to COVID (ESSA II, American Rescue Plan) was presented.
6. Capital improvement projects and their current status were reviewed.
7. Meeting adjourned at 3:45 PM.

David Solin

# 2020 - 2021 SAT



- Overview of the SAT®
- Data Reporting for Windsor Locks High School
- Areas of Focus & Action Steps 2020 - 2021 School Year
- Areas of Focus & Action Steps Moving Forward for Next Year

## Windsor Locks Public Schools Assessment Overview:

Grade	Assessment
Grade 8	<ul style="list-style-type: none"> <li>• PSAT 8/9 is provided as an <b>option</b> for students in Grade 8 in the early spring each year.</li> </ul>
Grade 9	<ul style="list-style-type: none"> <li>• PSAT 8/9 is given to <b>all students</b> in Grade 9 in the Fall.</li> </ul> <p><b>Note: The Grade 8 &amp; 9 tests are not the same and cannot be compared</b></p>
Grade 10	<ul style="list-style-type: none"> <li>• PSAT/NMSQT is given to <b>all students</b> in Grade 10 in the Fall.</li> </ul>
Grade 11	<ul style="list-style-type: none"> <li>• PSAT/NMSQT is given to <b>all students</b> in 11 in the Fall.</li> </ul>
Grade 11	<ul style="list-style-type: none"> <li>• CT School Day SAT is administered to <b>all students</b> in Grade 11 in the Spring.</li> </ul>



SAT®



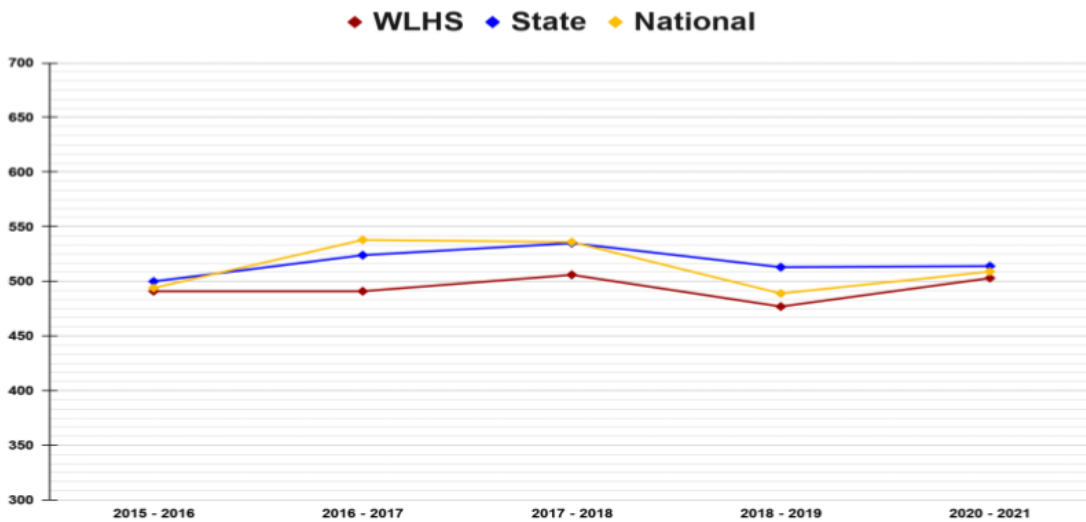


# Overview of PSAT/NMSQT & SAT Data

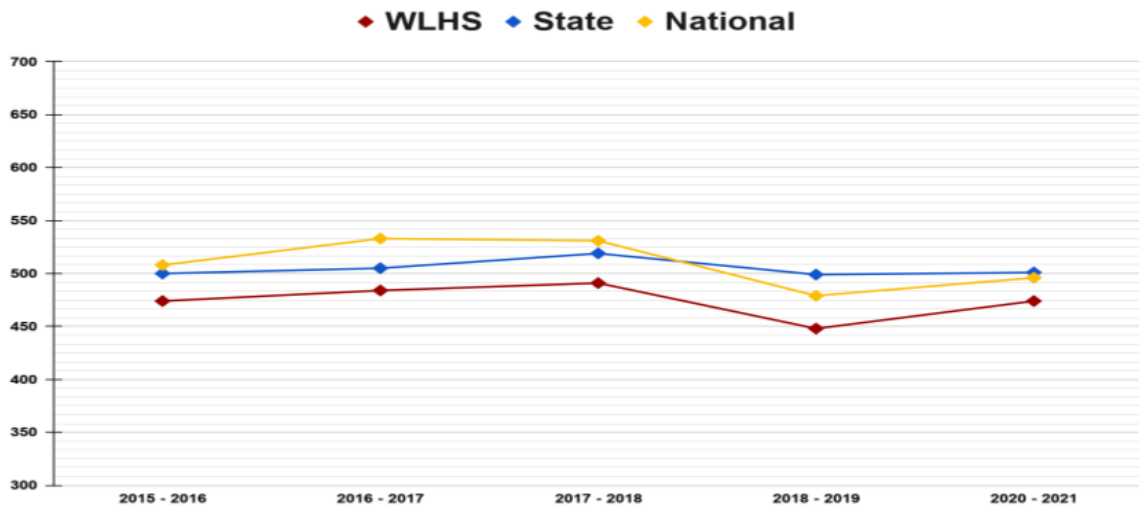
Fall 2020 - Grade 11 PSAT/NMSQT® Data				
Group	Number of Test Takers	Total Score Average (320 - 1520)	ERW Score Average (160 - 760)	Math Score Average (160 - 760)
WLHS	79	945	492	454
State	25,364	989	506	483

Spring 2021 - Grade 11 SAT® Data				
Group	Number of Test Takers	Total Score Average (400 - 1600)	ERW Score Average (200 - 800)	Math Score Average (200 - 800)
WLHS	90	948	489	459
State	24,406	1005	510	495

## WLHS, Connecticut and National SAT®: Evidence Based Reading & Writing



## WLHS, Connecticut and National SAT®: Mathematics



CollegeBoard SAT



## Findings

- The average overall SAT scores, as well as scores in *Evidence Based Reading and Writing and Mathematics* **continue to be below** the Connecticut state average since 2015.
- SAT scores in *Evidence Based Reading and Writing* show that **less than 70%** of Grade 11 students met or exceeded the SAT Benchmark in 2021.
- SAT scores in Mathematics show that **30%** of the tested students met or exceeded the SAT Benchmark in 2021.
- PSAT/NMSQT data from grades 10 and 11 provide evidence that the students **did not maintain consistent progress** towards benchmark scores in mathematics.

## Areas of Focus & Action Steps: 2020 - 2021

	<b>Areas of Focus Action Steps</b>	<b>Outcomes</b>
<b>Curriculum</b>	<ul style="list-style-type: none"> <li>Instructional specialists facilitated a review and self-study of their curriculum documents in preparation for the NEASC visit in March 2021</li> </ul>	<ul style="list-style-type: none"> <li>100% of WLPS curriculum is not in one consistent format</li> <li>Feedback included recommendation to streamline curriculum documents</li> </ul>
<b>Instruction</b>	<ul style="list-style-type: none"> <li>Aligned coursework with College Board and Khan Academy resources</li> </ul>	<ul style="list-style-type: none"> <li>52% of teachers posted College Board and/or Khan Academy resources in Google Classrooms</li> <li>44% of teachers reference and plan for College Board and/or Khan Academy resources in their syllabi</li> </ul>
	<ul style="list-style-type: none"> <li>Offered SAT Preparatory sessions during Raider Flex Block</li> </ul>	<ul style="list-style-type: none"> <li>59% of students participated in at least one Raider Flex Block sessions that focused on SAT Prep</li> </ul>
<b>Assessment and Intervention</b>	<ul style="list-style-type: none"> <li>Developed SAT like summative assessments</li> </ul>	<ul style="list-style-type: none"> <li>Nearly 50% of curriculum based units embedded SAT like assessments</li> </ul>
	<ul style="list-style-type: none"> <li>Staff audited SRBI/Intervention process and procedures to support student intervention</li> </ul>	<ul style="list-style-type: none"> <li>The District SRBI Committee has streamlined the SRBI handbook and district forms.</li> <li>At the start of the 2021 - 2021 school year a restructured SRBI Team and Process will be put into place at WLHS.</li> </ul>

## Areas of Focus & Action Steps: 2021 - 2022

<b>Theory of Action</b>	<i><b>If we develop curriculum, instruction, and assessment that ensures mastery in student achievement, then our graduates will be prepared to meet their personal, academic and career goals.</b></i>	
	<b>Areas of Focus &amp; Action Steps</b>	<b>Targeted Outcomes</b>
<b>Curriculum</b>	<ul style="list-style-type: none"> <li>All staff, through PLC time will review, revise and create curriculum documents in a single format for clarity; including Unit Guides that identify the standards, assessments, and critical instructional content</li> </ul>	<ul style="list-style-type: none"> <li>By December 50% of WLPS curriculum will be in one single, consistent format</li> <li>By March 75% of WLPS curriculum will be in one single, consistent format</li> <li>By June 100% of WLPS curriculum will be in one single, consistent format</li> </ul>
	<ul style="list-style-type: none"> <li>Instructional specialists and interventionists will facilitate, in coordination with WLHS Administration and Assistant Superintendent for Curriculum &amp; Instruction, ongoing review and articulation between middle and high school math curricula</li> </ul>	<ul style="list-style-type: none"> <li>By December 75% of credit bearing math courses will have aligned curriculum between WLMS and WLHS</li> <li>By March 100% of credit bearing math courses will have aligned curriculum between WLMS and WLHS</li> </ul>
	<ul style="list-style-type: none"> <li>Guidance and WLHS administration will utilize College Board data to support rigorous course selection for all students</li> </ul>	<ul style="list-style-type: none"> <li>Fall 2022 course registrations will have 50% of WLHS students in at least one (1) Advanced Placement class</li> </ul>

## Areas of Focus & Action Steps: 2021 - 2022

Theory of Action	<i>If we develop curriculum, instruction, and assessment that ensures mastery in student achievement, then our graduates will be prepared to meet their personal, academic and career goals.</i>	
	Areas of Focus & Action Steps	Targeted Outcomes
<b>Instruction</b>	<ul style="list-style-type: none"> <li>Group students into rotations during Raider Flex Block to provide PSAT/SAT targeted instruction based on data analysis</li> </ul>	<ul style="list-style-type: none"> <li>By October 1, 2021, all CORE area WLHS staff will be trained in best practices for targeted instruction; after the Fall PSAT administration, 100% of WLHS students will be in a Raider Block Flex for targeted instruction</li> </ul>
	<ul style="list-style-type: none"> <li>Instructional specialists will guide their respective departments to identify question stems and vocabulary to support SAT style questioning and skill development</li> </ul>	<ul style="list-style-type: none"> <li>CORE area teachers will consistently embed SAT style questions and vocabulary within their instruction</li> </ul>
	<ul style="list-style-type: none"> <li>Staff will be trained in the use of Academically Productive Talk for instruction daily; students will engage in accountable talk throughout the school day</li> </ul>	<ul style="list-style-type: none"> <li>100% of teachers will use Academically Productive Talk daily to raise the level of student rigorous discourse;</li> </ul>
	<ul style="list-style-type: none"> <li>Professional Learning Community (PLC) will be streamlined to focus on instructional practices and their impact on outcomes for all students</li> </ul>	<ul style="list-style-type: none"> <li>100% of departments/courses will use a formalized PLC protocol to analyze student work and plan instruction and recommend curriculum revisions</li> </ul>

## Areas of Focus & Action Steps: 2021 - 2022

Theory of Action	<i>If we develop curriculum, instruction, and assessment that ensures mastery in student achievement, then our graduates will be prepared to meet their personal, academic and career goals.</i>	
	Areas of Focus & Action Steps	Targeted Outcomes
<b>Assessment &amp; Intervention</b>	<ul style="list-style-type: none"> <li>Eliminate the use of PSAT 8/9 for any student in Grade 8 and 9</li> </ul>	<ul style="list-style-type: none"> <li>100% of students will be assessed using the same test and scoring guide to plan for instruction/intervention</li> </ul>
	<ul style="list-style-type: none"> <li>WLHS will administer the PSAT to all students in Grade 9, 10 and 11 in the Fall of their respective year; data analysis will be used to identify areas of need based on subscores and instruction/intervention will be provided during Raider Block Flex for all students</li> </ul>	<ul style="list-style-type: none"> <li>100% of students will demonstrate growth in Fall PSAT scores and/or subscores from one grade to the next</li> </ul>
	<ul style="list-style-type: none"> <li>Analysis and projected formulas will be used from PSAT data to plan targeted intervention</li> </ul>	<ul style="list-style-type: none"> <li>100% of students will have a detailed data analysis and plan of instruction/intervention including Grade 11 students having a projected SAT score</li> </ul>
	<ul style="list-style-type: none"> <li>WLHS will establish an intervention plan and hire interventionists/coaches</li> </ul>	<ul style="list-style-type: none"> <li>Consistent intervention plan will be implemented with support from interventionists/coaches in the Core Areas; % of students in Tier 2 and Tier 3 intervention will decrease by 10% from the start of the year to the end of the year</li> </ul>

# 2020 - 2021 SAT



- Overview of the SAT®
- Data Reporting for Windsor Locks High School
- Efforts From the 2020 - 2021 School Year
- Action Steps Moving Forward for Next Year

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION  
FROM: SHAWN L. PARKHURST, SUPERINTENDENT  
DATE: MAY 27, 2021  
RE: SUMMER PROGRAMMING

For the summer of 2021, Windsor Locks Public Schools is partnering with the Town Windsor Locks Parks and Recreation for summer programming for students entering Grades 1 - 8.

Through the use of the American Rescue Funds, the Windsor Locks Public Schools are providing additional registration spots at a reduced cost with the Park and Recreation Summer Programming. This programming will take place at Pesci Park, South Elementary School, and Windsor Locks High School, and will begin on June 21st, and continue through August 13th. Lunch will be provided. A total of 96 total spots were opened at these three locations based on available Park and Recreation staffing, and have been filled. A waiting list is currently in place and will be filled as staffing becomes available. Currently, the Windsor Locks Park and Recreation Department is working to recruit additional staffing.

In partnership, Windsor Locks Public Schools' teachers were invited to submit proposals to provide enrichment learning opportunities to supplement the traditional programming. Eight Windsor Locks Teachers submitted enrichment proposals to support experiences in reading, coding, math games, physical education, yoga/mindfulness, and art projects.

With a limited pool of staff applications for credit recovery, an external posting has also taken place. In addition, through our partnership with CREC, students in need of credit recovery will have the opportunity to participate in CREC's summer credit recovery program. This is for WLHS students only and has been communicated to families and students.

Additionally, acceleration of learning loss will be addressed when school resumes with a revision to our district's Response to Intervention. This will include an expansion of district level core instructional coaches as well as additional interventionist, particularly at WLMS and WLHS. Each building will also have a consistent process and protocol along with a designated SRBI Coordinator.

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION  
FROM: SHAWN L. PARKHURST, SUPERINTENDENT  
DATE: MAY 27, 2021  
RE: END OF YEAR EXPENDITURES

Tonight, the Superintendent will present the end-of-year expenditures which were reviewed by the Finance Subcommittee and recommended to be moved to the full Board for consideration and 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

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

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**Central Office**

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

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

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

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