

# WINDSOR LOCKS PUBLIC SCHOOLS



## BOARD OF EDUCATION MEETING

**Regular Meeting**

**June 8, 2023**

**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 Gagnolati, 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 because we want all students to feel a sense of accomplishment to pursue their passion.*

**Board of Education**  
**Town of Windsor Locks**  
**Regular Meeting - Agenda**  
**June 8, 2023 - 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. Student Recognition
  - A. Class of 2023 Valedictorian & Salutatorian
  - B. BOE Student Representatives
- IV. Class of 2023 Post Secondary Plans p. 6 Exhibit IV
- V. Approval of Minutes: **Vote Needed** p. 8 Exhibit V
  - May 25, 2023 Regular Meeting
- VI. Personnel Report
  - A. Retirement p. 13 Exhibit VI A
  - B. Resignation: **Vote Needed** p. 14 Exhibit VI B
  - C. Staff Recognition Years of Service p. 15 Exhibit VI C
  - D. Revised Coordinator of Alternative Services  
Job Description: **Vote Needed** p. 17 Exhibit VI D
- VII. 2023-2024 Educator Evaluation Flexibilities p. 20 Exhibit VII
- VIII. Committee Reports:
  - A. Policy Committee: Next meeting 6/14
- IX. Business Office Report: **Votes Needed** p. 21 Exhibit IX

- X. Board and Superintendent Comment
- XI. 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.*
- 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:
  - A. Discussion of Superintendent Contract
    - That in attendance in the Executive Session shall be limited to:
      1. Members of the Board of Education
      2. Others as Requested to Attend
  - B. Board of Education Self-Evaluation
    - That in attendance in the Executive Session shall be limited to:
      1. Members of the Board of Education
      2. Others as Requested to Attend
- 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

## **Zachary Johnson Named Valedictorian of the Class of 2023**

Intelligent, ambitious, and truly one-of-a-kind, it is with great pride that WLHS recognizes Zachary Johnson as the Valedictorian of the Class of 2023. While obtaining a class rank of 1<sup>st</sup> in a class of approximately 100 is no small feat, it is especially impressive given the high caliber of academic drive and success of the current senior class. Zac embodies maturity, discipline and wisdom beyond his years and is one of the hardest working students within the halls of Windsor Locks High School. His genuine love for learning and curiosity of how the world works continuously drives him both personally and academically as he prepares to focus his postsecondary studies at Hamilton College in the fall.

Zac's reputation preceded him before even stepping foot into WLHS as a freshman. He earned three high school credits in Algebra 1, Spanish 1 and Spanish 2 while in middle school, kickstarting his impressive overall transcript. These advancements allowed Zac to take the highest caliber of classes at the highest levels offered at WLHS, never taking a core academic class below the Honors or Advanced Placement level across all four years! Additionally, Zac was identified and selected to participate in an Independent Study for Gifted and Talented students as a freshman, allowing him to end his first year of high school with 11.25 credits, 0.75 credits shy of 11<sup>th</sup> grade status. In his senior year, Zac took 4 AP classes, bringing his total to 8 across the four years of high school. He's earned a score of 3 or higher on all four exams scored to date, recognizing him as 1 of 3 AP Scholars with Honors from WLHS, and potentially allowing him to start college one full semester ahead. He's also on track to receive the AP Capstone Diploma, being the third student in WLHS history to do so. True to his hardworking character, Zac then elected to take two courses through the High School Partnership Program with Asnuntuck Community College. Not surprisingly, he's been successful in both, additionally allowing him more opportunities to earn college credit and advance his studies.

Zac's determination to excel at the highest level extends far beyond the classroom. He's a leader on Team 176, ACES High FIRST Robotics, receiving the Industrial Design Award in his junior year as well as winning Division Champions, Overall District Champions and being ranked Number 1 in all of New England, traveling to Houston the last two years to compete in the World Championship. He volunteers his time at his local parish, St. Mary's Church, and to local Veteran's Day activities. He's a member of the Nationally Honors Society and was one of two junior students to receive multiple book awards last year – the Gettysburg College Book Prize and the Harvard-Radcliffe Book Award. Zac is passionate about social studies, history and global politics. He's a strong analytical thinker and creative writer, demonstrated by his score of 700 out of a possible 800 on the Evidence-Based Reading and Writing section on the SATs.

Congratulations Zac and best of luck next year at Hamilton College!

## **Caden Mackey named Salutatorian of the Class of 2023**

Class President, Varsity Soccer Captain, and student representative to the Board of Education, WLHS is proud to recognize Caden Mackey as the Salutatorian of the Class of 2023. Leadership, school spirit and achieving at the highest level comes naturally for Caden, demonstrated by his commitment to the many organizations he's involved with both locally and within the greater community. He's a well-rounded, versatile individual with many interests who consistently pushes himself to be the best version of himself that he can be.

Windsor Locks High School was aware of Caden's academic potential, achievements and aspirations prior to him exiting middle school. He was one of few students to earn the maximum of 4 credits in middle school, allowing him to enroll in the third "year" in both Spanish and Math as a freshman. As a member of the district's grading and reporting committee in the shift to mastery, standards-based learning, Caden was integral in sharing his perspective as a student while also advocating for the needs of the entire student body. True to his persevering character, Caden and two classmates approached the Superintendent as freshmen to advocate for a Gifted and Talented Independent Study to further challenge and enrich their work. This course required work outside of the school day and was in addition to an already full schedule. Caden was able to end 9<sup>th</sup> grade with an impressive 11.75 total credits, a quarter shy of 11<sup>th</sup> grade status, allowing him to have the 25 credits required for graduation prior to starting 12<sup>th</sup> grade. Caden constantly strives for more, being one of two students in the senior class to take AP Calculus BC through Virtual High School, exhausting every math course at the high school level. He enrolled in four AP classes his senior year, bringing his total across high school to an impressive ten! His hard work has allowed him to remain at the top of his class and get accepted to the University of Connecticut's competitive Mechanical Engineering program in his pursuit of becoming an Aerospace Engineer.

Beyond the classroom, Caden continues to go above and beyond in everything he does, demonstrated by the 695 hours of community service he's documented through WL Youth Leadership, WL Soccer Club, and serving as a Lead Camp Counselor over the summer. He lends his time to his peers by leading them as the uncontested Class President over the last four years as well as through his membership in the National Honors Society. Recognized for his academic prowess and excellence, Caden was one of two students last year to receive two separate book awards – the University of Rochester Frederick Douglas and Susan B. Anthony Award and the Yale Book Award. He's ambitious, communicative and respectful, supporting his teammates on the soccer field as both starting Varsity Goalkeeper and Captain. He's even held employment at the 360 Federal Credit Union in town around his busy schedule!

Congratulations Caden and best of luck next year at UConn!

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: JUNE 8, 2023

RE: CLASS OF 2023 - POST SECONDARY PLANS

Below is a compilation of the post secondary plans for the Class of 2023. If multiple students are enrolled, enlisted or employed, that particular location is only listed once.

<b>Post Secondary Plan</b>
Asnuntuck Community College
South Ohio Prep
University of Massachusetts - Amherst
Capital Community College
Employment
Wake Technical Community College
Military
Manchester Community College
Framingham State University
Clemson University
University of Connecticut
Western CT State University
Clark University
University of North Carolina at Charlotte
Eastern Connecticut State University
Saint Joseph's College of Maine
Central Connecticut State University
Nichols College
Western New England University
Hamilton College
University of Saint Joseph's

University of Massachusetts - Boston
University of Hartford
University of Rhode Island
Xavier University
Eastern Connecticut State University
American Musical & Dramatic Academy - NYC
RISE
Elms College
University of New England
University of Tampa
Quinnipiac University
Lincoln Tech
American International College
University of Texas – San Antonio
Lincoln Tech
Bryant University
Post University

**EXHIBIT V**

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION  
FROM: SHAWN L. PARKHURST, SUPERINTENDENT  
DATE: JUNE 8, 2023  
RE: APPROVAL OF MINUTES

May 25, 2023 Regular Meeting



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

**MINUTES OF THE REGULAR MEETING,  
May 25, 2023 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, A. Pierce, A. Goodwin, D. Prinstein, C. Domler, R. Bissonnette, M. Warner, M. Briggs, G. Testani, J. Robinson and G. Weigert  
Student Representatives: C. Mackey and C. MacDougald  
Students: T. Webb, M. Abidallah and Members of the 2023 Aces High 176 Robotics Team  
Staff: D. Bole, P. Davis and J. Garcia  
Others: Parents and some participating via Zoom  
Press: None

**I. Call to Order**

Chairman Mr. Dennis Gragnolati called the Regular Meeting to Order at 6:01 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 Vice-Chair Ms. Kylee Christianson was absent.

**B. Pledge of Allegiance**

All stood up and pledged allegiance to the flag.

**C. Student Representatives**

Miss Carley MacDougald, Student Representative, addressed the Board. She commented the end of the school year is right around the corner, about four or five school days left. All seniors are buzzing around and have many, many end of the year senior activities in the next week or two, including, Senior Banquet, Senior Outing, Senior Skip Day, and of course, graduation!

Mr. Caden Mackey, Student Representative, addressed the Board. He commented it has been an eventful week at the high school. Lots of sporting events coming to a close. He congratulated Carley and Dalton for

making NCCC All Conference. There has been a lot of success in Windsor Locks High School Athletics this past spring. He congratulated everyone!

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

Mr. Shawn Parkhurst, Superintendent of Schools, addressed the Board. He congratulated Carley and Dalton for their accomplishments as been named NCCC All Conference. He commented there is a flurry of activities happening in the district. He gave to all Board Members a list of the activities now until the end of the school year. He noted that on Friday will be the Annual North Street School Memorial Day Parade and South Elementary School will be participating in field day activities.

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

None both in-person and Zoom.

### **III. Student Recognition**

#### **A. WLHS: Doherty-Savage Awards in Unified Sports**

Mr. Parkhurst announced that each year two student athletes and coaches are awarded the Doherty-Savage Award in Unified Sports. Students are given their awards at a banquet which took place at the Aqua Turf earlier this year. Two fine young men from Windsor Locks were honored this year, Mr. Tyler Webb and Mohammad Abidallah. Both students were given certificates memorializing their honor.

#### **B. WLHS Aces High Robotics Team**

Mr. Parkhurst introduced Mr. Pete Davis, advisor and teacher for ACES High 176 Robotics Team. Mr. Davis commented the team has had an incredible season. He introduced the students who are on the team. They brought their robot and gave the Board a demonstration. They explained how it works, showed the Board what was made in the classroom.

A lengthy discussion was held among Board Members and members of the ACES High 176 Robotics Team.

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

- **May 10, 2023 Special Meeting**
- **May 11, 2023 Regular Meeting**
- **May 17, 2023 Special Meeting**

It was **MOVED** (Byrne) and **SECONDED** (Tria) and **PASSED** (U) that the Board of Education approves the May 10, 2023 Special Meeting Minutes, the May 11, 2023 Regular Meeting, and the May 17, 2023 Special Meeting, as presented.

## **V. Committee Reports**

### **A. Finance Committee**

#### **1. 05/15/2023 Meeting Minutes**

It was **MOVED** (Byrne) and **SECONDED** (Tria) and **PASSED** (U) that the Board of Education approves the May 15, 2023 Finance-Subcommittee Meeting Minutes, as presented.

### **B. Policy Committee**

#### **1. Policy Second Reading:**

- Revision:
  - # 5131.911 - Hazing p. 21
    - # 3501 - Health and Wellness p. 37
- New Policy:
  - WLPS Collection Development p. 60
    - Possible Assignment: #6163.1 - Selection of School Library Material

Mr. Parkhurst noted policies are being presented for a second read for revisions and new policies. Those revisions and new policies were given to the Board Members for their review. The policies that are being revised, the revisions are highlighted in red.

A brief discussion was held.

It was **MOVED** (Byrne) and **SECONDED** (Tria) and **PASSED** (U) that the Board of Education accepts the revision of Policy No.: 5131.911 – Hazing.

It was **MOVED** (Byrne) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education accepts the revision of Policy No.: 3501 - Health and Wellness.

It was **MOVED** (Byrne) and **SECONDED** (Tria) and **PASSED** (U) that the Board of Education accepts the new policy, Policy No.: 6163.1 - Selection of School Library Material.

## **VI. Business Office Report**

Ms. Alison Pierce, Business Manager, addressed the Board. She gave the Board an update on expenditures as of April 30, 2023 which is \$27,263,000 dollars. She noted that her department will be reviewing the general fund and has asked the leadership team to review what funds can be reclassified as the budget is over by \$136,178. She discussed the Excess Cost Report which was left at the Board Members to review. She indicates since March of 2023, five new additional out-placement students have entered the district and the difference from March to April is \$87,538. She continued indicating that the Special Education Excess Cost Grant expected from the State Department of Education was budgeted at #0 to be received by the Board of Education from the Town of Windsor Locks. Our current projection is for ten students to qualify for excess cost reimbursement at 70% with a per pupil cost of \$23,113 or \$299,186. She explained the administration is predicting the district will require the entire Special Education Excess Cost Grant to cover the shortfall. The balanced of the special education out-of-district shortfall will be absorbed in the Board of Education's operating budget.

Ms. Pierce also gave an update on the facility projects at North Street School, South Elementary School, the middle school and high school including roof projects, magnet door holder and memorial bench at the middle school has been delivered. She noted the hot breakfast participation at North Street School and South Elementary School has increased. She also noted the RFP has closed for the food service contract. Three bids were received She will be bringing to the next Board meeting her recommendations for the food service contract award.

## **VII. Board and Superintendent Comments**

None.

## **VIII. Public Audience**

None in-person and Zoom.

## **IX. Adjournment**

It was **MOVED** (Tria) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education adjourn the Regular Meeting of May 25, 2023 at 6:39 p.m.

Respectfully submitted,

Denise M. Piotrowicz  
Recording Secretary

**EXHIBIT VI A**

MEMORANDUM TO: MEMBERS OF BOARD OF EDUCATION  
FROM: SHERI LEE, DIRECTOR OF HUMAN RESOURCES  
DATE: JUNE 8, 2023  
RE: PERSONNEL REPORT - RETIREMENT

Retirement

Jacqueline Wenzel, a Para Educator at North Street School, will retire effective June 13, 2023. At the time of her retirement, Ms. Wenzel will have served the students of Windsor Locks for twenty three (23) years.

We offer Ms. Wenzel our sincere appreciation for all of her efforts on behalf of the students of Windsor Locks Public Schools.

**EXHIBIT VI B**

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHERI LEE, DIRECTOR OF HUMAN RESOURCES

DATE: JUNE 8, 2023

RE: PERSONNEL REPORT - RESIGNATION

Resignation:

Jason Scavotto, the Coordinator of Alternative Services, has resigned effective June 30, 2023. At the time of his resignation, Mr. Scavotto will have served the students of Windsor Locks for two (2) years.

**BOARD MOTION:** “**MOVE** that the Board of Education accepts Mr. Scavotto’s resignation effective June 30, 2023 and offer him our appreciation for all of his efforts on behalf of the students of the Windsor Locks Public Schools.”

**EXHIBIT VI C**

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHERI LEE, DIRECTOR OF HUMAN RESOURCES

DATE: JUNE 8, 2023

RE: PERSONNEL REPORT - STAFF RECOGNITION  
YEARS OF SERVICE

**High School**

Liz Sawyer	35	
Loralyn Cooper	30	
Barb Niziolek	25	
Reynolds Onderdonk	25	
Jeff Tedone* Retiree		25
Joel Greene	25	
Shereese Kelly	20	
Matt Sigall	20	
Claudia Motherwell	15	
Jason Qua	15	
Orlando Saavedra	10	
Jackie Bergeron	5	
Matt Braddock	5	
Denise Evans	5	
Serena Jackson	5	
Gary McLean	5	
Nile Rozie	5	
Kallie Sullivan	5	
Evan Woicik	5	

**Middle School**

Helen Chouinard* Retiree	25
Brian Deming	20
Rob Howe	20
Lauren Boscarino	15
Kiera Antanaitis	10
Mille Cintron-Martins	10
Jennifer Prather	10
David Prinstein	10
Liz Vannelli	10
Nicole Ciccarelli	5
Christina Long	5
Jeffrey Mayer	5
Michelle Newton	5
Scott Williamson	5

Monique Tobet\* Retiree 2

**North Street**

Jayne Mearman* Retiree	26
Karen Walker	25
Jackie Wenzel* Retiree	23
Lisa Quagliaroli	25
Rebecca Betterton	20
Mary Burke	20
Stephanie Chiapponi	15
Kirsten Ireland	15
Judy Robinson	15
Dawn Sandone	15
Melissa Reed	10
Emily Kalenauskas	5
Lauren Marinaccio	5
Eva Musumeci	5
Marybeth Overbaugh	5
Alba Rosa-Pomeroy	5
Laura Sullivan	5

**Pine Meadow**

Dan Fuller 20

**RISE**

Melinda Seip	20
Denise O’Kane	20
Amy Bonito	15
Jim Cannon	15
Kate Dutton* Retiree	15

**South Elementary**

Linda Dufresne	35
Jennifer Long	25
Robin Niemitz* Retiree	11
Kristina Gleason	10.5
Ashley Cormier	5

Caitlin Howes 5  
Vanessa Marcano-Gaetano 5  
**Sisu**  
Sara St. Germain 5

**Central Office**

Lynda Acquattrota 15  
Ann Marie Perez 10  
Les Hinckley 5  
Chelsey Hoyt 5  
Shawn Parkhurst 5



MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHERI LEE, DIRECTOR OF HUMAN RESOURCES

DATE: JUNE 8, 2023

RE: PERSONNEL REPORT - REVISED COORDINATOR OF ALTERNATIVE SERVICES JOB DESCRIPTION

In collaboration with Josh Robinson, Director of PPS and Sheri Lee, Director of Human Resources, the revised job description for the Coordinator of Alternative Services is provided for your review and potential approval. The items that are in bold are new additions, italicized are items that were included previously and strikethrough are items to be eliminated.

## JOB DESCRIPTION

### WINDSOR LOCKS PUBLIC SCHOOLS COORDINATOR OF ALTERNATIVE SERVICES

#### General Scope of Responsibility

Acts as the lead person to oversee and supervise two alternative programs; Pine Meadow Academy and RISE Transition Academy within the Windsor Locks Public Schools. The Coordinator will meet with teachers and administrators through various structures to ensure that IEP goals are met and developed on a continuum for all identified students.

#### Relationship Within the Organization

The Coordinator is responsible to the Director of Pupil Services

#### Work Year & Salary

WLAA 210 days \$107,139.26 - \$113,979.46

13 holidays; 15 sick days, 4 personal days and 10 vacation days

#### Specific Responsibilities

The Coordinator shall:

- *Provides leadership in conjunction with the Director of Pupil Services to enhance all aspects of student achievement while maintaining a positive school climate and culture that supports the students' social and emotional learning needs*

- *Collaborates closely with the Director of Pupil services focused on the educational achievement of students identified with exceptionalities, focusing on leveraging resources to meet these students' unique educational needs*
- *Attend Planning and Placement team meetings in RISE and PMA as needed*
- *Provides critical evaluation and feedback to all staff members in keeping with the district's evaluation plans. (Teachers, Para-Educators, Related Services)*
- **Provide leadership and engage stakeholders in the ongoing development of the school's approaches to connect students with internship sites at RISE and PMA**
- **Collaborate with the principal on running monthly parent advisory committees for alternative services**
- *Oversee the SRBI team to monitor students' progress towards competency of grade level standards at PMA*
- **Generate weekly attendance reports and parents' contact logs regarding truant students. Develop plans for students who are struggling to attend school**
- *Oversee SAT testing for PMA*
- *Oversee Interim assessments for alternative services*
- **Oversee Edgenuity online learning platform for PMA**
- **Build the school's schedule, oversee guidance counseling services, and communicate academic progress to parents for alternative services**
- *Collaborate with Big Picture Learning and PMA staff to design professional development that aligns with the school and district's vision*
- ~~*Collaborate with RISE teachers to design professional development for teachers and job coaches*~~
- **Collect and analyze data from PMA and RISE to monitor growth toward meeting the school's and district's vision**
- *Facilitate faculty meetings and PLC meetings with RISE and PMA*
- *Address students' behavioral needs as well as communication with parents*
- *Establish and maintain high expectations and standards for student learning and positive interactions*
- *Maintain a thriving and supportive, and caring learning community of children, families, and educators*
- **Participate in developing and implementing school goals focused on a clear vision**
- *Participates in the screening and selecting well-qualified, diverse staff members who share the district and school vision*
- *Develop relationships and partnerships with local businesses and community organizations to support internships and educational programming*

- *Prepare and monitor budget and resources related to alternative services*
- **Support the Director of Pupil Services in preparing state, federal and other reports as necessary for the two schools**
- *Oversee Tutoring Center – Work collaboratively with district principals to create schedules, assign staffing, and ensure student work is being completed*
- *Oversee after-school activities at PMA*
- *Ensures the safety and well-being of students in the physical space by monitoring the maintenance of the physical grounds, connecting with SRO as needed, and communicating needs to the Director of Pupil Services*
- **Collaborate with the Director of Pupil Services in providing support and resources for related services. (SLP, OT/PT, Social Workers, School Psychologists)**
- Perform other tasks as appropriately assigned
- Perform such other duties as may be assigned by the Superintendent

#### Desirable Experience and Training

- Preferred certification in Special Education, School Psychology, Social Work, or School Counseling
- 092 Required
- Experience working in an alternative school setting or outplacement program preferred
- Experience utilizing Inquiry-Based Instruction and Project Based Learning Preferred

**BOARD MOTION:** “**MOVE** that the Board of Education approve the revised Coordinator of Alternative Services job description as presented.”

## EXHIBIT VII

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN PARKHURST, SUPERINTENDENT

DATE: JUNE 8, 2023

RE: 2023-2024 EDUCATOR EVALUATION FLEXIBILITIES

CSDE has released the continuation of Educator Flexibilities for the 23-24 school year with regard to teacher and administrator evaluations. The WLPS Professional Development and Evaluation Committee will be reviewing this and bringing forth a recommendation in early fall for Board approval.

The flexibilities allow teachers and administrators to be evaluated in the follow areas:

- Evidence of implementing a new strategy throughout the year to address an identified area(s) of need
- Evidence of analyzing data, developing and implementing strategies to improve learning for students with the most significant needs
- Evidence of engaging parents throughout the year in supporting the learning process for students
- Evidence of strategies implemented to increase the engagement of students in the learning process
- Evidence of incorporating culturally responsive teaching strategies into daily lessons

**The flexibilities do not use standardized measures as part of the evaluation process. (this refers to not using any form of standardized test; i.e. SBAC, NGSS, AP, PSAT or SAT)**

If recommended by PDEC and approved by the BOE, this will become the district's evaluation plan for 23-24 while the 23-24 school year would be a time for the PDEC group to develop, based on expected revised State guidelines to be published in the fall, a new evaluation plan for the start of the 24-25 school year.

**EXHIBIT IX**

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION  
 FROM: ALISON PIERCE, BUSINESS MANAGER  
 DATE: JUNE 8, 2023  
 RE: BUSINESS OFFICE REPORT

**FY23 FINANCIALS**

FY23 Budget	\$32,165,281
Year to Date Expenditures through May 2023	\$30,160,785
<i>May 2023 Expenditures \$4,259,610</i>	
FY23 Remaining Balance	\$ 2,004,496

**SPECIAL EDUCATION EXCESS COST GRANT**

BOE Tuition Budget	\$1,158,662
BOE Transportation Budget	\$ 293,435
BOE Excess Cost Budget	\$ 0
Total Out-Of-District Budget	\$1,452,097

**SPECIAL EDUCATION ACTUAL/PROJECTED EXPENDITURES: Vote Possible**

Projected Out-Of-District Expenditures through June 30, 2023	\$2,032,578
<i>Result of unbudgeted outplacements</i>	
Projected BOE Balance through June 30, 2023	(\$ 580,481)
<i>Balance projected compared to budgeted amount</i>	

**Total Town Reimbursement as of 5/31/23** **\$ 323,502**

**POSSIBLE BOARD MOTION:** “The Windsor Locks Board of Education formally requests the full reimbursement amount from the Special Education Excess Cost Grant, exact amount to be determined after year-end expenditures, from the Town of Windsor Locks for Fiscal Year 23.”

## **FACILITIES**

HS Partial Roof Project Completed: **Vote Needed**

**BOARD MOTION:** “The Windsor Locks Board of Education accepts State Project Number 165-0082 RR, for the Windsor Locks High School Partial Roof Replacement Project, as complete.”

## **FOOD SERVICES: Vote Needed**

### **Food Service Management Company RFP Selection**

The RFP Selection Committee, which included Alison Pierce, Business Manager, David Prinstein, WLMS Principal, and Megan Parette, Director of Curriculum, evaluated the proposals received using the evaluation criteria identified in the RFP, and is announcing its recommendation to award the bid to Sodexo Management Incorporated.

**POSSIBLE BOARD MOTION:** “The Windsor Locks Board of Education accepts the recommendation from the RFP Selection Committee and awards RFP Solicitation #165WLPS24 to Sodexo Management Incorporated for a period of one year, with the option of four additional one-year renewals.”

**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 Bissonette, 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 Scavotto**  
Coordinator of Alternative Programs

**Alison Pierce**  
Business Manager 860-292-5709