

# WINDSOR LOCKS PUBLIC SCHOOLS



## BOARD OF EDUCATION MEETING

**Regular Meeting**

**April 28, 2022**

**6:00 p.m.**

**Ella Grasso Conference Room - Town Hall**

**In Person Attendance Open to All  
Optional Public Attendance via Zoom,**

**[Click Here to Register](#)**

**Windsor Locks Board of Education**

**Dennis Gagnolati, Chairman**

**Kylee Christianson, Vice Chairwoman**

**Margaret Byrne**

**Jim McGowan**

**Joe Tria**

**Superintendent of Schools**

**Shawn Parkhurst**

## **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.

**Board of Education  
Town of Windsor Locks  
Regular Meeting - Agenda  
April 28, 2022 - 6:00 p.m.**

**Ella T. Grasso Conference Room - Town Hall**

**In Person Attendance Open  
Optional Public Attendance via Zoom, [Click Here to Register](#)**

- Goal 1: Windsor Locks Public Schools will ensure that all students are engaged in their learning and challenged to achieve, grow, and demonstrate mastery.
- Goal 2: Windsor Locks Public Schools will use research-based leadership and best workplace practices to ensure achievement, growth and mastery for all.
- Goal 3: Windsor Locks Public Schools will support every student through a diverse network of caring adults.
- Goal 4: Windsor Locks Public Schools will provide a positive, equitable, safe and healthy climate for adults and students, to learn how to sustain and promote healthy living.

- I. Call to Order
  - A. Roll Call
  - B. Pledge of Allegiance
  - C. Student Representative Report
  - D. Board of Education and Superintendent Communications
- II. Public Audience (only on Agenda Items)
  - A. *In Accordance with BOE Policy 1100 - The Windsor Locks Board of Education (Board) Chairperson shall recognize speakers, request proper identification and maintain proper order. The Board shall hear only concerns, views and opinions on topics within the jurisdiction of the Board. The appropriateness of the subject being presented, the suitability of the time for such presentation, the number of speakers, and the time to be allowed for public comment will be determined by the Chairperson. The public is advised that any discussion of specific employees will not be allowed at meetings and should be addressed to the employee's immediate supervisor or the Superintendent.*
- III. Student Recognitions
  - A. CABA Student Leadership Awards
  - B. CAS Outstanding Arts Awards
  - C. Irish Canal Poetry Contest Winner
  - D. New England High School Wrestler
  - E. CT High School Coaches Association All Star Selection
  - F. Miss Junior High Scholarship Pageant Selection

- IV. Approval of Minutes: **Vote Needed** p. 7 Exhibit IV
  - 3/24/22 Regular Meeting
  - 3/29/22 Special Meeting
  - 3/31/22 Special Meeting
- V. Personnel Report: **Vote Needed** p. 20 Exhibit V
  - A. Non-Tenured Non-Renewal
- VI. Committee Reports
  - A. Policy - Next Meeting 5/4/22
    - 1. Minutes 4/6/22: **Vote Needed** p. 21 Exhibit VI A 1
    - 2. Policy/Regulation 2nd Read: **Vote Needed** p. 22 Exhibit VI A 2
  - B. Curriculum - Next Meeting: 5/24/22
  - C. Finance - Next Meeting 4/26/22 Meeting
- VII. 2022-2023 Budget Update: **Vote Possible**
- VIII. Request for Commemorative Recognition: **Vote Needed** p. 26 Exhibit VIII
- IX. Budget Transfers: **Vote Needed** p. 28 Exhibit IX
- X. Board of Education Future Meetings Update
- XI. Community Based Health (CBH) Partnership
- XII. Board of Education and Leadership Advance Meeting Discussion
- XIII. Public Audience (General)
  - A. *In Accordance with BOE Policy 1100 - The Windsor Locks Board of Education (Board) Chairperson shall recognize speakers, request proper identification and maintain proper order. The Board shall hear only concerns, views and opinions on topics within the jurisdiction of the Board. The appropriateness of the subject being presented, the suitability of the time for such presentation, the number of speakers, and the time to be allowed for public comment will be determined by the Chairperson. The public is advised that any discussion of specific employees will not be allowed at meetings and should be addressed to the employee's immediate supervisor or the Superintendent.*
- XIV. Board and Superintendent Comment
- XV. Adjourn Meeting

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

## **CABE Student Leadership Awards**

### **Windsor Locks Middle School**

#### **Aparna Acharya**

Aparna is an 8th grader at Windsor Locks Middle School. Her favorite subject is science because it allows for her to figure out something or see something that no one else has before. Aparna also loves math. She is currently taking Algebra 2 at the high school. Aparna enjoys figuring out a computation and finding the solution. Aparna played for the middle school basketball and soccer teams and was a contributor and leader. Aparna plays the trombone in the band. She is a great participant and helper in the band. Aparna has a great attitude and enjoys helping others with their music or instrument. Aparna enjoys reading in her spare time. She especially enjoys science fiction and adventure novels. She also enjoys spending time with her family and her little brother. Her favorite dish from India that her mom makes is a Shrimp Fry. Aparna plans to attend college. She is interested in Stamford, UCONN, Oxford and Yale. She is interested in studying to be an Astronomer or a Chemist. She is also interested in being a Neurologist to cure Alzheimer's someday. Aparna has a bright future ahead of her.

#### **Nicholas Burton**

Nicholas is an 8th grader at Windsor Locks Middle School. He lived in Texas when he was a baby. Math has always been his favorite subject because it is easy for him. Nick is currently taking algebra. He is also very interested in science. When he learns something new in science, he wants to dig deeper and learn more. He is intrigued by science because it can lead to new discoveries. He is interested in biology and chemistry. Nick plays baseball, basketball and has also played football. He enjoys watching sports as well, including The Boston Red Sox, Celtics, Bruins and the Dallas Cowboys. Nick plays the tuba for the middle school band. He has been a great help to tuba players in the other grades by working with them and helping them with the music. Nick plans to attend college and is interested in Harvard and MIT. He is interested in being a biochemist. For fun Nick likes to play video games. He also enjoys traveling (but preferably in a plane or train).

## **Windsor Locks High School**

### **Ryan Lucas**

Ryan is characterized by the following words: gifted, smart, compassionate, introspective, and respectful. She has a maturity beyond her teenage years and she has an eagerness and curiosity to continuously advance herself through her educational and personal experiences. She has taken an impressive and demanding course of studies over four years, which began with AP Calculus during her Freshman year and will have completed 10 Advanced Placement/College courses by this year's end. She is also currently enrolled in a Financial Literacy course at Manchester Community College as she has exhausted all the mathematics courses that we offer at our high school. Her ability to learn and retain material quickly has allowed her to achieve the score of 5 on all of her AP math exams and she received commendation from the National Merit Scholarship Corporation, as well as an outstanding 1510 on her most recent SAT!

Ryan's drive to excel extends far beyond the classroom as well! She has maintained her involvement in our high school chorus and band since her freshman year, as well as her involvement in our high school's musical theater productions. Ryan is also a three-sport varsity athlete in soccer, track and field, and tennis, receiving the Coaches Award for Tennis this past spring and serving as captain for the soccer team this year. Ryan has also exhibited strong and tireless leadership skills as the Vice President of her graduating class for the past four years, President of the National Honor Society, she served as the Prom Committee Vice Chairperson last school year, she is the Youth Leadership Vice Chairperson, and she serves as a student representative on our district's Board of Education. Most recently, she has been named one of our Scholar Athletes for Windsor Locks High School. Congratulations Ryan!

### **Benjamin Palmer**

Windsor Locks High School is honored to recognize Benjamin Palmer for the CABA Student Leadership Award. Ben is a freshman at WLHS who hit the ground running since he first entered the building just seven months ago. Ben is the President for the Class of 2025 and held leadership roles in Middle School, despite the pandemic. To date, Ben's been an integral member on the Boys Soccer team as well as an avid participant in Indoor Track and Field. Most recently, Ben collaborated with Mr. Scavotto, WLHS ELA Interventionist and School Climate Coordinator, on Spirit-Building and Student Engagement, brainstorming various activities and events to potentially implement and execute over the next few years. When speaking with Ben regarding his leadership experiences and involvements thus far, he's humble and says "that's it!" His strong character, genuine compassion, and authentic love for learning, leading, and helping others will undoubtedly contribute to his bright future. Congratulations, Ben!

**EXHIBIT IV**

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION  
FROM: SHAWN L. PARKHURST, SUPERINTENDENT  
DATE: APRIL 28, 2022  
RE: APPROVAL OF MINUTES

March 24, 2022 Regular Minutes  
March 29, 2022 Special Meeting  
March 31, 2022 Special Meeting

**Windsor Locks Board of Education**

**58 South Elm Street**

**Windsor Locks, CT 06096**

**MINUTES OF THE REGULAR MEETING, March 24, 2022 at 6:00 p.m.**

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

Members Present: D. Gragnolati, K. Christianson, M. Byrne, J. McGowan and J. Tria

Members Absent: None

Administrators: S. Parkhurst, S. Lee, D. Solin, R. Bissonnette, M. Briggs, G. Testani, C. Domler, C. Apanovitch, H. Earley, J. Robinson, and A. Goodwin

Student Representatives: C. Mackey and C. MacDougald

Students: Students from Aces High Robotics Team

Staff: P. Davis, V. Beebe and L. Goulet

Others: Many participants on Zoom Meeting

Press: None

**I. Call to Order**

Chairman Mr. Dennis Gragnolati called the Regular Meeting to Order at 6:01 p.m. held at the Town Hall in the Ella T. Grasso Conference Room and also via Zoom Meeting and live stream.

**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 Representative Report**

Miss Carley MacDougald, Student Representative, addressed the Board. She commented the students took the SAT this week. It went very smoothly, and it was all done on-line. There were a few technology issues, however, they were resolved, and it went well.

Mr. Caden Mackey, Student Representative, addressed the Board. He announced the prom tickets will be going on sale next week and spring sports have started. Those sports teams include track, golf, baseball, softball and lacrosse.

**D. Board of Education and Superintendent Communications**

Chairman Mr. Dennis Gragnolati noted he attended the play last weekend. He thought it was well done, a great job done by all.



Mr. Shawn Parkhurst, Superintendent of Schools, addressed the Board. He began speaking about spring sports beginning, the softball team has their first scrimmage on Saturday against Wethersfield. Last evening, he attended “Today I Matter” a program presented with a powerful message to about 25ish parents. This is a first of many presentations about such an important topic. He thanked Lisa, Nicole and David for their roles in the scheduling. He also reminded everyone of the Bradley Road Race that will take place on Saturday at the high school at 10:00 a.m. and a fundraiser for the Class of 2023 a TJ Burritos.

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

Chairman Mr. Gragnolati asked anyone who would like to make a public comment either in-person or in attendance in the Zoom Meeting. No one responded.

## III. Approval of Minutes

- March 8, 2022 Special Meeting

It was MOVED (Christianson) and SECONDED (Tria) and PASSED (U) that the Board of Education approves the March 8, 2022 Special Meeting Minutes as presented.

- March 10, 2022 Regular Meeting

It was MOVED (Christianson) and SECONDED (Tria) and PASSED (U) that the Board of Education approves the March 10, 2022 Regular Meeting Minutes as presented.

## IV. Committee Reports

### A. Policy-Next Meeting – April 6, 2022

### B. Curriculum

#### 1. Approval of Minutes of March 15, 2022

Ms. Christianson noted her name was mis-spelled.

It was MOVED (Christianson) and SECONDED (McGowan) and PASSED (U) that the Board of Education accepts the March 15, 2022 Curriculum Sub-Committee Meeting Minutes as presented

### C. Finance – Next Meeting April 6, 2022

## V. ACES High Robotics Overnight Field Trip

Mr. Parkhurst noted that the Board packets is a request for an overnight trip for the ACES High Robotics overnight field trip to Houston, Texas on April 20, 2022 through April 24, 2022. He introduced Mr. Pete Davis, advisor and teacher for ACES High Robotics Team to discuss the trip. Mr. Davis commented the team has had an incredible season, they are currently 36-0 this season. The team was not able to

compete for the last two years due to the pandemic. This year, the team has been very successful regional, and district meets. The last meet was at WNEC in Springfield, 185 teams competed and ACES High won and is ranked Number 1. In three weeks, the district champs will be competing at the Big E and three days later is the national event in Houston, Texas. There will be approximately 600-800 teams competing. He noted the rumor in the robotic circles is that ACES High is ranked fifth in the world. He introduced the students who are on the team, and they brought their robot to show the Board what it looks like and explained how it works. Approximately 12-14 students will be attending along with advisor, mentor and parents. The cost will be approximately \$800 per student, which includes the transportation and hotel stay.

A brief discussion.

It was MOVED (Christianson) and SECONDED (Tria) and PASSED (U) that the Board of Education approves ACES High Robotics Overnight Field Trip to Houston, Texas scheduled for April 20, 2022 through April 24, 2022 with the change of not using Smyth Bus.

#### VI. 2022-2023 Calendar Revision

Mr. Parkhurst indicated that in the Board's packets, a revised 2022-2023 calendar is presented for consideration for approval. This calendar was established in collaboration with representation from the Windsor Locks Administrators Association, Windsor Locks Teachers Association and Windsor Locks ParaProfessionals Association. The recommended revision is to move the April vacation date to April 10-14, 2023 to align with neighboring districts, including the following: Ellington, Suffield, Enfield, East Windsor, Simsbury, Granby, South Windsor, Vernon, Windsor & Stafford. This information was not available to the committee at the time the 2022-2023 calendar was developed. The approved calendar has April vacation as April 17-21, 2023.

A brief discussion was held.

It was MOVED (Christianson) and SECONDED (Tria) and PASSED (U) that the Board of Education changes the April break dates of the approved 2022-2023 calendar by moving it to April 10, 2022 through April 14, 2022, to align with surrounding school districts.

#### VII. Seal of Biliteracy

Mr. Parkhurst introduced Ms. Vita Beebe, District ELL Coordinator along with another staff member, Ms. Linda Goulet, to discuss the Connecticut Seal of Biliteracy. They explained Public Act 17-29 signed by the Governor on June 26, 2017 allows local or regional boards of education to affix the "Connecticut Seal of Biliteracy" on the diploma of students who have achieved a "high level of proficiency in English and one or more foreign languages." A recognition of students' academic efforts, to see the tangible benefits of being bilingual and biliterate and being prepared to live and work in the 21st century. All Connecticut students,

in either private or public schools, are eligible to receive the Seal of Biliteracy based on achieving the designated levels of language proficiency. (Students must be in grades 10, 11, or 12 to be eligible to receive the Seal). To qualify for the Seal, students must complete all the English language arts requirements for graduation; and students must demonstrate proficiency in a language other than English at a level comparable to Intermediate-Mid on an assessment approved by the state. The benefits of assessing for proficiency and awarding the seal are recognizing best teaching practices, programs that teach for proficiency, and local boards of education and communities that support languages; celebrating heritage and native speakers who have met proficiency targets in English and other languages; and providing colleges and employers information about students' language abilities.

A lengthy discussion was held.

It was MOVED (Byrne) and SECONDED (Tria) and PASSED (U) that the Board of Education establishes the opportunity for students to obtain Seal of Biliteracy beginning with the Class of 2022.

#### VIII. 2022-2023 Budget Update

Mr. Parkhurst gave the Board an update on the budget process. He indicated that the Board of Finance last night announced the figures for the capital and operating budgets for the Board of Education. This was unanimously voted upon. The Board has moved \$700,000 to the capital budget to covers the HVAC projects, also approved projects were windows for the middle school, district signage along with technology upgrades which included Elmos and desktop upgrades, totaling one million dollars. This figure includes the \$700,000 for the HVAC. The operating budget, also approved unanimously, was a zero percentage increase for 2022-2023 budget or a decrease of \$1.7 million dollars. Mr. Parkhurst has scheduled leadership meetings for Monday to go through the budget and see where reductions can be made. He suggested scheduling a special meeting to discuss the reductions and appeals. The appeal date to the Board of Finance is April 5, 2022.

After a brief discussion, it was agreed a special meeting will be scheduled for March 29, 2022 at 5:30 p.m. at the Town Hall.

#### IX. Board of Education Future Meetings

Mr. Parkhurst gave the Board an update on the audio equipment. They are expected to arrive on June 9, 2022. Mr. Andrew Goodwin, IT Director of Technology had indicated the microphone can be purchased through Amazon, but would rather wait for the equipment that has been ordered and he is not quite sure if the Amazon equipment will work correctly with the other components. It was the to discuss where to hold future BOE meetings

A discussion was held. It was the general consensus to continue Board Meetings at the Town Hall until all of the audio system has arrived and can be installed.

#### X. Public Audience (General)

Chairman Mr. Gragnolati asked anyone who would like to make a public comment either in-person or in attendance in the Zoom Meeting. No one responded.

XI. Board and Superintendent Comment

Mr. Parkhurst thanked the Board on behalf of the students for passing the Seal of Biliteracy.

XII. Adjournment

It was MOVED (McGowan) and SECONDED (Tria) and PASSED (U) that the Board of Education adjourns the Regular Meeting of March 24, 2022 at 7:09 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,  
March 29, 2022 at 5:30 p.m.**

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

Members Present: D. Gragnolati, K. Christianson, M. Byrne, J. MGowan and J. Tria

Members Absent: None

Administrators: S. Parkhurst, S. Lee, D. Solin, D. Prinstein, R. Bissonnette, M. Briggs,  
G. Testani, C. Domler, C. Apanovitch, H. Earley,

G. Weigert, J. Robinson, K. Krupa and A. Goodwin

Student Representatives: None

Students: None

Staff: D. Bole, B, Deming L. Quagliaroli and many others

Others: Many in audience and logged on the Zoom Meeting

Press: None

I. Call to Order

Chairman Mr. Dennis Gragnolati called the Special Meeting to Order at 5:32 p.m. held at the Town Hall in the Ella T. Grasso Conference Room and also via Zoom Meeting and live stream.

A. Roll Call for Quorum

All Board Members present other than Ms. Byrne who arrived at 5:40 p.m.

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

Chairman Mr. Gragnolati 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.

Ms. Lisa Quagliaroli of 16 Darien Drive, Windsor Locks, addressed the Board. She wasn't sure if she was talking pre-maturely or too late, but everyone is here at this meeting to discuss the budget for 2022-2023 school year. The Board of Finance has requested the Board of Education cut over a million dollars from their proposed budget as the Board of Finance has requested a zero percent increase. This is no easy task as this is unjust as the Board of Education has not seen an increase in their budget for seven years. Parents argue for the needs of their children and programs are cut as the budget does not support those programs. It is unjust, unfair and unsafe. It has to stop. As a citizen of Windsor Locks and an employee, she implores the Board of Education to appeal to the Board of Finance and urges parents and citizens to speak up. We cannot

give the students the quality of education they deserve.

### III. Discussion of the 2022-2023 Budget

Mr. Shawn Parkhurst, Superintendent of Windsor Locks Public Schools, addressed the Board. He gave an information sheet out for everyone to review during his presentation. The sheet was two sides, which consisted of 51-line items, department of each expense, budget item, cost of the item, total budget amount, total increase amount and percentage of increase. The numbers began with the Board of Education proposed budget presented to the Board of Finance which was \$33,125,125.40 or an increase of \$1,744,441.24 or 5.6% increase over last year's budget. The budget lines were categorized in three colors: green (Lines 2-26); yellow (Lines 37-46); and, red (Lines 47-51). Each color has a total reduction: green being \$966,790.45; yellow being \$371,330.60; and red being \$406,320.19. All totaling \$1,744,441.24 which was the request from the Board of Finance a zero-percentage increase budget. At the last meeting, the Board instructed Mr. Parkhurst to meet with the administrative and leadership teams to come up with proposals to decrease the proposed

budget. He explained the items listed in green would be from grant funding, either ARP or Alliance Grant funding. Other reductions in supplies and some transportation expenses have been decreased or eliminated. Those totals are \$966,790. The yellow and red categories are people who are currently in positions, there are some positions which have not been filled, but in the yellow and red categories are decreases which will have major impacts in programs and affect students and the school community. The red items are deeper cuts, which also include teachers and directors of curriculum, instruction and assessments. The last line listed was Line 51 which is an estimated insurance increase of 6.5% over the 2021-2022 budgeted amount which is approximately \$209,000. He noted that administrators were at the meeting and if any questions could be answered, if Board Members had any questions. He reminded the Board the Board has had limited funding for over seven years and the deep cuts will impact staff and students.

The discussion began about the nurse and nurse's aid and how that would impact the budget. The nurse's position was to help the district nurses when they are short on coverage. Currently RISE shares with North Street School and South Elementary School and Pine Meadow relies on the middle school. The discussion continued examining other staffing and teaching positions that were proposed to be cut, including the 12-month administrative assistance for special education who oversees SISU, Pine Meadow and RISE. Mr. Josh Robinson noted if that position is cut, the workload would be put onto himself which would impact his time to assist students with services. The loss would be a huge impact in his office. The loss of the teacher at Pine Meadow would impact support students need making class sizes larger. Mr. David Prinstein, Principal of the Windsor Locks Middle School, addressed the Board about the cuts that would affect his school. He noted the library media aide would be a terrible loss. The media center is the nerve center of the school. The library media aide assists students in the library media center. There are times when the librarian is working with classroom teachers and if the librarian is not in the library-media center, then the library would be closed to students. The loss of a Spanish teacher would impact students who are able to

participate in Spanish in Grade 7 and 8 and enter high school with Spanish credit and able to take Spanish II in high school. Unfortunately, that might not be able to happen if the Spanish teacher is eliminated. Lastly, Ms. Christine Domler, Assistant Principal of Windsor Locks Middle School, discussed the loss of a science teacher which would increase class size by four to five students and staff members would have to shift

students who take labs as part of their science classes. This would have a direct impact on students. She discussed the impacts it would have on STEM teaching. Ms. Rebecca Bissonnette, Principal of Windsor Locks High School, discussed the loss of a world language teacher after the Board has just passed the Seal of Biliteracy and it would be difficult for students to achieve this honor. Another difficult cut would be the 12-month administrative assistant position at the high school who supports the guidance staff. It would be a big loss. The evening clerical position is the person who lets people in and out of the school after 3:00 p.m. and supports the adult education. This too will be a big loss. Mr. Parkhurst discussed the directors of curriculum, instruction, and assessment and how those positions have made impacts on student learning and achievement. Those positions are included in the district's 7-year plan, and he recommended using the ARP Grant to fund those positions. He also discussed the estimate of insurance costs.

The discussion continued discussing the ARP funds, the balance and the timetable for those funds to be used. Mr. Parkhurst indicated those funds are only available until September of 2023. If the remainder of the ARP funds, the budget would be reduced to 3.4% increase. The Board Members were cautious about moving the ARP funds into the operating budget as next year those funds will not be available and during the budget process next year, the Board will be 3% increase as the baseline.

A brief discussion was held.

It was MOVED (Byrne) and SECONDED (Christianson) that the Board of Education appeal to the Board of Finance a request of 2.5% increase over last year's budget.

A discussion was held.

Board Member Ms. Byrne did not have the exact numbers; however, the original proposed budget was \$33,125,125.40 at 5.5%, she proposed to appeal to the Board of Finance 2.5% or \$784,517.00.

Chairman Mr. Gragnolati asked if anyone in the audience, in-person or Zoom, would like to make a comment before a vote would be taken.

Ms. Amber Tuttle of 102 North Main Street, Windsor Locks, addressed the Board. She is a mother and employee, and she is concerned how the cuts will affect the students and staff. These cuts will affect everyone!

Ms. Taika Bilbo of 120 South Center Street, Windsor Locks, addressed the Board. She is a mother of middle school and high school students. She is blown away about the number of cuts special education services alone. She is concerned how these cuts will

impact her children, especially her child who is entering the 9th grade.

Ms. Jodi Zaine, an employee of the district and administrative assistant for the guidance department at the high school. The workload that will be passed onto the guidance counselors will give them less time helping students, which will be detrimental to students emotional and mental health.

Ms. Diane \_\_\_\_\_, a current second grade teacher at North Street School and cutting her position at the school will be a loss, she is currently studying to become a special education teacher. She has enjoyed her last few years at the school, making so many relationships with staff and students.

Chairman Mr. Gragnolati asked if anyone had any other questions. He asked the motion to be re-read. Board Member Ms. Byrne re-read her motion: The Board of Education appeal to the Board of Finance a request of 2.5% increase over last year's budget.

A vote was taken:

In Favor: D. Gragnolati, K. Christianson, M. Byrne, and J. McGowan

Opposed: None

Motion passed unanimously.

Mr. Parkhurst thanked everyone and invited the public to attend the Board of Finance meeting on April 5, 2022 when the Board will appeal their decision.

V. Adjournment

It was MOVED (Christianson) and SECONDED (McGowan) and PASSED (U) that the Board of Education adjourns the Special Meeting of March 29, 2022, at 6:34 p.m.

Respectfully submitted,

Denise M. Piotrowicz

Recording Secretary



**Windsor Locks Board of Education**  
**58 South Elm Street**  
**Windsor Locks, CT 06096**  
**These minutes are not official until approved at a subsequent meeting.**  
**MINUTES OF THE SPECIAL MEETING**  
**March 31, 2022 at 3:00 p.m.**

Members Present: D. Gragnolati, J. McGowan and J. Tria  
Members Absent: K. Christianson and M. Byrne  
Administrators: S. Parkhurst and C. Apanovitch  
Staff: None  
Students: Student F

Others: Mother of Student F and Raquel (translator)

I. Call to Order

Chairman Dennis Gragnolati called the Special Meeting to Order at 3:05 p.m., in the Windsor Locks Public School's Professional Development Room.

II. Executive Session

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

Chairman Mr. Gragnolati asked all persons in attendance to identify themselves for the record:

Board of Education Members:

Mr. Dennis Gragnolati

Mr. Joe Tria

Mr. Jim McGowan

Others:

Raquel, translator

Mother of Student F

Student F

Mr. Shawn Parkhurst, Superintendent of Windsor Locks Public School

Ms. Carrie Apanovitch, Assistant Principal of Windsor Locks High School

Mrs. Denise Piotrowicz, Recording Secretary, Windsor Locks Board of Education

Witnesses were sworn in by Chairman Mr. Gragnolati.

Testimony regarding the offense and penalty phase was given by Ms. Carrie

Apanovitch, Mother of Student F and Student F followed by questions from the Board of Education Members.

Board Recessed at 3:19 p.m.

Board Reconvened at 3:25 p.m.

It was MOVED (McGowan) and SECONDED (Tria) and PASSED (U) that the Board of Education terminates Executive Session and reconvenes into public session at 3:26 p.m.

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

It was MOVED (McGowan) and SECONDED (Tria) and PASSED (U) that the Board of Education reconvenes in Executive Session to conduct a student expulsion hearing and to protect the confidential student records and that the same persons who were previously invited to attend the Executive Session are invited to attend at 3:27 p.m.

### III. Action Regarding Expulsion

Testimony regarding the penalty phase of the expulsion was given Ms. Carrie Apanovitch, Mother of Student F and Student F followed by questions from the Board of Education Members.

Board Recessed at 3:38 p.m.

Board Reconvened at 3:48 p.m.

It was MOVED (McGowan) and SECONDED (Tria) and PASSED (U) that the Board of Education terminates Executive Session and reconvenes into public session at 3:48 p.m.

It was MOVED (McGowan) and SECONDED (Tria) and PASSED (U) that the Windsor Locks Board of Education (1) accepts and adopts the findings and facts discussed and presented in executive session; and find that Student F is hereby expelled from the Windsor Locks Public Schools, including all school-related activities, curricular or otherwise, for a period of one calendar year beginning March 14, 2022 and ending March 14, 2023 and (2) that as a consequence of said conduct, Student F shall be expelled in accordance with the terms and conditions of the Administrations Recommendations as presented.

### IV. Adjournment

It was MOVED (Tria) and SECONDED (McGowan) and PASSED (U) that the Board of Education adjourns the March 31, 2022 at 3:51 p.m.

Respectfully Submitted,  
Denise M. Piotrowicz  
Recording Secretary

## EXHIBIT V

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHERI LEE, DIRECTOR OF HUMAN RESOURCES

DATE: APRIL 28, 2022

RE: NON-TENURED NON-RENEWAL

Connecticut General Statutes 10-151 require that non-tenured teachers be notified if their contract will not be renewed for the following school year. Therefore, in accordance with the statutory requirements, and on behalf of Shawn Parkhurst, Superintendent of Schools, the Director of Human Resources recommends that the Board of Education not renew the non-tenured teachers at the end of 2021-2022 school year.

**BOARD MOTION:** “**MOVE** that in accordance with the provisions of the Connecticut General Statutes Section 10-151, the contracts of the non-tenured teachers be non-renewed for the 2022-2023 school year. The Board of Education authorizes the Director of Human Resources, Sheri Lee, to advise these employees of this action in writing no later than May 1, 2022.”

**Windsor Locks Public Schools  
Board of Education Meeting  
Policy Subcommittee Minutes  
April 6, 2022**

Members Present: Kylee Christianson, James McGowan  
Administrator Present: Shawn Parkhurst, Superintendent

Meeting called to order at 4:00 pm.

Discussed the removal of policy 4118.237 Face Masks and Coverings. Board was in agreement to move this forward to the full board for a first reading.

Discussed replacement of policy 6400 with policy 6171. Board was in agreement to move this forward to the full board for a first reading.

Discussed replacement of policy 6401 with policy 6164.4. Board was in agreement to move this forward to the full board for a first reading.

Discussion occurred regarding policy 6111 School Calendar. Discussion centered on consideration of a set week for April vacation each year. Consensus was to direct the Superintendent to solicit this through various groups and report back to the policy committee.

Meeting adjourned at 4:39 pm.

**Personnel - Certified and Non-Certified**

**R4118.231/4218.231—Staff Use and Possession of Smoking Products, Tobacco Products, Drugs and Alcohol**

Employees violating the Board of Education's (Board) alcohol, drug and tobacco policy may be subject to disciplinary action as indicated below.

**Alcohol and Drugs**

In accordance with state and federal law, the Board is required to provide written explanation of the consequences of violating the Board's policy which prohibits the unlawful manufacture, possession, use, dispensing, or distribution of illicit, controlled drugs and alcohol on school premises or as part of any school activities.

"Controlled drugs" are those drugs which contain any quantity of a substance which has been designated as subject to federal narcotic laws, or which has been designated as a depressant or stimulant drug pursuant to federal food and drug laws, or which has been designated by the public health council and Commissioner of Consumer Protection pursuant to Section 19-451 as having a stimulant, depressant, or hallucinogenic effect upon the higher functions of the central nervous system and as having a tendency to promote abuse or psychological or physiological dependence - or both. Controlled drugs are classifiable as amphetamine-type, barbiturate-type, cannabis-type, cocaine-type, hallucinogenic, morphine-type, and other stimulant and depressant drugs. Specifically excluded from controlled drugs are alcohol, nicotine and caffeine.

The Superintendent, with necessary Board assistance and support, will provide a drug-free workplace in accordance with state and federal regulations.

The District will establish a drug-free awareness program to inform employees about the dangers of drug and alcohol abuse in the workplace; the District's policy of maintaining a drug-free workplace; any available drug and alcohol counseling, rehabilitation and employee assistance programs; and penalties which may be imposed on employees for drug or alcohol abuse violations occurring in the workplace.

**Employees Funded by Federal Grant**

Any employee who is funded by a federal grant, in an amount greater than \$25,000, is required to be given a copy of this policy and regulation concerning a drug-free workplace.

All employees will be notified that, as a condition of employment under the grant, the employee must abide by the terms of the statement and will notify the District of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

If an employee who worked on a federal grant is convicted, the federal agency will be notified within ten (10) days after the employer receives notice from an employee of such conviction.

One of the following actions will be taken within thirty (30) days of receiving notice with respect to any employee who is so convicted:

1. Take appropriate personnel action against such an employee, up to and including termination;
2. Require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by federal, state or local health law enforcement, or other appropriate agency.

The Windsor Locks School District shall make a good faith effort to continue to maintain a drug-free and alcohol-free workplace through implementation of this regulation.

### **Disciplinary Action for Violation of Alcohol and Drug Policy**

These procedures should be followed if an employee of the District is found to have violated the alcohol and drug policy.

#### **1. Employees observed selling, possessing, or transferring of controlled drugs and alcohol:**

~~A. Employees will be reported to the building principal immediately;~~

~~B. The Superintendent will become responsible for holding any suspicious materials and will issue a signed receipt for them;~~

~~C. The police will be notified and the material turned over to them for analysis and disposition in exchange for a written receipt. Any further action will be left to the police. No employee shall act in a law enforcement capacity.~~

~~D. Consistent with local, state and federal law, employees found to be in possession of, using or distributing illicit drugs or alcohol on school premises may be subject to termination of employment and prosecution.~~

~~E. Information about drug and alcohol counseling and rehabilitation and re-entry programs will be made available to employees and the completion of an appropriate rehabilitation program will be required as a condition of continued employment.~~

- A. An employee who violates this policy may be subject to disciplinary action, consistent with applicable state and federal laws, up to and including termination. Enrollment and successful completion of an appropriate drug-or alcohol-abuse, employee-assistance rehabilitation program may be required at the discretion of the administration, at the employee's expense. Nothing in this policy will be construed to guarantee reinstatement of any employee who violates this policy, nor does the District incur any financial obligation for treatment or rehabilitation required as a condition of eligibility for reinstatement.

- B. Disciplinary action will include, at a minimum, a letter of reprimand and may include, but is not limited to suspension or termination from employment.
- C. The Board shall take disciplinary action with respect to an employee convicted of a drug offense in the workplace within thirty (30) days after receiving notice of the conviction.
- D. Should District employees be engaged in the performance of work under a federal contract or grant, or under a State contract or grant of \$5,000 or more, the Superintendent shall notify the appropriate State or Federal agency from which the District receives contract or grant monies of the employee's conviction within ten (10) days after receiving notice of the conviction.
- E. The District may notify law enforcement agencies regarding a staff member's District deems appropriate.

## **2. Employees suspected to be under the influence of drugs or alcohol.**

- A. Employees shall be taken to the nurse and shall be treated as a person who is ill. The Superintendent shall be notified by the principal. In case of emergency or if there is a clear and present danger to an employee's health, he/she will be transferred immediately to the hospital.
- B. Consistent with local, state and federal law, employees found to be in possession of, using or distributing illicit drugs or alcohol on school premises may be subject to termination of employment and prosecution.
- C. Information about drug and alcohol counseling and rehabilitation and re-entry programs will be made available to employees and the completion of an appropriate rehabilitation program will be required as a condition of continued employment.

## **3. Discovery of Controlled Drugs and Alcohol by an employee**

- A. An employee finding such material will deliver it to the principal.
- B. The principal will investigate the matter and notify the Superintendent of the incident.
- C. If the material is found to be or is suspected of being a controlled drug, the building principal will turn over the material to the police for analysis in exchange for a written receipt.

4. The Superintendent will designate one staff member, who handles all disciplinary matters regarding personnel, to review, monitor and recommend to the Superintendent disciplinary action.

## **Sanctions for Violation of Smoking Policy**

**1. First Offense.** Upon the first violation, an employee found to be smoking in the school building or on the school grounds during regular school hours will be warned orally that



he/she is violating the school smoking ban policy and that further violation will lead to a written warning and further disciplinary action.

**2. Second Offense.** Employees who are found to violate the policy a second time will receive a written warning. A copy of this written warning will be placed in the employee's personnel file.

**3. Third Offense.** Upon the third violation, an employee will receive a second written warning. A copy of this written warning will be the employee's personnel file.

**4. Fourth Offense.** If the employee violates the smoking policy a fourth time, the employee will be referred to the Superintendent for further disciplinary action.

Legal Reference:

Drug-Free Workplace Act. 102 Stat. 4305-4308.  
Drug-Free Schools and Community Act, P.L. 99-570, as amended  
by P.L. 101-226 (1991)  
21 U.S.C. 812, Controlled Substances Act, I through V, 202.  
21 C.F.R. 1308.11 through 1308.15 regulation.  
54 Fed. Reg. 4946 (1989)  
Connecticut General Statutes  
19a-342 Smoking prohibited in certain places.

Regulation Approved: October 2018

Proposed Change: April 2022

April 6, 2022

Windsor Locks Public Schools  
Dennis Gragnolati, Chairman  
Board of Education  
58 South Elm Street  
Windsor Locks, CT 06096

Dear Mr. Gragnolati,

The Windsor Locks High School Class of 1963 will be celebrating our 60<sup>th</sup> anniversary in 2023. Although it would be wonderful to hold another reunion we have collectively concluded that the logistics of classmates being able to come from all over the country is probably not feasible.

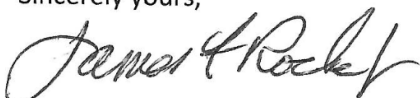
Therefore we wish to dedicate a memorial to our guidance counselor Ms. Lois Reynolds. At our 50<sup>th</sup> reunion we were able to invite Ms. Reynolds, at age 97, to be our guest of honor. It was a memorable evening with many “seniors” making their way over to speak with her and tell her what a difference she made in their lives.

Not only was Lois Reynolds an educator and counselor, she was a kind and compassionate person who went above and beyond for students in the Class of '63. When she began working in the Windsor Locks School system she bought herself a new car, a Pontiac Bonneville convertible. With that car she drove one of our classmates, the son of Italian immigrants, to Ryder College in New Jersey and helped him apply for entrance. Ms. Reynolds passed away a year after our reunion and we feel blessed to have had the pleasure of her company one last time. She will remain in our hearts, and memories, for the rest of our lives.

We feel that Lois Reynolds meets all the criteria to be recognized as an individual deserving a memorial. Our plan is in the conceptual stage and the intent is a granite bench, approximately six feet long, with the Class of 1963 honoring Ms. Reynolds, and if possible, all the teachers we had through high school. We would like to place this bench in the Middle School courtyard with some decorative perennial plantings around it.

Please accept this letter as an application to move forward, with your approval, to bring this commemorative memorial to fruition. Thank you.

Sincerely yours,



James F. Roche Jr.  
Member, WLHS Class of 1963  
Member, Windsor Locks Historical Commission  
Member, Windsor Locks Historical Society  
137 Spring Street, Windsor Locks, CT 06096

## **New Construction**

### **Naming/Renaming of School Buildings, Components of Buildings, and/or School Grounds**

#### **Commemorative Recognition of Groups**

The Board of Education believes that providing commemorative recognition of groups or individuals is a matter of great importance and one that deserves the most thoughtful attention. In regard to this policy, commemorative recognition includes, but is not limited to, permanent monuments, plaques, or other public displays that maintain the dignity of the facilities or spaces in which the recognition is presented. Two-thirds vote of the Board of Education will be required to initiate the process to provide public, commemorative recognition to groups of individuals. The Board will not be influenced in its decision by personal prejudice, favoritism, political pressure, or temporary popularity in permitting this recognition. This policy is not intended to restrict school or district level achievement recognition.

The Board of Education may permit commemorative recognition of individuals with professional designations or roles that include, but are not limited to, education, science, art, statesmanship, political science or community achievement. Most importantly, recognized individuals must have contributed significantly to the Windsor Locks Public Schools.

The general procedure for permitting commemorative recognition shall be as follows:

1. An individual who has achieved prominence in his or her field may be recognized after five years.
2. The Board, upon receipt of a request, or by its own motion, shall determine by a two-thirds vote whether or not to initiate the process to recognize deserving individuals.
3. After such determination has been made, the Board shall appoint a subcommittee composed of two (2) Board of Education members and three (3) members of the community.
4. The subcommittee shall submit to the Board of Education all proposed names, the record of the individuals and/or groups presenting the names and all supporting documentation, along with the committee's recommendation(s) for consideration by the Board.
5. The Board of Education shall then make the final decision of how and where to publicly recognize said individuals. The Board, however, reserves the right not to select any of the names submitted.

Policy adopted: April 9, 2015

WINDSOR LOCKS PUBLIC SCHOOLS  
Windsor Locks, Connecticut

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION  
 FROM: SHAWN L. PARKHURST, SUPERINTENDENT  
 DATE: APRIL 28, 2022  
 RE: BUDGET TRANSFERS

Proposed Budget Transfers for 04/28/22 BOE meeting

**Transfer funds to:**

Account #	Account Name	Description	Amount	Notes
010.NS.211.2400.142.800	NS Principal salary	position adjustment	80,000.00	transition to new Principal
010.HS.213.1000.111.100	HS Teachers salary	position adjustment	110,000.00	replacements at higher rate
010.NS.213.1000.111.100	NS Teachers salary	position adjustment	25,000.00	"
010.NS.213.1000.111.195	Tch Special Assign	position adjustment	13,250.00	"
010.HS.610.2600.187.800	HS custodian salary	position adjustment	40,000.00	Xfer from DS custodial
Total			<u>268,250.00</u>	

**Transfer funds from:**

Account #	Account Name	Description	Amount	Notes
010.DS.110.2321.139.800	Asst Superintendent Curr	position adjustment	162,250.00	position not filled
010.SS.213.1000.111.195	SS Teachers salary	position adjustment	66,000.00	replacements at lower rate
010.DS.610.2600.187.700	DS custodial salary	position adjustment	40,000.00	Xfer to HS custodial
Total			<u>268,250.00</u>	

**Windsor Locks Public Schools**

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

**Educational Leadership**

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

**Giovanna Testani, 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 Bissonnette, Principal, Carrie Apanovitch, 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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**Central Office**

**Heather Earley**  
Director of Elementary Curriculum, Instruction, and Assessment

**Kristen Krupa**  
Director of Secondary English Curriculum, Instruction, and Assessment

**Megan Parrette**  
Director of Secondary Math Curriculum, Instruction, and Assessment

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

**Joshua Robinson**  
Director of Pupil Services 860-292-5707

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