

# WINDSOR LOCKS PUBLIC SCHOOLS



## BOARD OF EDUCATION MEETING

**Regular Meeting**

**September 8, 2022**

**6:00 p.m.**

**Windsor Locks High School - Library Media Center**

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

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

**Windsor Locks Board of Education**

**Dennis Gragnolati, Chairman**

**Kylee Christianson, Vice Chairwoman**

**Margaret Byrne**

**Jim McGowan**

**Joe Tria**

**Superintendent of Schools**

**Shawn Parkhurst**

**DISTRICT 2022-2025 (3) THREE YEAR VISION**

*All students will meet or exceed grade level standards.*

**Board of Education**  
**Town of Windsor Locks**  
**Regular Meeting - Agenda**  
**September 8, 2022- 6:00 p.m.**  
**Windsor Locks High School - Library Media Center**  
**In Person Attendance Open**  
**Optional Public Attendance via Zoom, [Click Here to Register](#)**

- I. Call to Order
  - A. Roll Call
  - B. Pledge of Allegiance
  - C. 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. Approval of Minutes: **Vote Needed** p. 4 Exhibit III
  - 8/8/22 Special Meeting
  - 8/11/22 Special Meeting
- IV. Personnel Report:
  - A. Staff Resignations: **Vote Needed** p. 12 Exhibit IV A
  - B. Staffing Update
- V. Business Office Report p. 13 Exhibit V
- VI. CSDE - ED099 Authorized Signature Change: **Vote Needed** p. 14 Exhibit VI
- VII. WLMS Commemorative Bench: **Vote Possible** p. 15 Exhibit VII
- VIII. Proposed Course Offering at WLHS: **Vote Possible** p.17 Exhibit VIII
- IX. 22-23 Opening of School p. 21 Exhibit IX
- X. Change in October Board of Education Meeting Schedule: **Vote Needed** p. 22 Exhibit X
- XI. Board and Superintendent Comment
- XII. 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.*

XIII. Executive Session: To adjourn the meeting to Executive Session as permitted by Connecticut General Statutes Section 1-225(a) for the following purposes as allowed by Section 1-200(6), that is:

A. Discussion of Collective Bargaining Unit Negotiations

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

- Members of the Board of Education
- Superintendent of Schools
- Director of Human Resources
- Business Manager

XIV. Adjourn to Public Session

XV. Action, if any, on Executive Session Items: **Vote Possible**

XVI. Adjourn Meeting

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

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION  
FROM: SHAWN L. PARKHURST, SUPERINTENDENT  
DATE: SEPTEMBER 8, 2022  
RE: APPROVAL OF MINUTES

Special Meeting 8/8/22  
Special Meeting 8/11/22

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

**MINUTES OF THE SPECIAL MEETING,  
August 8, 2022**

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

Members Present: D. Gragnolati, K. Christianson, M. Byrne, J. McGowan, J. Tria  
Administrators: S. Parkhurst, S. Lee, G. Testani, M. Briggs, D. Prinstein, C. Domler,  
R. Bissonnette, M. Warner, J. Robinson, M. Parrette, K. Krupa, G.  
Weigert, A. Goodwin  
Staff: D. Bole

**I. Call to Order**

Chairman Mr. Dennis Gragnolati called the Special Meeting to Order at 4:30 p.m. held in the Windsor Locks High School Library Media Center.

**A. Roll Call for Quorum** - All Present

**B. Pledge of Allegiance** - All stood up and Pledged Allegiance to the Flag

- II. Superintendent Shawn Parkhurst shared the district shift and why this is important. He shared the background of the text that the Leadership team has been reading and working with this summer, *Stop Leading... Start Building*. He outlined that we can't keep doing what we are doing as the achievement and growth scores indicate over multiple years that it isn't working. An overview of the Buildership Model and Framework was presented with a caution that this is a three year process and it will take time; hence the reason for the 3 year vision setting. He articulated that without a clear, measurable vision no one knows what we are building and how to measure the work. Shawn then shared that the revised 3 year district vision is *All students will meet or exceed grade level standards*. He shared this through a vision story and indicated that in the first year the team will be working on establishing, Y2 will be execution, and Y3 will be extending. He also articulated that there will be 90 day sprints that will identify the one thing by buildings that is being done and tracked to measure the progress toward the vision. Each building, as well as central office departments shared their 3 year visions and answered questions of the Board.
- III. Greg Weigert provided a Safety Update districtwide and updated the Board of the safety measures that have been taken thus far as well as those that are in progress.
- IV. Board Chair Dennis Gragnolati reminded the Board and Leadership Team that the next meeting would be held Thursday, July 11th at 5:00 p.m. in the WLHS Library Media Center. A discussion was held regarding changing the start time to 6:00 p.m. It was **MOVED** (Christianson), **SECONDED** (Byrne) and **PASSED** (U) that the Board of Education change the time of the Regular Meeting scheduled for 5:00 p.m. to a start time of 6:00 p.m., therefore changing the meeting to a Special Meeting.

**V. Adjournment**

It was **MOVED** (Tria), **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education adjourn the Special Meeting of August 8, 2022 at 6:25 p.m.

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

**MINUTES OF THE SPECIAL MEETING,  
August 11, 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, and J. McGowan
Members Absent:	J. Tria
Administrators:	S. Parkhurst, S. Lee, A. Pierce, A. Goodwin, R. Bissonnette, J. Robinson and G. Weigert,
Student Representatives:	None
Students:	None
Staff:	D. Bole and P. Sibilgia
Others:	K. Stone and a few others in person and participating via Zoom
Press:	None

**I. Call to Order**

Chairman Mr. Dennis Gragnolati called the Special Meeting to Order at 6:03 p.m. held at the Media Center at the Windsor Locks High School and also via Zoom Meeting and livestream.

**A. Roll Call for Quorum** All Board Members were present other than Board Member Mr. Joe Tria.

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

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

Mr. Shawn Parkhurst, Superintendent of Schools, addressed the Board. He noted this is the last meeting before the opening of the 2022-2023 school year. He thanked all staff, administrators, central office staff, technical staff and maintenance for all of the prep they have done to have the schools ready for opening day, August 29, 2022.

Board Member Ms. Byrne commented about the recent primary which was held in Town. The high school gym is used as a polling place and is not air conditioned. It was a very hot day and the voting machines were having problems developing the ballots. She questioned if the cafeteria at the high school is air conditioned and maybe the polling place could be moved if the vote happens in the summer months. It was noted the cafeteria is not air conditioned, but the media center has air conditioning, but the

question about moving a polling place, although only a different location in the building may be a violation of some kind.

Board Member Mr. Jim McGowan noted he met with the Youth Leadership Group and the topic of discussion was diversity in the schools. Questions of why the staff and others that work in the district are not diverse and how changes can be made to the district to bring diversity to Windsor Locks Public Schools.

Vice-Chair Ms. Christianson stated that Locksopoly is moving toward final production. The proof received from the production company is being reviewed and should be approved shortly. She thanked everyone who has assisted in this exciting project, including Mr. Mickey Danyluk for all of his assistance. Mr. Parkhurst inquired as to the arrival date, and Ms. Christianson indicated she does not have a date as of yet, but there will be 500 games arriving in the fall!

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

Mr. Russ Stoke (sp) addressed the Board. He was invited to the meeting by the First Selectman Paul Harrington to discuss the athletes Hall of Fame, which is located at the Town Hall, but if the school has a Hall of Fame for the arts, band, choral and other performances.

He was told that the athletes Hall of Fame which is housed at the Town Hall is not sponsored by the district, that is a separate entity.

## **III. Approval of Minutes**

- **June 9, 2022 Special Meeting**
- **June 9, 2022 Regular Meeting**

It was **MOVED** (Byrne) and **SECONDED** (Christianson) and **PASSED** (U) that the Board of Education approves the June 9, 2022 Special Meeting Minutes and the June 9, 2022 Regular Meeting Minutes, as presented.

- **June 14, 2022 Special Meeting**
- **June 20, 2022 Special Meeting**
- **June 23, 2022 Special Meeting**

It was **MOVED** (Christianson) and **SECONDED** (Byrne) and **PASSED** (U) that the Board of Education approves the June 14, 2022 Special Meeting Minutes, June 20, 2022 Special Meeting Minutes and June 23, 2022 Special Meeting Minutes, as presented.

## **IV. Personnel Report**

### **A. Staff Resignations**

Ms. Sheri Lee, Director of Human Resources, Board. She announced to the Board there are four resignations which need to be accepted. Those are:

- Ms. Hanna Brownlee-Holbrook, a Science Teacher at the High School has resigned effective June 30, 2022. At the time of her resignation, Ms. Brownlee-Holbrook will have served the students of Windsor Locks for one year (1) year.
- Mr. Jason Conn, a Science Teacher at the Middle School has resigned effective June 30, 2022. At the time of her resignation, Mr. Conn will have served the students of Windsor Locks for three years (3) years.
- Ms. Kristina (Gigi) DiGiuseppe, an English Teacher at the High School has resigned effective June 30, 2022. At the time of her resignation, Ms. DiGiuseppe will have served the students of Windsor Locks for seven years (7) years.
- Ms. Heather Earley, an Elementary Director of Curriculum, Instruction and Assessment has resigned effective August 28, 2022. At the time of her resignation, Ms. Earley will have served the students of Windsor Locks for six (6) years.

It was **MOVED** (Christianson) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education accepts Ms. Brownlee-Holbrook's, Mr. Conn's, and Ms. DiGiuseppe's resignations effective June 30, 2022 and Ms. Earley's resignation effective August 28, 2022 respectively and offer them our sincere appreciation for all of their efforts on behalf of the students of the Windsor Locks Public Schools.

## **B. Staff New Hires**

Ms. Lee noted that in the Board's packets are a listing of the six new hirers for the new school year. She gave a brief description and indicated the district is still in search for applicants in other open positions, including, a high school biology teacher.

## **C. Discussion on Substitute Teacher Requirements**

Ms. Lee discussed the difficulty all districts are having filling teaching positions and substitute teaching positions. According to State Guidelines and district policy, substitute teachers are required to have a bachelor's degree; however, districts are able to appeal to the State if candidates have an associate degree for substitutes in Grades Pre-K through 8. Each candidate is vetted through the State in order to become eligible for a substitute teacher position. She is requesting the change in the policy so she may make such appeals to the State as necessary.

A brief discussion was held.

It was **MOVED** (Byrne) and **SECONDED** (Christianson) and **PASSED** (U) that the Board of Education approves change in policy which covers substitute teachers allowing individuals with associate degrees to apply for substitute teaching positions for Grades Pre-K through 8, substitutes are not to be assigned a class with a sibling in the school in



accordance with State Guidelines and change in the district's policy for substitute teachers.

## **V. Business Office Report**

Ms. Alison Pierce, Business Manager, addressed the Board. She discussed the hiring of a new payroll clerk and a new staff accountant/grant manager. Ms. Peirce welcomed the new staff to the business office team. Ms. Peirce discussed the working with the auditors to certify the financial books for the fy 2021-2022. She noted that the fy 2023 purchasing has opened up and new contracts for Pitney Bowes postage machines. She discussed facilities projects that are in the process of either completing or are still in progress. Those projects are:

- SS Roof project –waiting for final report.
- HS Roof project – in progress.
- 6 Bay Storage Unit – completed.
- LED Lighting Project – completed
- VFD – Hood lighting for kitchens.
- Bleachers – Gym bleachers completed on north side. south side in November
  
- Pool Boiler – to be installed on Monday, August 8, 2022.

## **VI. Opening Professional Development Days**

Mr. Parkhurst announced that staff will return on Wednesday, August 24, 2022 beginning with Convocation at 8:00 am at Windsor Locks High School. The day will continue with building based faculty meeting time, resetting, and sharing building visions along with classroom preparation time. On Thursday, August 25, 2022 and Friday, August 26, 2022 will be a mixture of classroom preparation time, Ready Math Resource for Elementary staff, new IEP Training for Special Education Staff, Resources for Reading Instruction, and Elementary meet and greet for families/students.

Mr. Parkhurst invited all Board Members to attend Convocation on Wednesday, August 24, 2022 starting at 8:00 am in the Windsor Locks High School Auditorium.

A brief discussion was held.

## **VII. Board Committee Assignments**

Mr. Parkhurst noted since it is the beginning of a new school year, he would like to confirm Board Members and their representation on subcommittees.

**A. Policy – Vice-Chair Ms. Christianson and Board Member Mr. McGowan**

**B. Finance – Chairman Mr. Gragnolati and Board Member Ms. Byrne**

He commented in the past a subcommittee for curriculum was attended by Vice-Chair Ms. Christianson and Board Member Mr. McGowan, however, it was agreed the topic of

discussions came be used as an agenda item in a Board of Education workshop meeting.

### **VIII. Board and Superintendent Comments**

Mr, Parkhurst noted that Mr. McGowan had mentioned meeting with a community group and they are planning a Windsor Locks Sports Day on October 1, 2022. This is in the early planning stages.

### **IX. Public Audience**

Mr. Kevin Stone, 406 South Elm Street, addressed the Board. He shared a letter he received from his daughter's teacher at the middle school. His daughter is an eighth-grade student, as he describes failed two classes, because she did not attain a 3.0 grade point average in those two classes. But when his wife reached out to the teachers, this is the responses he received. He read the letter to the Board. The teacher indicated all students are given opportunities to make-up work or have redo the tests, but his child did not take that opportunity. The other teacher has not responded to the emails that have been sent to her by his wife. He is concerned about how his daughter has failed the class and will be sent up to the high school. He is concerned is already behind before she even starts her freshman year. If he and his wife were made aware of his daughter's grade during the beginning of the third and forth quarter, they would have been able to speak to his child and make sure she was able to get the extra help or do the makeup assignments, for her to have a passing grade. He has discussed this issue with Mr. Parkhurst and is concerned about the grading and communication between parents and the staff at the schools. He is upset and if the teachers cannot communicate with parents, it is difficult to work together. He has gone to the Board of Finance meetings in support of the Board of Education; however, if this continues, he will be encouraged to return to Board of Finance and read this letter from this teacher to show the Board of Finance how the staff is supporting our students of Windsor Locks.

Mr. Jeffery Ferreira, retired principal of North Street School addressed the Board via Zoom. When he was employed as the principal, he had accrued 240 sick days over the twenty years. When he was diagnosed and began treating for leukemia, he felt he had a solid cushion of accrued time that would allow him to treat and recover from the illness. He was told that the district was unable to provide the total amount of sick days and he was offered a buyout of those dates. At that time, he was not ready to resign or retire, but was told he would only be able to use the 12 weeks of FMLA up until November 2021 and denied the accrued sick time and only be able to use a percentage of the sick time and retire as of December 31, 2021. He had to leave 100 days on the table, having to retire six years early than expected and payment of health insurance of over \$20,000. He was told by Mr. Parkhurst by email that this was a legal move and nothing that can be done. Mr. Ferreira is requesting the Board of Education to correct this decision as this was done in poor faith and he continues to worry about his financial health while he is fighting a serious illness.

## **X. EXECUTIVE SESSION**

It was **MOVED** (Christianson) and **SECONDED** (Byrne) 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 are:

### A. Discussion of Collective Bargaining Unit Negotiations

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

- Members of the Board of Education
- Superintendent of Schools
- Business Manager
- Director of Human Resources
- Others as Requested to Attend

Board moved into Executive Session at 7:02 p.m.

It was **MOVED** (Christianson) and **SECONDED** (Byrne) and **PASSED** (U) that the Board of Education terminate Executive Session and reconvene into public session at 8:30 p.m.

Action on Executive Session:

Mr. Parkhurst recommended that Board consider the reallocation of the Director of Elementary Curriculum, Assessment and Instruction funding to a one year, 10 month Coordinator of Alternative Programming/Services for the 22-23 school year.

A brief discussion was held.

It was **MOVED** (Byrne) and **SECONDED** (McGowan) and **PASSED** (U) to approve the reallocation as recommended, and approve a one-year, 10 month Coordinator of Alternative Programming/Services for the 22-23 school year.

## **XI. Adjournment**

It was **MOVED** (McGowan) and **SECONDED** (Byrne) and **PASSED** (U) that the Board of Education adjourn the Special Meeting of August 11, 2022 at 8:33 p.m.

Respectfully submitted,

Denise M. Piotrowicz

Recording Secretary

## EXHIBIT IV A

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION  
FROM: SHERI LEE, DIRECTOR OF HUMAN RESOURCES  
DATE: SEPTEMBER 8, 2022  
RE: PERSONNEL REPORT

### **Retirement:**

Claudia Triggs (DOH 7/23/2008), an Art Teacher at North Street School will retire effective June 30, 2022. At the time of her retirement, Ms. Triggs will have served the students of Windsor Locks for fourteen (14) years.

**BOARD MOTION:** “**MOVE** that the Board of Education accepts Ms. Triggs notice of retirement effective June 30, 2022, and offer her our sincere appreciation for all of her efforts on behalf of the students of Windsor Locks Public Schools.”

### **Resignations:**

Coral Ruggiero, a Math Teacher at Pine Meadow Academy has resigned effective June 30, 2022. At the time of her resignation, Ms. Ruggiero will have served the students of Windsor Locks for seven (7) years.

Catherine Lanyon, an ELA Interventionist at the Middle School has resigned effective June 30, 2022. At the time of her resignation, Ms. Lanyon will have served the students of Windsor Locks for one year (1) year.

**BOARD MOTION:** “**MOVE** that the Board of Education accepts Ms. Ruggiero’s and Ms. Lanyon’s resignations effective June 30, 2022 and offer them our appreciation for all of their efforts on behalf of the students of the Windsor Locks Public Schools.”

## EXHIBIT V

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION  
FROM: ALISON PIERCE, BUSINESS MANAGER  
DATE: SEPTEMBER 8, 2022  
RE: BUSINESS OFFICE REPORT

### **Business Office Staff:**

Fully staffed and working on 3 fiscal years. FY21 (Closed), FY22 (Closed), and FY23 (Open).

### **FY23**

- Delivery and install of new Pitney Bowes Postal Machines in all school buildings
- Purchase of water coolers from WB Mason for all school locations
- Reviewing expiring contracts (Copiers, Food Services, Busing)
- Reviewing approved State Vendor List vs RFP

### **Facilities**

- MS Baseball/Softball dugouts built and installed
- HS Baseball/Softball Backstops completed
- Portable Scoreboard delivered, new scoreboard delivery scheduled for October

### **Transportation**

Successful first week of school, on-time bus routes, no complaints so far

**EXHIBIT VI**

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION  
FROM: SHAWN L. PARKHURST, SUPERINTENDENT  
DATE: SEPTEMBER 8, 2022  
RE: CSDE - ED099 AUTHORIZED SIGNATURE CHANGE

In accordance with the terms of the Connecticut State Department of Education School Health, Nutrition and Family Services Child Nutrition Programs, the Board of Education must authorize any changes to the ED-099 Child Nutrition Program. I would like to request that the Board of Education add the new Business Manager, Alison Pierce, to be an authorized signer of the ED-099 Agreement for Child Nutrition Programs, which designates her to sign the agreement, and to sign claims for reimbursement.

**Board Motion:** “**MOVE** that the Board of Education approve Alison Pierce as an authorized signer of the ED-099 Child Nutrition Program, and authorizes her to sign claims for reimbursement.”

**EXHIBIT VII**

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION  
FROM: SHAWN L. PARKHURST, SUPERINTENDENT  
DATE: SEPTEMBER 8, 2022  
RE: WLMS COMMEMORATIVE BENCH

Tonight, some members of the committee that was formed in response to the request for a memorial bench in honor of longtime Guidance Counselor Lois Reynolds will present the plan for approval of the Board of Education.

**BOARD MOTION:** “**MOVE** that the Board of Education approve the plan for the Memorial Bench in honor of Lois Reynolds as presented.”

# Rogers Memorial Studio

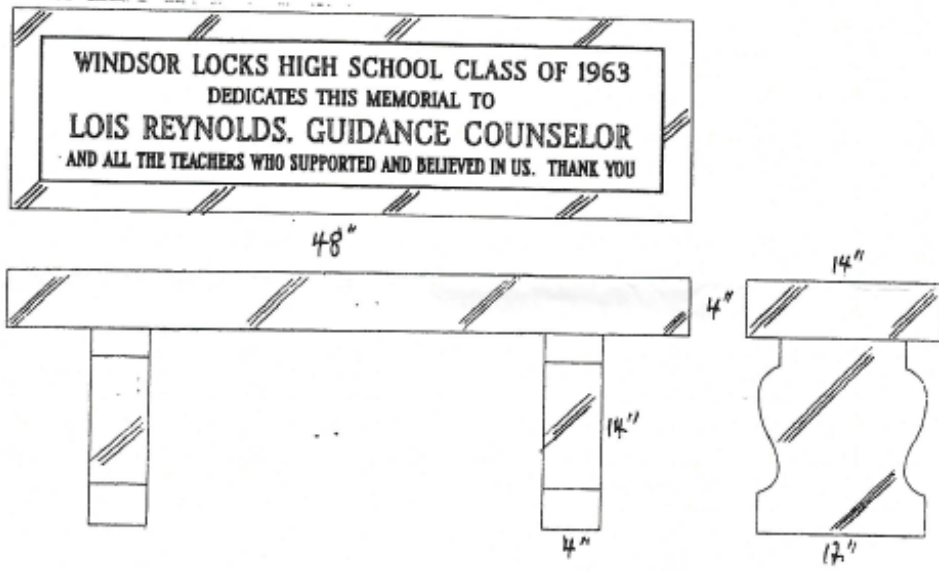
JOHN F. D'ALBO, PROP.  
24 ENFIELD STREET  
ENFIELD, CT 06082  
(860) 745-2464  
AX: (860) 741-0044

James Roche  
860-370-0580

DATE: 7-27-22 NO. C10129  
IN AGREEMENT WITH: Windsor Locks Bd. of Ed.  
STREET: 58 S. Elm St.  
CITY: Windsor Locks, CT STATE 06096

Please enter my order for a memorial, with lettering as specified herein, for which I agree to pay you the sum of Two thousand nine hundred ninety-five and 00/100 ~~and 00/100~~ in the manner specified hereinafter, to be erected in Lot No. ..... in Windsor Locks, CT subject to the Rules and Regulations of said cemetery. Material, design, dimensions, finish and lettering of the memorial are to be substantially as follows:

Material:  
gray polished granite  
Design No.  
bench w/ curved legs  
Location  
in Lot



exempt

The said memorial is guaranteed by you against any defect in workmanship. The said memorial, with title thereto and right of possession thereof, shall remain your property until I have paid for it in full. In default of any payment hereunder I license you to repossess and remove the said memorial without guilt of trespass or other legal liability, and authorize and empower you, in my name and on my behalf, to apply to the management of said cemetery or other premises for a permit for its removal and to take any other steps you may deem necessary or expedient and further agree to save you harmless from and under any entry, repossession and removal; you may then retain the memorial or dispose of it at your own discretion without being answerable to me for it or for any proceeds there from.

**Agreement of Payments:**

..... Cash herewith;  
..... When the memorial is ready for lettering; and the remainder  
..... In or within ten days after erection of said memorial

No sales tax is included in the price unless otherwise specified herein.  
Only the lettering herein specified is included in the agreed price.  
This order is subject to any delay caused by any strike, lockout, fire or other condition beyond your control.  
I will inform you forthwith of any change in my address prior to the final payment hereunder.  
There is no agreement regarding this order other than contained herein.  
Any part of this agreement contrary to the laws of any State shall not invalidate any other part thereof.

is order is not subject to cancellation after acceptance:

ACCEPTED: Date 7-27-22  
*J.F. D'Albo*

Signed .....

INTEREST CHARGE 1 1/2 % PER MONTH AFTER 30 DAYS



**EXHIBIT VIII**

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION  
FROM: SHAWN L. PARKHURST, SUPERINTENDENT  
DATE: SEPTEMBER 8, 2022  
RE: PROPOSED COURSE OFFERING AT WLHS

Tonight WLHS Principal, Rebecca Bissonnette, will be in attendance to request a new course offering at Windsor Locks High School, and to answer any questions you may have. The details of the new course offering, Student Teaching and Assisting, can be found on the next few pages.

## Proposed Course Offering Student Teaching Assistant Program

**Objective:** This unique opportunity allows upperclassmen to explore the teaching profession and/or a field of interest in preparation for post-high school planning. The Student Teaching Assistant (STA) program will give students an opportunity to experience a leadership role within the classroom while giving back to the Windsor Locks community. Although each Cooperating Teacher/STA relationship evolves differently, both teachers and students are expected to adhere to the expectations of the STA program.

---

### **PART I - Student Information**

#### **Goal:**

To determine if teaching and/or your field of interest continues to be the direction that you plan to pursue upon graduation from high school by:

1. assisting teachers and students within a specific class and becoming an integral part of the class,
2. becoming another set of eyes, and ears and being a support to the teacher and the students in the class, and
3. providing a positive role model and resource for students.

#### **Prerequisites:**

1. Successfully meeting on target graduation requirements **without** the STA credit.
2. Meet with your school counselor to discuss being an STA.
3. Enrollment in five classes **without** the STA credit.
4. Written endorsement from the cooperating teacher, instructional specialist of the department of interest, counselor, assistant principal, and guardian as listed on the application.

#### **Responsibilities Within the STA Classroom:**

As an STA there are several requirements within the classroom, as listed below:

- Demonstrate a commitment to the role and be a positive role model in the classroom.
- Be an active participant in the classroom every day.
- Communicate with your Cooperating Teacher when you will be absent.
- Seek alternative ways to assist when direct student contact is not possible.
- Fulfill various tasks as requested by your Cooperating Teacher.

#### **Responsibilities Outside the STA Classroom:**

As an STA there are several requirements outside of the classroom, as listed below:

- Meet with your Cooperating Teacher to identify expectations and responsibilities within the classroom (via Google Classroom).
- Meet with your cohort group during one STA period every third Tuesday during Flex Block to provide an opportunity for collaboration with fellow STAs, reflect on your STA experience, and track your progress on each of your learning modules.
- Complete one learning module each quarter related to your STA experience which you have selected from one of eight modules (via Google Classroom).
- Complete quarterly self-evaluations with your Cooperating Teacher (via Google Classroom).

#### **Grading Policy:**

This is a .5 or 1.0 credit course. Students will receive a “Pass” with a successful completion.

*\*Failure to complete any of the above will result in removal as a STA and a “withdrawal” on your transcript.*

## **PART II - Cooperating Teacher Information**

### **Responsibilities Within the STA Classroom:**

As a Cooperating Teacher there are several responsibilities within the classroom, as listed below:

- Hold the STA accountable for being on time and in attendance every day.
- Contact administration for general concerns about your STA (excessive absences, tardiness, etc.).
- Provide opportunities and/or guidance for your STA to complete their learning modules when appropriate.

### **Responsibilities Outside the STA Classroom:**

As a Cooperating Teacher there are several responsibilities outside of the classroom, as listed below:

- Meet with your STA within the first two weeks of school to document your personal expectations within your class (submitted by STA via Google Classroom).
- Meet with your STA to identify and track progress towards completion of their learning module when appropriate.
- Complete an evaluation of your STA quarterly and upon completion of their learning module when appropriate.

## **PART III - Cohort Teacher Information**

As a Cohort Teacher there are several requirements during the cohort meeting period on the third Tuesday, as listed below:

- Take attendance weekly.
- Facilitate ongoing discussion of the STA experience in areas such as classroom management with peers, creating teaching tools to utilize, ways to stay an integral part of the class, etc.
- Assist STAs in identifying quarterly learning modules and monitor their progress when appropriate.
- Communicate with administration regularly as needed.
- Monitor Google Classroom and Gradebook assignments

### **Do's and Don'ts of STAing**

Please adhere to the following rules when assigning tasks to STAs and completing tasks as STAs.

- **DO:**
  - Create presentations, study guides, websites, bulletin boards, or other student educational needs
  - Plan and teach a lesson
  - Provide a second set of eyes and ears in the classroom to aid in classroom management
  - Scribe class discussions and notes
  - Work with students one-on-one
  - Grade objective assignments where student names are hidden from STA
    - No STA shall have access to other students' educational records
    - Assign student numbers and use these on assignments rather than student names
- **DO NOT**
  - Access PowerSchool or teacher gradebooks
  - Share sensitive information
  - Sign passes for other students
  - Make copies
  - Grade subjective assignments or any assignments where student names are visible

## **STA Learning Modules:**

### **1. Career Pathway Module**

- Research a career within the content area that you are an STA and provide a written reflection upon that career pathway. Include information on the career title, education requirements, pathway outlook, salaries available, post-secondary schools of interest, and interests within the discipline.

### **2. The Common Core of Teaching Module**

- Research the State's CCT document in your STA subject area and provide a written reflection on the standards that you observe within your classroom.

### **3. Planning and Teaching a Lesson Module**

- Collaborative planning, development, and implementation of a lesson/activity with the Cooperating Teacher. Reflect on the process of developing a lesson and complete a post-lesson written evaluation that highlights strengths and areas needing improvement.

### **4. Classroom Management Strategies Module**

- Research effective classroom management strategies and provide a written reflection on classroom management techniques utilized. Examples of potential issues should be highlighted along with management strategies and outcomes.

### **5. Differentiation Within Instruction Module**

- Research differentiation strategies and provide a written reflection on differentiation strategies used within the classroom highlighting effective strategies.

### **6. Teaching Students with Special Learning Needs Module**

- Research and provide a written reflection on instructional strategies for students with special needs highlighting observations.

### **7. Become a Tutor Outside of the Classroom Module**

- Identify students in the class that you are an STA in who are in need of additional support and arrange a time for extra assistance. Keep a log documenting your tutoring time and reflections on the tutoring experience.

### **8. Cultural Competency Within Education Module**

- Research and summarize the cultural competence initiative as found on the Connecticut State Department of Education website. Familiarize yourself with the mission of Windsor Locks High School. Analyze the success of a culturally competent environment within WLHS and your STA placement.

### **9. Create Your Own Module**

- Create a module with your Cooperating Teacher that connects the dynamics of the classroom to the professional world in some way. Provide a detailed description of the module, the process of creation and implementation, and reflection. \*Be sure to run this module by the TA Coordinator for approval before completion.

\*Student names should never be used in a documented reflection.

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION  
FROM: SHAWN PARKHURST, SUPERINTENDENT  
DATE: SEPTEMBER 8, 2022  
RE: 22-23 OPENING OF SCHOOL

The 22-23 school year began with students on Monday, August 29, 2022. All buildings were filled with excitement as the year opened without covid restrictions for the first time since March of 2020.

**Enrollment Report/Update for the 22-23 school year**

<b>School</b>	<b>Enrollment</b>
North Street School	394
South Elementary School	340
Windsor Locks Middle School	314
Pine Meadow Academy	39
Windsor Locks High School	407
RISE Transition Academy	22
District Totals	1522

Let's have a look at the [First Few Days](#) of the 22-23 school year!

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION  
FROM: SHAWN PARKHURST, SUPERINTENDENT  
DATE: SEPTEMBER 8, 2022  
RE: CHANGE IN OCTOBER BOARD OF EDUCATION  
MEETING SCHEDULE

Due to a scheduling conflict, I am requesting that the October Regular Board of Education meeting scheduled for October 13, 2022 be canceled, and we maintain the next regularly scheduled Board of Education meeting on October 27, 2022 during the month of October.

**BOARD MOTION:** “**Move** that the Board of Education cancel the Regular Meeting scheduled for Thursday, October 13, 2022.”

**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, Matt Warner, Assistant Principal**  
Windsor Locks High School 860-292-5032

\*\*\*\*\*

**Brian Deming, President**  
Windsor Locks Teachers' Association 860-292-5012

\*\*\*\*\*

**Central Office**

**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

**Jason Scavatto**  
Coordinator of Alternative Programs

**Alison Pierce**  
Business Manager 860-292-5741