

WINDSOR LOCKS PUBLIC SCHOOLS



BOARD OF EDUCATION MEETING

Regular Meeting

August 10, 2023

5:00 p.m.

Windsor Locks Town Hall - Ella Grasso Conference Room

**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
August 10, 2023 5:00 pm
Windsor Locks Town Hall - Ella Grasso Conference Room
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
 - July 20, 2023 Regular Meeting
 - August 7, 2023 Special Meeting

- IV. WLHS Softball Field Trip: **Vote Needed** p. 11 Exhibit IV

- V. Personnel Report:
 - A. Resignations: **Vote Needed** p. 15 Exhibit V A
 - B. Open Positions Status/Update p. 16 Exhibit V B
 - C. WLMS Principal Search Update
 - D. Discussion of Facilities Attendant Job
 Description: **Vote Needed** p. 17 Exhibit V D

- VI. 23-24 Grading and Reporting Proposal: **Vote Needed** p. 19 Exhibit VI

- VII. Policy
 - A. Policy Review - First Read p. 21 Exhibit VII A
 - 1. **New:**
 - a) 2400 Evaluation of Superintendent
 - B. Policy Review - Second Read: **Vote Possible** p. 23 Exhibit VII B
 - 1. **Revise:**

- a) 2420 Vandalism
- b) 5123 Promotion and Retention of Students
- c) 5131.1 Suspension of Student Transportation Services - Policy and Regulation
- d) 5131.11 Video Cameras on School Buses - Policy and Regulation
- e) 5131.21 Intimidating Threats/Acts - Policy and Regulation
- f) 5145.71 Surrogate Parent Program

2. New:

- a) 6162.51 Surveys of Students: Student Privacy

- VIII. Business Office Report: **Vote Needed** p. 45 Exhibit VIII
- IX. Board of Education 2024 Meeting Calendar: **Vote Needed** p. 48 Exhibit IX
- X. Safe School Climate Plan: **Vote Needed** p. 50 Exhibit X
- XI. Opening of School Professional Development Schedule p. 71 Exhibit XI
- XII. 24-25 School Calendar Committee Board Representative p. 72 Exhibit XII
- XIII. Board and Superintendent Comment
- XIV. 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.*
- XV. Adjourn Meeting

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

EXHIBIT III

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN L. PARKHURST, SUPERINTENDENT
DATE: AUGUST 10, 2023
RE: APPROVAL OF MINUTES

July 20, 2023 - Regular Meeting

August 7, 2023 - Special Meeting

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

**MINUTES OF THE REGULAR MEETING,
July 20, 2023 at 5:00 p.m.**

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

Members Present: D. Gragnolati, K. Christianson, and J. McGowan
Members Absent: M. Byrne and J. Tria
Administrators: S. Parkhurst, S. Lee, A. Pierce, J. Robinson and G. Weigert
Student Representatives: None
Students: None
Staff: D. Bole
Others: Some participating via Zoom
Press: None

I. Call to Order

Chairman Mr. Dennis Gragnolati called the Regular Meeting to Order at 5:03 p.m. held at the Professional Development Room at the Windsor Locks High School and via Zoom.

A. Roll Call for Quorum

Two Board Members were absent, Ms. Margaret Byrne and Mr. Joe Tria, all others were present.

B. Pledge of Allegiance

All stood up and pledged allegiance to the flag.

C. Board of Education and Superintendent Communications

Mr. Shawn L. Parkhurst, Superintendent of Schools, addressed the Board. He mentioned the district is busy preparing for the opening of school.

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

None both in-person and Zoom.

III. Approval of Minutes

June 22, 2023 Regular Meeting

A correction was noted in the minutes. Ms. Alison Pierce, Business Manager,

noted that in Section VII. Business Office Report, Sub-section A. Business Office/Special Services Transition the cost of the office transition was \$1,678.23 less than \$6,168.23, as the window was not purchased and installed in the office.

It was **MOVED** (Christianson) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education approves the June 8, 2023 Regular Meeting Minutes, as amended.

IV. Personnel Report

A. Resignation

Ms. Sheri Lee, Director of Human Resources addressed the Board. She informed the Board four resignations, which were:

Ms. Monica Connors, a Social Worker at North Street School has resigned effective June 30, 2023. At the time of her resignation, Ms. Connors will have served the students of Windsor Locks for four years (4) years.

Ms. Allegra Pin, a Music Teacher at South Elementary has resigned effective June 30, 2023. At the time of her resignation, Ms. Pin will have served the students of Windsor Locks for three (3) years.

Ms. Lora Andrada, a Library Media Specialist at North Street School has resigned effective June 30, 2023. At the time of her resignation, Ms. Andrada will have served the students of Windsor Locks for six (6) months.

Mr. Scott Ferguson, a Music Teacher at the Middle School has resigned effective July 10, 2023. At the time of his resignation, Mr. Ferguson will have served the students of Windsor Locks for three (3) years.

It was **MOVED** (Christianson) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education accepts Ms. O'Connor's, Ms. Pin's, Ms. Andrada's and Mr. Ferguson's resignation's effective June 30, 2023 and July 10, 2023 and offer them our appreciation for all of their efforts on behalf of the students of the Windsor Locks Public Schools.

B. Leave of Absence Request

Ms. Sheri Lee, Director of Human Resources, addressed the Board. Ms. Elizabeth Wicks, an ELL Teacher at South Elementary has requested a one (1) year Leave of Absence for the 2023-2024 School year.

A brief discussion was held.

It was **MOVED** (Christianson) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education approves Ms. Wicks one (1) year Leave of Absence for the 2023-2024 school year.

C. Open Positions Status/Update

Ms. Sheri Lee, Director of Human Resources, addressed the Board. She gave the Board a quick update on the most recent hirers and along with an update on open positions still available. She noted they have been very busy interviewing candidates.

V. Windsor Locks Administrative Assistant Union, Local 2001 Service Employees International Union Bargaining Unit Contract

Ms. Sheri Lee, Director of Human Resources, addressed the Board. She indicated that the contract for the Windsor Locks Administrative Assistant Union, Local 2001 Services Employees International Union Bargaining Unit Contract for July 1, 2023 through June 20, 2026 has been sent to all Board Members for their review. She asked if there were any questions and requested the Board vote on the contract.

A brief discussion was held.

It was **MOVED** (Christianson) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education approves the Windsor Locks Administrative Assistant Union, Local 2001 Service Employees International Union Bargaining Unit Contract for July 1, 2023 through June 30, 2026.

VI. Committee Reports

A. Policy Review – Second Read

● Revise Current Policies:

- **2420 Vandalism**
- **5123 Promotion and Retention of Students**
- **5131.1 Suspension of Student Transportation Services - Policy and Regulation**
- **5131.11 Video Cameras on School Buses - Policy and Regulation**
- **5131.21 Intimidating Threats/Acts - Policy and Regulation**
- **5145.71 Surrogate Parent Program**

● New Policy:

- **6162.51 Surveys of Students: Student Privacy**

A brief discussion was held and it was the general consensus to table the vote on the second read of those policies until the next meeting when there is a full Board to discuss and vote.

VII. Proposed Revision to Committees

- A. Policy**
- B. Curriculum**
- C. Finance**

Mr. Parkhurst commended that in order to provide an opportunity for all Board Members to be a part of the variety of topics related to curriculum, finance, and policy, a request was made to consider making these three previous committees standing agenda items at each BOE meeting, thereby allowing all Board Members to be a part of the work team and potential approval process. He noted that the Board Policy 9130 states that committees shall be established as needed by a majority vote of the Board of Education, therefore if the Board agrees to make this part of the regular meeting each month there is no need to revise the current Board Policy 9103.

A brief discussion was held.

It was **MOVED** (Christianson) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education eliminated the three Board of Education committees and make them a part of the regular meeting reports each month, effective immediately.

VIII. Business Office Report

Ms. Alison Pierce, Business Manager, addressed the Board. She indicated that the approved general fund budget of \$33,025,838 was entered into the new fiscal year and the financial system will open for requisition and purchase orders on Monday, July 24, 2023.

Ms. Pierce also discussed the grant update for grant funds to be utilized for the FY 2023-2024. She gave the Board Members a list which had three columns listed: Grant Award Name, Use, and Amount. The summary was the grant budget for FY 2023-2024 is \$2,814,511. The total budget including grant funds awarded is \$35,840,349.

A brief discussion was held.

IX. Board of Education Workshop & Presentation

A. District Building Improvements

B. District and Building Safety and Security Improvements

Mr. Gregory Weigert, Facilities Manager, addressed the Board. He gave a presentation of the Building Improvements, Safety and Security Spring – Fall 2023. He used a PowerPoint Slideshow describing all of the improvements and safety upgrades the district has or will be completing in the fall of 2023. He spoke about North Street School exterior door replacements, electromagnetic door holders, HVAC upgrades, food service equipment upgrades, and enhanced mantrap for security at the elementary school deliveries areas. South Street Elementary School window replacements and treatments, and exterior security camera expansion along with SISU Academy was re-imagined, installing individual learning centers and changing out old playground equipment. At the middle school, the courtyard window replacements are complete and the gymnasium acoustical panels and sound dampening enhancements are being

completed. He spoke about the updated as the high school which included building access from exposed garages, locked entry when access doors are raised, and key card access to elevator. He spoke to the safety committee upgrades, which included quarterly meetings, building based safety committee, regular frequent drills and updated all hazards school security and safety plans which have to be submitted to the State of Connecticut. Actual updates included, emergency procedure binders and cards for all staff; Raptor Alert Platform, reviewed approach to safety and security; continue using RULER as an Social Emotional curriculum, and DESSA screener three times a year to access potential risks area

A brief discussion was held.

X. October 2023 BOE Schedule

Mr. Parkhurst commented that during the month of October the Board of Education is scheduled to meet on October 12 and October 26, 2023. Due to a scheduling conflict, he requested that the Board consider the following options either move October 12, 2023 meeting to Tuesday, October 10, 2023 or conduct one meeting in October on October 26, 2023 and cancel October 12, 2023.

A brief discussion was held.

It was **MOVED** (Christianson) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education moves the October 12, 2023 Regular Meeting to October 10, 2023.

XI. Board and Superintendent Comments

Mr. Parkhurst noted the finalization of the SRO MOU is in the works. He also noted the there are changes with the website and he thanked Mr. Goodwin for all of his work on the website. The spoke to the SROs that have been hired. He reminded the Board the next Board Meeting is scheduled for August 10, 2023 at 5:00 p.m.

XII. Public Audience

None in-person and Zoom.

XIII. Adjournment

It was **MOVED** (Christianson) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education adjourn the Regular Meeting of July 20, 2023 at 5:40 p.m.

Respectfully submitted,

Denise M. Piotrowicz
Recording Secretary

**Board of Education
Town of Windsor Locks
Special Meeting - Minutes**

8/7/2023

Windsor Locks High School Professional Development Room

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**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.*

- I. Chairman Gragnolati called the meeting to order at 1:09 p.m.
- II. Members Present: Dennis Gragnolati, Kylee Christianson, Margaret Byrne, Jim McGowan, and Joe Tria. Kylee Christianson left the meeting at 3:15 p.m.
- III. Public Comment (only on Agenda Item): None
- IV. There was a motion to adjourn the meeting to Executive Session made by Kylee Christianson, and seconded by Joe Tria; motion carried unanimously at 1:10 p.m.  
The Executive Session, as permitted by Connecticut General Statutes Section 1-225(a) was for the following purpose as allowed by Section 1-200(6), that is:
  - A. Interview of Candidate(s) for the Windsor Locks Middle School Principal Position  
That attendance in the Executive Session shall be limited to:
    - Members of the Board of Education
    - Superintendent of Schools
    - Director of Human Resources
    - WLAA President
    - Candidate(s)
    - Others as Requested to Attend
- V. There was a motion to leave Executive Session by Joe Tria, and seconded by Jim McGowan; motion carried unanimously at 6:31 p.m.
- VI. There was a motion to adjourn the Special Meeting by Joe Tria, and seconded by Jim McGowan; motion carried unanimously at 6:32 p.m.

**EXHIBIT IV**

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION  
FROM: SHAWN L. PARKHURST, SUPERINTENDENT  
DATE: AUGUST 10, 2023  
RE: WLHS SOFTBALL FIELD TRIP

Tonight WLHS Principal Rebecca Bissonnette and the WLHS Softball Coach will join us to discuss their overnight field trip request for the WLHS Softball Team.


**Windsor Locks Board of Education**  
**Manual of Policies, Regulations, and Bylaws**  
**Policy 6153**  
**Field Trips, Recreational Trips and Other Trips Sponsored by the Schools**  
**REGULATION/PROCEDURES/FORMS**

Regulation Page 1 of 8

**FORMA - TEACHER REQUEST FOR SCHOOL SPONSORED TRIPS**

Date of Field Trip Request 4/8/23 to 4/12/23 Teacher Sponsor: Melissa Maltese/Soffka

1. A "Request for School Sponsored Trips" form is to be completed in full by the teacher and submitted to the building principal in duplicate at least three (3) weeks prior to a day trip; ten (10) weeks prior to an overnight trip, and four (4) months prior to a school sponsored trip out of the country.
2. School sponsored trips should support and enrich curriculum-related goals. If a majority of a grade level is planning a trip, it should be open to all students at that grade level.
3. Upon principal's approval, the teacher will contact the bus company and make arrangements for the transportation. Arrangements should be made well in advance of the trip for students with disabilities to be transported with their peers. Smyth Bus Company is the district's contracted carrier (623-2211 or 623-8775). Arrangements with carriers other than Smyth Bus are allowable and follow the same procedure. Costs associated with any trip should be determined in advance by contacting the carrier directly.
4. Bus transportation for all field trips is paid through the Windsor Locks School Activity Account. A yellow disbursement form must be completed and submitted to the Business Office for payment.

|                                                                                                            |                                                     |                                               |
|------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|-----------------------------------------------|
| School: <u>WLS</u>                                                                                         | Grade(s): <u>9-12</u>                               | Destination/Location: <u>Orlando Florida</u>  |
| Purpose/Curriculum Connection:<br><u>Student athletic experience/benefits to team</u>                      |                                                     |                                               |
| Desired Date:                                                                                              | Alternative Dates: 2.                               | 3.                                            |
| <b>Time of Trip</b>                                                                                        |                                                     |                                               |
| From: <u>4/8/23</u>                                                                                        | To: <u>4/12/23</u> <u>5 days</u><br><u>4 nights</u> | Total Number of Students Attending: <u>14</u> |
| <i>All school buses must return to school by 1:30 p.m. unless other arrangements have been made.</i>       |                                                     |                                               |
| Indicate # of students who will be missing each lunch. <i>Notify Food Service</i>                          |                                                     |                                               |
| Lunch 1: <u>n/a</u>                                                                                        | Lunch 2: <u>n/a</u>                                 | Lunch 3: <u>n/a</u>                           |
| Chaperone in Charge: <u>Melissa Maltese</u>                                                                |                                                     |                                               |
| Chaperone certified to distribute medication: <u>Melissa Maltese</u>                                       |                                                     |                                               |
| Chaperone List:                                                                                            | Ratio - Grades K-8 1:10                             | Ratio - Grades 9-12 1:15                      |
| Arrangements for Students with Disabilities:                                                               |                                                     |                                               |
| Transportation:                                                                                            |                                                     |                                               |
| Other:                                                                                                     |                                                     |                                               |
| Cost per Student (include transportation and all other fees): <u>\$1725<sup>00</sup></u>                   |                                                     |                                               |
| Name of Bus/Transportation Company: <u>KSA Events</u>                                                      |                                                     |                                               |
| Approval of Principal:  |                                                     |                                               |

|          |                                                                          |             |        |
|----------|--------------------------------------------------------------------------|-------------|--------|
| Section: | INSTRUCTION                                                              | Definition: | POLICY |
| Title:   | Field Trips, Recreational Trips and Other Trips Sponsored by the Schools | Number:     | 6153   |

Windsor Locks Board of Education  
Manual of Policies, Regulations, and Bylaws

Policy 6153

Field Trips, Recreational Trips and Other Trips Sponsored by the Schools  
**REGULATION/PROCEDURES/FORMS**

Regulation Page 2 of 8

**FORM B - TEACHER SPONSOR CHECKLIST**

ALL items on this list must be supplied to the Principal, Superintendent,  
and Parent/Guardian prior to departure for all field trips.

| 1. TRANSPORTATION INFORMATION                                                                                    |                                                            |              |            |              |
|------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|--------------|------------|--------------|
| NAME OF COMPANY                                                                                                  | ADDRESS                                                    | PHONE NUMBER | CONTACT    | PHONE NUMBER |
| KSA Events                                                                                                       | 13501 Summerport Village Parkway<br>Windsor-emore FL 31736 | 800-813-7193 | Katir Dull |              |
| 2. INDIVIDUALS PROVIDING TRANSPORTATION AND APPROVED TO TRANSPORT STUDENTS                                       |                                                            |              |            |              |
| Students are NOT permitted to transport students<br>A list of approved drivers is located in your school office. |                                                            |              |            |              |
|                                                                                                                  |                                                            |              |            |              |
|                                                                                                                  |                                                            |              |            |              |
| 3. TRAVEL AGENT INFORMATION (IF USED)                                                                            |                                                            |              |            |              |
| NAME OF COMPANY                                                                                                  | ADDRESS                                                    | PHONE NUMBER | CONTACT    | PHONE NUMBER |
| Same as above                                                                                                    |                                                            |              |            |              |
| 4. ACCOMMODATIONS (IF OVERNIGHT)                                                                                 |                                                            |              |            |              |
| NAME OF HOTEL                                                                                                    | ADDRESS                                                    | PHONE NUMBER | CONTACT    | PHONE NUMBER |
| Cabana Bay Beach Resort                                                                                          | 6550 Adventure Way<br>Orlando FL                           | 407-503-4000 |            |              |
| 5. SITE INFORMATION                                                                                              |                                                            |              |            |              |
| LOCATION                                                                                                         | CONTACT                                                    | PHONE NUMBER | DATE       | TIME         |
| Universal Studios                                                                                                |                                                            |              |            |              |
|                                                                                                                  |                                                            |              |            |              |
|                                                                                                                  |                                                            |              |            |              |
| 6. CANCELLATION DEADLINES                                                                                        |                                                            |              |            |              |
| 1. 10/1/2023 for his return                                                                                      |                                                            | 2.           |            |              |
| 3.                                                                                                               |                                                            | 4.           |            |              |

|          |                                                                          |             |        |
|----------|--------------------------------------------------------------------------|-------------|--------|
| Section: | INSTRUCTION                                                              | Definition: | POLICY |
| Title:   | Field Trips, Recreational Trips and Other Trips Sponsored by the Schools | Number:     | 6153   |



KSA Events  
 13506 Summerport Village Parkway Ste 422  
 Windermere, FL 34786  
 US

# Invoice

**Bill To :**

Melissa Maltese  
 Windsor Locks High School  
 58 S ELM ST  
 WINDSOR LOCKS, CT 06096-2129

|                |                |
|----------------|----------------|
| Invoice # :    | INV-0000010272 |
| Invoice Date : | 04/08/2024     |

| PRODUCT                                                                                                                                           | QUANTITY | UNIT PRICE  | AMOUNT             |
|---------------------------------------------------------------------------------------------------------------------------------------------------|----------|-------------|--------------------|
| <u>2024 SB Double Room - 5D / 4N</u>                                                                                                              | 4.00     | \$1,609.00  | \$6,436.00         |
| Cabana Bay Beach Resort Land Only Package - 5 Days / 4 Nights Admissions: 3 Day Universal Studios / Islands of Adventure                          |          |             |                    |
| <u>2024 SB Quad Room - 5D / 4N</u>                                                                                                                | 12.00    | \$1,349.00  | \$16,188.00        |
| Cabana Bay Beach Resort Land Only Package - 5 Days / 4 Nights Admissions: 3 Day Universal Studios / Islands of Adventure                          |          |             |                    |
| <u>Airfare</u>                                                                                                                                    | 16.00    | \$350.00    | \$5,600.00         |
| Group Airfare Rate per person estimate with a \$15 air ticketing fee included. Rate will be adjusted once the actual flight schedule is approved. |          |             |                    |
| <u>Complimentary Package Discount</u>                                                                                                             | 0.76     | \$-1,349.00 | \$-1,025.24        |
| 1 free trip for every 20 full package passenger at the Quad Rate.                                                                                 |          |             |                    |
| <u>Spring Training Entry Fee</u>                                                                                                                  | 1.00     | \$400.00    | \$400.00           |
| Entry Fee per School and includes Varsity and JV Participation                                                                                    |          |             |                    |
| <b>Total</b>                                                                                                                                      |          |             | <b>\$27,598.76</b> |
| <b>Required Installment</b>                                                                                                                       |          |             | <b>\$5,519.75</b>  |

| Installment Date             | Amount     | Status | Paid Amount | Installment Balance |
|------------------------------|------------|--------|-------------|---------------------|
| 08/01/2023                   | \$5,519.75 | DUE    |             | \$5,519.75          |
| 10/01/2023                   | \$5,519.75 |        |             | \$5,519.75          |
| 11/01/2023                   | \$5,519.75 |        |             | \$5,519.75          |
| 12/01/2023                   | \$5,519.75 |        |             | \$5,519.75          |
| 02/01/2024                   | \$5,519.76 |        |             | \$5,519.76          |
| <b>Required Installment:</b> |            |        |             | <b>\$5,519.75</b>   |

[Click here to pay online](#)

**TERMS & CONDITIONS**

<https://ksaevents.net/terms-and-conditions/>

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHERI LEE, DIRECTOR OF HUMAN RESOURCES

DATE: AUGUST 10, 2023

RE: PERSONNEL REPORT - RESIGNATIONS

Resignations:

David Prinstein, Principal at the Middle School has resigned effective August 11, 2023. At the time of his resignation, Mr. Prinstein will have served the students of Windsor Locks for ten years (10) years.

Jessica Yates, a Science Teacher at the Middle School has resigned effective June 30, 2023. At the time of her resignation, Ms. Yates will have served the students of Windsor Locks for eight (8) years.

Katelyn Owens, a Special Education Teacher at North Street School has resigned effective September 1, 2023. At the time of her resignation, Ms. Owens will have served the students of Windsor Locks for fourteen (14) years.

Alicia Brennan, a Reading Teacher at the Middle School has resigned effective September 5, 2023. At the time of her resignation, Ms. Brennan will have served the students of Windsor Locks for seven (7) years.

**BOARD MOTION:** “**MOVE** that the Board of Education accepts Mr. Prinstein, Ms. Yates, Ms. Owens, and Ms. Brennan’s resignations effective August 11, 2023, June 30, 2023, September 1, 2023 and September 5, 2023 respectively and offer them our sincere appreciation for all of their efforts on behalf of the students of the Windsor Locks Public Schools.”

**EXHIBIT V B**

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHERI LEE, DIRECTOR OF HUMAN RESOURCES

DATE: AUGUST 10, 2023

RE: PERSONNEL REPORT - OPEN POSITIONS STATUS UPDATE

The following positions are open for the 23-24 school year.

| <b>PMA/RISE</b>                     | <b>High School</b> | <b>Middle School</b>                                                        | <b>South Elementary</b>                                                  | <b>North Street School</b>                                                                | <b>District</b>          |
|-------------------------------------|--------------------|-----------------------------------------------------------------------------|--------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|--------------------------|
| Coordinator of Alternative Services | LTS Social Studies | Principal<br>Reading Teacher<br>Science Teacher<br>12 Month Admin Assistant | Food Services<br>Second Cook<br>LTS Grade 4 Teacher<br>LTS Social Worker | Special Education Teacher<br>Bilingual Spanish Teacher .2 FTE<br>Teacher in Residence (1) | Paraeducators (2)<br>LPN |



MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION  
FROM: SHERI LEE, DIRECTOR OF HUMAN RESOURCES  
DATE: AUGUST 10, 2023  
RE: FACILITIES ATTENDANT JOB DESCRIPTION

Windsor Locks Public Schools  
58 South Elm Street  
Windsor Locks, Connecticut 06096

### **Job Description**

#### *Facilities Attendant*

#### **Purpose**

The job of Facilities Attendant was established for the purpose(s) of providing a variety of support to the Director of Facilities and the Facilities and Maintenance Department; establishing and maintaining records; coordinating and delegating assigned projects and work orders; and compiling and disseminating a wide variety of materials and supports.

#### **Essential Functions**

- Maintains records regarding building codes, fire codes, Life Safety Amendments and AHERA requirements.
- Organizes and guides Facilities Department staff to complete tasks including inspections, maintenance repairs, electronic documentation and/or paperwork.
- Assists in the processing of Facilities Department purchase requisition and purchase orders.
- Assists in the submission of all Facilities Department invoices to the Business Office.
- Assists in coordinating and scheduling the annual fire inspections and all annual safety inspections and tests/requirements (e.g. backflow testing, water testing, boiler, elevator, grease traps, hood cleanings, fire extinguishers, fire sprinklers, etc.)
- Processes and delegates work orders and prepares work order reports.
- Organizes and inventories all custodial supplies.

- Assists with collecting and coordinating estimates and paperwork for all capital projects and assists with fixed asset reporting.
- Assists with coordinating emergency response drills throughout the school district.
- Tracks the work hours and timesheets of the housekeeping and seasonal housekeeping staff.
- Distributes forms and coordinates necessary reports for the Facilities Department matters to all building locations throughout the district.
- Communicates with vendors regarding service calls and supply/equipment orders.
- Updates and ensures the accuracy of the information on the Electronic Facilities Calendar.
- Reviews daily reports to document and create work orders for repairs issues that arise throughout the district.
- Receives requests for public use of building facilities from outside organizations, formulates cost estimates for Community Facility Use through the district's established policies and custodial union contract, and issues invoices following Community Facility Use.
- Performs other duties as may be directed by the Director of Facilities and the Custodial Coordinator.

### **Working Environment**

- The usual and customary methods of performing the job's functions require the following physical demands: Some lifting, carrying, pushing and/or pulling and significant fine finger dexterity. Generally the job requires 75% sitting, 15% walking and 10% standing. This job is performed in a generally clean and healthy indoor environment.

### **Education and Experience**

- A minimum of five years of experience in facility maintenance/operations.
- Advanced experience operating a computer and related software platforms, including all Google platforms and work order databases.

### **Work Year and Hours**

- Twelve-month, part-time position
  - 247 work days with no paid holidays
  - Monday through Friday, 8:00 a.m. to 12:00 p.m.

### **Reports To**

Director of Facilities and Custodial Coordinator

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: AUGUST 10, 2023

RE: 23-24 GRADING AND REPORTING PROPOSAL

As our team continually reflects, over the past year there have been several informal conversations and concerns about the current requirement that all students earn a 3.0 in order to receive credit.

Recently, in meeting with the WLMS and WLHS Administration, and consequently WLHS administration meeting with their Instructional Specialists, the obstacle that is preventing a great deal of momentum in moving closer to the WLMS and WLHS three year vision is Grading and Reporting.

This evening, the WLHS administration and members of the Instructional Specialists team, are present to provide you with a proposal to consider for implementation in the 23-24 school year with regard to grading and reporting that aligns with area districts and promotes momentum in moving toward the three year vision.

### Proposal to Grading Practices 23-24

**Rationale:**

- WLHS Vision: *All graduates will leave WLHS prepared for life after high school whether it is college, military or the workforce.*
- Staff feeling pressured to ensure that all students earn a 3 in the current system
- For college bound graduates, our 3.0 requirement can give a false sense of accomplishment and lead to being unprepared as a college freshman with coursework
- Below are the required passing scores in other districts

| Alliance | District           | 4 Year Graduation Rate | Cut Score for Passing a Course                                                          |
|----------|--------------------|------------------------|-----------------------------------------------------------------------------------------|
| Yes      | East Windsor (DRG) | 92.0                   | D- 60<br>Also give F+ and F- where an F+ allows for summer school to make up the credit |
| Yes      | Enfield (DRG)      | 88.1                   | C- 70 1.7                                                                               |
| No       | East Granby        | 96.9                   | D- 60 0.7                                                                               |

|     |                   |      |            |
|-----|-------------------|------|------------|
| No  | Granby            | 97.5 | D- 60 0.7  |
| No  | Suffield          | 96.6 | D- 60 0.7  |
| Yes | Windsor           | 87.7 | D- 60 0.67 |
| Yes | Manchester        | 86.1 | D- 60 1.0  |
| Yes | Vernon(Rockville) | 81.9 | C- 70 1.0  |

*Windsor Locks 4 year graduation rate is 81.8 which is lower than all referenced districts above*

**Data:**

- Staff survey with a 96% return rate in February 2020 indicated that 75% of our staff were uncomfortable understanding and implementing the current grading system
- Through various meetings with IS, staff, parents, and students most agree that an adjustment to the grading system would positively impact our students

**Considerations:**

- This will allow for more effective class recommendations; thereby aligning students academic prowess to the right level of challenge in their respective classes during their HS career

| <b>Proposed Shift in Grade Point Average Calculations for 23-24</b> |                 |               |               |
|---------------------------------------------------------------------|-----------------|---------------|---------------|
| <b>Mastery</b>                                                      | <b>Academic</b> | <b>Honors</b> | <b>AP/ECE</b> |
| <b>Passing</b>                                                      |                 |               |               |
| 3.6 to 4.0 Exceeding                                                | 3.6-4.0         | 4.6-5.0       | 5.6-6.0       |
| 3.0 to 3.4 Mastery                                                  | 3.0-3.4         | 4.0-4.4       | 5.0-5.4       |
| 2.6 to 2.8 Minimal                                                  | 2.6-2.8         | 2.6-2.8       | 2.6-2.8       |
| <b>Not Passing</b>                                                  |                 |               |               |
| Below 2.4 - Not Meeting                                             | 2.4             | 2.4           | 2.4           |

**Board Motion:** “**MOVE** that the Board of Education approve the 23-24 Grading and Reporting Proposal as presented.”

**EXHIBIT VII A**

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION  
FROM: SHAWN L. PARKHURST, SUPERINTENDENT  
DATE: AUGUST 10, 2023  
RE: POLICY - FIRST READ 2400

Policy 2400 is presented as a first read in relation to outlining the annual process, via policy, for the evaluation of the Superintendent of Schools.

## **Administration**

### **Evaluation of Superintendent**

The Board of Education and the Superintendent of Schools understand that an effective working relationship is essential to the successful operation of our school district. This relationship is greatly enhanced by an annual review of the Superintendent's diverse responsibilities and performance.

The Superintendent shall be evaluated annually using the Connecticut Associations of Boards of Education (CABE) form that outlines the following areas:

- Overview
- Curriculum Development
- Professional Development
- Supervision
- Budget/Business and Finance
- Infrastructure
- Staff and Personnel
- Policy

The Board and the Superintendent will meet on or before September 30 of each year to discuss goals for the coming year, based on feedback from the previous year's evaluation. The discussion will be held in executive session.

In January, the Superintendent will provide to the Board of Education a written report and presentation on the goals determined in September. This information will provide an opportunity to identify and strategize for new and/or unexpected changes and/or challenges not previously identified. The discussion will be held in executive session.

In May, the Superintendent will provide the Board of Education a written report and presentation, "Year in Review" self-assessment using the CABE format as well as information pertaining to the goals set in September. This will provide the documents to be used by the Board of Education in completing a comprehension and fair evaluation of the Superintendent. With input from all Board of Education members, the evaluation will be conducted in executive session with the Superintendent.

A formal evaluation is completed consisting of a cover letter and the CABE form and presented and discussed with the Superintendent no later than June 30 of each year by the Board of Education Chair and Vice-Chair. A copy of the Superintendent's performance evaluation must be placed in the Superintendent's official personnel file.

Policy adopted:

Windsor Locks Public Schools  
Windsor Locks, Connecticut

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION  
FROM: SHAWN L. PARKHURST, SUPERINTENDENT  
DATE: AUGUST 10, 2023  
RE: POLICY - SECOND READ

At the Board of Education meeting on June 22, 2023 it was agreed upon to move the following policies to the full Board of Education for a second reading and possible approval:

- Review for Discussion and Second Read:
  - **Revise Current Policies:**
    - 2420 Vandalism
    - 5123 Promotion and Retention of Students
    - 5131.1 Suspension of Student Transportation Services - Policy and Regulation
    - 5131.11 Video Cameras on School Buses - Policy and Regulation
    - 5131.21 Intimidating Threats/Acts - Policy and Regulation
    - 5145.71 Surrogate Parent Program
  - **New Policy:**
    - 6162.51 Surveys of Students: Student Privacy

**Possible Board Motion:** “Move that the Board of Education approve the policies as presented.”

## Administration

### 2420 – Vandalism – Restitution

In cases where acts of vandalism occur to real or personal property owned or leased by the school district (property), the school district shall seek restitution. Offenders shall be invoiced for damages.

Vandalism includes, but is not limited to, the cutting, defacing or injuring in any way school/school district property.

The parent or guardian of any minor/un-emancipated child who engages in vandalism of school/school district property, shall be held liable for all damages up to the maximum amount allowed under state law.

The liability provided for under Connecticut General Statute 52-572 does not relieve the minor student of personal liability for such damage or injury. This liability of the parent for damages done by a minor child is in addition to any other liability which exists in law.

An adult student, eighteen years of age or older, shall be held personally liable for damage done to any real or personal property owned or leased by the school district.

Monies received as restitution for loss or damage to school property shall be collected, maintained and dispersed in accordance with relevant Board policies, regulations, and procedures, and state law.

A failure to make restitution for damaged textbooks, library materials or other educational materials may result in sanctions such as the withholding of grades, transcripts, or report cards in accordance with state law. The imposition of sanctions shall not interfere with the District's statutory obligation to transfer a student's educational records when a student enrolls in a new school.

If satisfactory restitution for damages is not received, the matter shall be referred to the town attorney.

Students who engage in vandalism may be subject to disciplinary action, up to and including, suspension or expulsion and/or referral to law enforcement.

#### Legal References:

Connecticut General Statutes

10-221(c) Board of Education to Prescribe Rules

10-222a Board to have use of funds from repayment and insurance proceeds for school materials and from payment for custodial services for use of school facilities

52-572 Parental Liability for Torts of Minor. Damage Defined.

Policy Adopted: October 1979

Revised: December 1985



## Students

### 5123 - Promotion and Retention of Students

In keeping with state statutes, the Board of Education (Board) wishes to foster student achievement and reduce social promotion. To this end, the administration is directed to require students who have substantial academic deficiencies to attend summer school or other programs designed to assist students in remedying the deficiencies. At the elementary and middle school levels, if a student fails any one subject for two consecutive years, the student must comply with administrative recommendations for remediation or be considered for retention.

If a decision to retain a student or withhold credit has been made, a student and or his/her parents may appeal according to the process set forth in Board Policy.

#### Grades K-5

A student's achievement of skills for his assigned grade and readiness for work at a higher grade level shall be required before his/her promotion to the next higher grade.

All available information should be considered regarding a student's promotion or retention including the following: results of standardized and teacher-made tests including skill and content mastery; teacher observation of student potential and performance including work and study habits; social and emotional maturity; physical development, reading level, and attendance record (including number of tardy days). The effects of any identified handicapping conditions will be considered.

The Principal shall use established procedures for the promotion-retention of students that include provisions for: the written notification to the student and to parents by teachers of students being considered for retention; an examination of factors bearing upon a possible retention; recommendations of teachers involved in the student's instructional program; and conferences between teachers, parents and the Principal. ~~If a student has ten (10) or more unexcused absences, the student will be required to attend summer school or be retained in his/her current grade.~~

No later than March 31<sup>st</sup>, the Principal shall conduct a meeting with the parents and teacher(s) to review the student's progress. At this time, a tentative decision should be made. A final decision regarding retention judged to be in the best interest of the child will be made by the Principal by June 1<sup>st</sup>. Parents will be notified in writing of this decision. The Superintendent shall receive a copy of the written notification. ~~If the student scheduled to be retained successfully completes the full summer school basic skills program, or a similar pre-approved program, a re-evaluation of the student's status will be made upon completion of the program.~~

The student's folder shall contain a record of school and parental communications regarding any question of course failure or retention. Promotion requirements shall be delineated annually to students in the Windsor Locks Student Handbook.

#### Grades 6 - 8

For grades 7 and 8, a student must receive a passing grade in four of the five major subjects to be

promoted from one grade level to the next. The five major subjects are language arts, mathematics, social studies, science, and foreign language. At grade 6, a student must receive a passing grade in three of the four major subjects which include language arts, math, science, and social studies. If the student scheduled to be retained successfully completes the full summer school basic skills program, or a similar pre-approved program, a re-evaluation of the student's status will be made upon completion of the program. The effects of any identified handicapping condition will be considered. Students and parents will be notified if students will not receive credit for subjects due to unexcused absences.

The student's folder shall contain a record of school and parental communications regarding any question of course failure or retention. Promotion requirements shall be delineated annually to students in the Windsor Locks Middle School Handbook.

### **Grades 9 - 12**

At the high school level to be granted a high school diploma, a student must satisfactorily complete graduation requirements as specified in Board of Education Policy 6146, Graduation Requirements. In accordance with Policy 6146, student will need to demonstrate achievement of all cross-curricular and content-area graduation standards before receiving a high school diploma. Graduation implies that a student has satisfactorily demonstrated the District's performance standards, assessed in part by the statewide mastery examinations, and that the student has fulfilled the legally mandated number of distribution of credits.

Only course credits earned in grades nine through twelve shall satisfy grade level and graduation requirements. The number of credits earned for a student to be considered a sophomore, junior or senior at Windsor Locks High School are delineated in policy. Students who have not met the requirements to graduate will not be eligible to participate in graduation exercises.

The student's folder shall contain a record of school and parental communications regarding any question of course failure or retention. Promotion requirements shall be delineated annually to students in the Windsor Locks High School Handbook.

Promotion and graduation requirements shall be delineated annually to students in the Windsor Locks High School Program of Studies and in the elementary and middle school student handbooks.

### **Legal References:**

Connecticut General Statutes

10-221 (b) Boards of education to prescribe rules

10-265g Summer reading programs required for priority school districts. Evaluation of student reading level. Personal reading plans. (as amended by PA 01-173 and PA 06-135)

10-2651 Requirements for additional instruction for poor performing student in priority school districts; exemption. Summer school required; exemption (as amended by PA 99-288m, PA 01-173, PA 03-174 and PA 06-135)

PA 99-288 An Act Concerning Education Accountability

PA-17-42 An Act Concerning Revisions to the High School Graduation Requirements

Policy Adopted: March 28, 2013

Policy Revised: April 8, 2021

## Students

### Suspension of Student Transportation Services

#### District students shall have satisfactory behavior while on school transportation.

The school administration is authorized to suspend transportation services ~~from~~for any student whose conduct on buses, at a bus stop or while awaiting or receiving district provided transportation to and from school or a school sponsored activity or function endangers persons or property or violates a publicized policy of the Board of Education.

The Superintendent of Schools shall adopt regulations to accompany this policy addressing student conduct while using school transportation. Regulations for the Conduct of ~~Pupils~~ Students Riding on School Buses shall be communicated annually to each student. These regulations are applicable to all transportation services provided by the Windsor Locks ~~Windsor Locks~~ Board of Education.

“Suspension” means the exclusion from transportation services for no more than ten consecutive school days, provided each exclusion shall not extend beyond the end of the school year during which suspension was imposed.

~~“Exclusion” means the denial of transportation services to a student for disciplinary purposes.~~

Procedures for suspension from transportation ~~privileges~~ shall be followed ~~as established by the Board, “Suspension/Expulsion of Students.”~~ in accordance with Board Policy No. 5114, Conduct and Discipline.

Restitution for any damages due to ~~any~~ vandalism shall be sought from the offender and parents, pursuant to Board Policy 2420, , Vandalism Restitution and Connecticut General Statute 52-572.

Legal References: Connecticut General Statutes

10-186 Duties of local and regional boards of education re school attendance.

10-220 Duties of boards of education.

10-221 Boards of education to prescribe rules.

10-233a Definitions

10-233c Suspension of students.

52-572 Parental liability for torts of minors.

Policy adopted: March 28, 2013

WINDSOR LOCKS PUBLIC SCHOOLS  
Windsor Locks, Connecticut

## Students

### Regulation for the Conduct of Students Riding on School Buses

The safety of students riding on school ~~buses~~ transportation is a continuing concern. The responsibilities of the bus driver to transport students in a safe and secure manner are recognized. To accomplish that task, the bus driver requires cooperation and compliance of students with rules and regulations to assure safety and security. At all times while transporting students to and from school, and school sponsored activities or functions, the driver is in full charge of the bus and of all students riding therein. All rules and regulations for conduct adopted by the ~~school authorities~~ Board of Education ~~school administration~~ must be complied with ~~on~~ during school bus transportation.

The following rules shall be enforced regarding bus transportation:

Students must take a seat as they enter the bus and remain seated while the bus is in motion.

Students shall not move from one seat to another except by permission of the driver. Standing or walking while the bus is in motion is prohibited.

1.

~~1.~~ 2. Bus windows shall not be opened without permission from the driver. Emergency doors or windows on the bus shall not be tampered with and shall be used only in case of an emergency or as directed by the bus driver.

2.

2. 3. Students must not at any time extend their arms or head out of the bus window. Students should refrain from throwing any objects out of the bus window.

3. 4. The use, possession, or distribution of tobacco or any controlled substance (alcohol or drugs) or other contraband on the bus is prohibited ~~by~~ in accordance with applicable ~~s~~ State Law and Windsor Lock Board Policies.

4. 5. Students shall assist in keeping the bus clean, ~~sanitary~~ and orderly; they shall refrain from damaging or abusing the bus, its cushions, or other equipment. Liability for damages shall be incurred by the student and/or parent/guardian pursuant to Connecticut General Statute 52-572.

5. 6. No indecent or profane language shall be permitted on the bus nor shall there be any rowdiness or loud talking.

6. 7. Upon entering or leaving the bus, students shall not crowd or disturb others.

7. 8. Except in case of emergency, students ~~should~~ must enter or leave the bus through the front door.

8. 9. Students required to cross a traffic highway after alighting from the bus must cross in front of the bus while bus drivers must remain parked at the spot with flashing lights operating until students have crossed the thoroughfare.

9. 10. Students must be on time to keep the bus on schedule.

10. 11. While waiting for the bus, students ~~should~~ shall exercise due respect for private property.

~~12.~~ 12. Students are required to get off the bus at their assigned stop unless they have requested and received prior permission from the school administration to get off at another location. The school shall arrange to notify bus drivers of such exceptions.

~~13.~~ 13. Students are prohibited from engaging in any conduct that violates board policy or poses a danger to self or others while awaiting, riding on, entering, or exiting the bus to or from school or a school sponsored trip, extracurricular activity, or other school activity or function such as a school field trip.

## Students

### Regulation for the Conduct of Students Riding on School Buses (continued)

To implement a strong safety program regarding bus transportation of students, the Board authorizes the building pPrincipal to suspend transportation services for any student whose conduct while awaiting or receiving transportation to and from school endangers persons or property or is violative of a publicized policy of the Board of Education. Video cameras may be used to monitor student behavior on school transportation vehicles transporting students to and from school and extracurricular activities. Students will be notified of the use of cameras in accordance with board policy and state law.

~~Due~~The process procedures specified in Board Policy No. 5114, Conduct and Discipline, shall be applicable in such cases, with notification to the parent/guardian and an opportunity for a parental hearing before the pPrincipal prior to any decision regarding suspension from transportation services. The length of suspension from transportation services shall be at the discretion of the pPrincipal, and may range from one to ten school days as deemed necessary by the pPrincipal to correct student conduct ~~as regards the privilege of bus during~~ transportation. The Superintendent shall be notified in writing of any such suspension and the reason(s) therefore.

The transportation carrier shall be advised that drivers must report to the building pPrincipal or his designee any accident or incident that threatens the safety of bus students.

Legal Reference: Connecticut General Statutes

10-186 Duties of local and regional boards of education re school attendance.

10-220 Duties of boards of education.

10-221 Boards of education to prescribe rules.

10-233~~(e)~~a Definitions

10-233c Suspension of students.

52-572 Parental liability for torts of minors.

**Students**

**5131.11 - Video Cameras on School Buses**

The Board of Education (Board) recognizes the ~~district's~~district's continuing responsibility to maintain and improve discipline, and to ensure the health, welfare and safety of its staff and students on school transportation vehicles.

~~The Board of Education, a~~After having carefully weighed and balanced the rights of privacy of students and staff with the district's duty to ensure discipline, health, welfare and safety of staff and students on school transportation vehicles, the Board supports the use of video cameras on ~~its~~school transportation vehicles.

Video cameras may be used to monitor student behavior on school transportation vehicles transporting students to and from school and ~~extra~~curricular~~school~~ activities.

Students in violation of ~~district~~district conduct rules shall be subject to disciplinary action in accordance with established Board ~~of Education~~ policy and administrative regulations governing student conduct and discipline.

~~The use of video recordings from surveillance equipment shall be subject to the other policies of the district including policies concerning the confidentiality of student and personnel records. district~~The district shall comply with all applicable state and federal laws related to the use, retention, and access to video recordings, ~~when, as determined by the district and in accordance with law, such recordings are considered for retention as a part of the student's behavioral records. Such records will also be subject to established district student records procedures including privacy, access, review and release of such records.~~

The Superintendent shall develop procedures for the notification of staff, students, parents and others as ~~necessary; pertaining~~necessary pertaining to the use of video cameras on school transportation vehicles and such other procedures as may be required for the implementation of this policy.

Legal ~~Reference:~~ References: \_\_\_\_\_

- \_\_\_\_\_ Connecticut General Statutes:

10-221 Board of Education to prescribe rules:

Federal law

Title I – Amendments to the Individuals with Disabilities Act (PL105-17)



Family Education Rights and Privacy Act (FERPA)

Policy adopted: \_\_\_\_\_ March 28, 2013  
~~SCHOOLS~~  
~~Windsor Locks, Connecticut~~

~~WINDSOR~~ ~~LOCKS~~ ~~PUBLIC~~

**R 5131.11**

**Video Cameras on School Buses**

**Student Records**

1. The district will comply with State and federal law regarding student records including the Family Education and Privacy Act and the Individuals with Disabilities Education Act (IDEA), as applicable, in the district's use and retention of video recordings ("Recordings"). Recordings considered for retention as a part of a student's school record will be maintained in accordance with established procedures governing access, review and release of student records and in accordance with Board Policy 5125, Confidentiality and Access to Student Records and other applicable board policies.
2. The district will include notice in parent/student handbooks that video and audio cameras ("Cameras") may be used on school transportation vehicles transporting students to and from curricular and extracurricular activities. The district will include, as a part of its notice procedures, a copy of the district's Camera policy and procedures to all students and parents. A separate notice will be sent to students and parents prior to the initial activation of the Cameras.
3. Students should assume that the Cameras are in operation at all times.
4. A notice shall be posted on each bus equipped with a Camera indicating that Cameras are on board and that the Cameras produce both video and audio recordings. Such notice will be posted in a conspicuous location.

**Storage/Security**

1. Recordings, and all copies thereof, will be stored and secured to ensure confidentiality.

2. After a period of thirty (30) days, Recordings will be erased unless otherwise identified to be preserved by the school administration.
3. Recordings held for review of student incident will be maintained in a digital format pending resolution. The Recording will then be either released for erasure or retained as necessary in accordance with state and federal law as a part of the student's record.

### **Use**

1. Cameras will be used on school transportation vehicles as determined by the transportation supervisor/Superintendent or his/her designee.
2. Students are prohibited from tampering with or otherwise interfering with video camera equipment.
3. The operators of the buses (i.e., the bus company) are required to notify the drivers and outside parties who use the school district buses that audio and video recording will occur on the buses.

### **Viewing Requests**

1. Requests for viewing Recordings will be limited to the appropriate vehicle driver, transportation supervisor, school administrator, parent or guardian or student 18 or older or others as deemed appropriate by the principal. Requests for viewing by parties other than those listed herein will only be granted as may otherwise be required by law.
2. Requests for viewing shall be made in writing to the principal within seven school days of the date of recording.

### **Video and Audio Recording on School Buses**

1. Requests for viewing will be limited to those parents or guardians, students, district officials, employees, and drivers with a direct interest in the proceedings as deemed appropriate by the principal.
2. Only the portion of the Recording concerning a specific incident(s) will be made available for viewing; nature and extent of permissible viewing of a Recording shall be in accordance with state and federal law including the Family Educational Rights and Privacy Act (FERPA).
3. Approval/denial for viewing will be made in writing within no more than seven school days of receipt of request and so communicated to the requesting individuals(s).
4. Recordings will be made available for viewing within no more than five school days of the request approval.

### **Viewing**

1. Actual viewing will be permitted at school related sites only, including the transportation office, schools, district office or as otherwise required by law.
2. All viewing will include the transportation coordinator and/or a school administrator.
3. A written log will be maintained of those viewing Recordings including date of viewing, reason for viewing, the date the recording was made, the specific vehicle and driver recorded, and the signature of the viewer.
4. Recordings remain the property of the district and may be reproduced only in accordance with law, applicable district student and personnel records policies and procedures, and applicable labor agreements.

## Students

### Intimidating Threats/Acts

~~The Board of Education recognizes that threats or acts of violence have become a major problem in schools throughout the country among young people and, consequently, is a concern to this school system and the community it serves. The Board recognizes that threats or acts of violence are complex and that, while the school may recognize potentially at risk youth, it cannot make clinical assessment of risk and provide in-depth counseling, but must refer the youth to an appropriate place for such assessment and counseling.~~

The Board of Education (Board) recognizes that threats or acts of violence have become a major problem in schools throughout the country among young people and, consequently, is a concern to this school system and the community it serves. The Board recognizes that threats or acts of violence are complex and that, while the school may recognize potentially at risk youth, it cannot make clinical assessment of risk and provide in-depth counseling, but must refer the youth to an appropriate place for such assessment and counseling.

Any student who threatens in any manner, including orally, in writing, online or on social media, harm to the person or damage to the property of a member of the school community, including, but not limited to students, teachers, administrators, any other employee or Windsor Locks Board of Education members, may be subject to disciplinary action which may include expulsion. In addition, the Superintendent or his/her designee may refer the matter to law enforcement officials for possible criminal prosecution, and shall take all available measures to ensure the safety of those in the school community in the event of the student's return to school.

~~The Board is committed to promoting positive relationships and a safe learning environment. It is the intent of the Board that diversity in the school be honored, understood and respected. Harassment, hazing, intimidation and/or any threats of harm to self and others, threatening behavior or acts of violence, including threats to severely damage school property committed by or against students shall not be tolerated.~~

Therefore, any school employee, Students, parents or others having knowledge of or witnessing an incident involving threats, threatening acts or violence against the school, students or school community members are encouraged to promptly report such information to the principal of the school or his/her designee.

School personnel who may have knowledge of or have witnessed or received a report of threats or violence shall promptly report this information to the principal. who may have knowledge of, or has witnessed or received a report of a threat or act of violence must take the proper steps to report this information to the principal. Upon receipt of such information from school personnel, a student, parent or others, school principal who will, in turn, notify the appropriate school officials, the student's family and appropriate resource services. a school investigation shall be promptly commenced and appropriate referrals and notifications shall be made.

Legal Reference:

Connecticut General Statutes

4-176e through 4-180a. Contested Cases. Notice. Record.

10-233a through 10-233f. Suspension, removal and expulsion of students,  
as amended by PA 95-304 and PA 96-244.

53a-3 Definitions.

53a-217b Possession of Firearms and Deadly Weapons on School  
Grounds.

PA 94-221 An Act Concerning School Discipline and Safety

GOALS 2000: Educate America Act, Pub. L. 103-227

PA 88-328, S.15

Federal law

18 U.S.C. 921 Definitions

Title III - Amendments to the Individuals with Disabilities Education Act

Sec. 314 (Local Control Over Violence).

Elementary and Secondary Act of 1965 as amended by the Gun Free  
Schools Act of 1994

P.L. 105-17 The Individuals with Disabilities Act, Amendment of 1997.

Policy adopted: March 28, 2013 WINDSOR LOCKS PUBLIC SCHOOLS.  
Windsor Locks, Connecticut

~~Students shall be apprised of the responsibility to inform a teacher, counselor or administrator regarding any information or knowledge relevant to conduct prohibited by this policy. Parents and others will be encouraged to report such information to the Principal of the school or designee.~~

~~All reports of intimidation, hazing, harassment, threats or violence by or against students received by the school principal will be promptly investigated.~~

~~Students found in violation of this policy shall be subject to discipline up to and including expulsion. A referral to law enforcement shall be made for any infraction involving a student bringing, possessing, concealing or using a weapon or destructive device as prohibited by state and federal law and Board policy and for other threatening or violent conduct warranting such a referral.~~

### **R 5131.21 Intimidating Threats/Acts**

When an administrator has evidence that a student has made an intimidating threat or committed a threatening act, the following guidelines shall be applied:

1. The building ~~p~~Principal may suspend the student.
2. The building ~~p~~Principal shall promptly report the incident to the Superintendent, and upon discussion with the Superintendent or Superintendent's designee, may refer the matter to the police.
3. The Superintendent, or designee, based upon further investigation, shall recommend expulsion, if appropriate. In an emergency, an immediate expulsion may be issued with a formal expulsion hearing to be held as soon after the expulsion as possible. Such a hearing shall be noticed and conducted in accordance with applicable state law.

If the student is expelled for engaging in making intimidating threats or committing threatening acts, or violence, the Board may require, prior to readmission, that the student provide competent and credible evidence that the student does not pose a risk of harm to others. The Board may require a psychological evaluation of the student immediately prior to or at the time of readmission to school.

In the case of special education students, the District will take all steps necessary to comply with the Individuals with Disabilities Education Act.

## Students

### Intimidating Threats/Acts (continued)

The building Principal shall ensure notification is provided to:

1. The parent/guardian of any student in violation of this policy and of the disciplinary action imposed;
2. The parent/guardian of a student when the student's name appears on a targeted list that threatens violence or harm to the students on the list or when threats of violence or harm to the student are made by another student;
3. Any school employee or volunteer whose name appears on a list, which targets him/her for violence or harm.

Notification to the above shall be attempted by telephone or in person as quickly as possible under all attending circumstances. A written follow-up notification shall also be sent. ~~sent with 24 hours of discovery of a targeted list or learning of a threat.~~

As part of the District's proactive safety efforts, the Superintendent, or designee will plan staff development activities designed to help prevent ~~hazing, harassment~~, threatening and intimidation of students and to alert staff to early warning signs of a student at potential risk for possible violent behavior. Appropriate referrals shall be made for a student so identified. Students so identified shall be referred to a counselor or multidisciplinary team for possible evaluation and follow-up.

~~Hazing is defined as any action which intentionally endangers the health or safety of a person for the purpose of initiation, admission into or affiliation with, or as a condition for continued membership in a group or school organization.~~

~~(cf. 5114 Suspension and Expulsion/Due Process)~~

~~(cf. 5131.7 Weapons and Dangerous Instruments)~~

~~(cf. 5144 Discipline/Punishment)~~

~~(cf. 5145 Search and Seizure)~~

Legal Reference: ~~Connecticut General Statutes~~

Connecticut General Statutes

4-176e through 4-180a. Contested Cases. Notice. Record.

10-233a through 10-233f. Suspension, removal and expulsion of students, as amended by PA 95-304 and PA 96-244.

53a-3 Definitions.

53a-217b Possession of Firearms and Deadly Weapons on School Grounds.

## Students

### Intimidating Threats/Acts

Legal Reference:

Connecticut General Statutes (continued)

PA 94-221 An Act Concerning School Discipline and Safety-

GOALS 2000: Educate America Act, Pub. L. 103-227-

Federal law

18 U.S.C. 921 Definitions-

Title III - Amendments to the Individuals with Disabilities Education Act-

Sec. 314 (Local Control Over Violence).

Elementary and Secondary Act of 1965 as amended by the Gun Free Schools Act of 1994-

P.L. 105-17 The Individuals with Disabilities Act, Amendment of 1997.

PA 88-328, S.15-

~~“Windsor Locks High School Student/Parent Handbook,” 2010-2011, pp-53-54.~~



## Students

### Surrogate Parent Program

Any child considered by the school district to require special education and whose natural parents are unavailable as defined by law, or who is a ward of the state, or such child is an unaccompanied and homeless youth, as defined in 42 USC 11434a, may be provided a surrogate parent appointed by the Commissioner of Education or -a designee in the manner provided by law.

"Surrogate parent" means the person appointed by the Commissioner of Education as a child's advocate in the educational decision-making process in place of the child's parents or guardian.

The function of the surrogate parent will be to act as the child's advocate in the educational decision-making process, which includes all special education identification, evaluation, placement, hearing, ~~mediation~~mediation, and appeal procedures conducted for the student.

In addition, the surrogate parent will also act as the child's advocate in the evaluation and planning procedures available to children under Section 504 of the U.S. Rehabilitation Act.

The surrogate parent shall have the same right of access as the natural parents or guardian to all records concerning the child, including, but not limited to, educational, medical, psychological and welfare records. Surrogate parents~~The Board shall provide surrogate parents with the same notifications provided to a student's natural parents or guardians. will be informed, by the Board as are regular parents~~Such notification shall include, but is not limited to, annual notification by of Board policies regarding student conduct and discipline and -if the Board suspends or expels a child, any suspension or expulsion hearing notices. -for conduct that violates Board policy and seriously disrupts the educational process, for carrying a weapon or for selling or distributing drugs.

The law makes provisions whereby a parent or legal guardian or the student for whom a surrogate parent has been appointed may contest the surrogate parent appointment.

- (cf. 3511 - Compliance with 504 Regulations)
- (cf. 5114 - Suspension and Expulsion/Due Process)
- (cf. 5131 - Conduct)
- (cf. 5144 - Discipline)
- (cf. 5145 - Civil, Legal Rights and Responsibility)
- (cf. 6171 - Special Education)

Legal Reference: Connecticut General Statutes  
 10-94f Definitions.  
 10-~~94g~~94g—Commissioner of Education to appoint surrogate parent;  
 Procedure for objection to or extension of said appointment. ~~(as amended by PA 00-48 & PA 06-18)~~  
 10-94h Duration of appointment as surrogate parent. Appointment of

~~successor surrogate parent. Term of surrogate parent.~~

10-94i Rights and liabilities of surrogate parents.

10-94j Regulations re appointment of surrogate parents. ~~(as amended by PA-00-48)~~

10-94k Funding of surrogate program.

\_\_\_\_\_ 10-233e Notice as to disciplinary policies and actions.

17a-110 Permanency plans for children. Contracts with private child-placing agencies. Funding.

PA 06-18 An Act Concerning Special Education  
~~Section 504 U.S. Rehabilitation Act, 29 U.S.C. 791~~

PA 15-5, Sections 243-244 of June Special Session

Section 504 U.S. Rehabilitation Act, 29 U.S.C. 791

Policy adopted: March 28, 2013

WINDSOR LOCKS PUBLIC SCHOOLS  
Windsor Locks, Connecticut

## **Instruction**

### **Surveys of Students (Student Privacy)**

In this policy, “surveys, analyses, or evaluations” refer to methods of gathering data for research purposes.

No student shall be required as part of any program wholly or partially funded by the U.S. Department of Education to submit to any survey, analysis, or evaluation that reveals information concerning:

- A. Political affiliations or beliefs of the student or the student’s parent;
- B. Mental or psychological problems of the student or the student’s family;
- C. Sex behavior or attitudes;
- D. Illegal, anti-social, self-incriminating, or demeaning behavior;
- E. Critical appraisals of other individuals with whom respondents have close family relationships;
- F. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- G. Religious practices, affiliations, or beliefs of the student or student’s parents/guardians; or
- H. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program without the prior written consent of the student’s parent/guardian. For the purpose of this policy, “instructional material” does not include academic tests or assessments.

All instructional materials, regardless of format, including teachers’ manuals, films, tapes or other supplementary material which will be used in connection with any such survey, analysis, or evaluation shall be available upon request for inspection by the student’s parent/guardian, or of the student, if he/she is 18 years of age or older. Academic tests and assessments are not included.

A parent may inspect, upon request, a survey created by a third party before the survey is administered or distributed to a student.

The Superintendent/designee will be responsible for implementing any procedures necessary to protect the privacy of participating students and to provide parents with access to surveys within a reasonable time before administration or distribution.

Prior to the administration of any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school not necessary to protect the immediate health or safety of the student or other students and not otherwise permitted or required by state law, a student’s parent/guardian will be notified and given an opportunity to opt their child out

of the exam. Hearing, vision and scoliosis screenings are not subject to prior notification.

The schools will notify parents of this policy at least annually at the beginning of the school year and within a reasonable time of any substantive change in policy. Insofar as practicable,\* schools will also directly notify parents annually at the beginning of the school year when surveys, analyses, or evaluations are scheduled or anticipated. Parents shall have the opportunity to opt out of such surveys, analyses, or evaluations.

*\*"Insofar as practicable" acknowledges that there may be circumstances in which a research request is made or is approved only after the school year has begun. When this occurs, the school unit should notify parents far enough in advance for them to access surveys and related instructional materials and to opt their children out, if desired.*

(cf. 6161 – Equipment, Books and Materials: Provision/Selection)

(cf. 6161.12 – Reconsideration of Materials)

Legal Reference:       Elementary and Secondary Education Act of 1965, 20 U.S.C. §1232h  
                                  Regulation 34 CFR Part 98 (PPRA Regulations)

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION  
FROM: ALISON PIERCE, DIRECTOR OF OPERATIONS & FINANCE  
DATE: AUGUST 10, 2023  
RE: BUSINESS OFFICE REPORT

**FY24 FINANCIALS**

*See attached correspondence report*

|                            |               |
|----------------------------|---------------|
| FY24 GL Budget             | 33,025,838    |
| Range to Date              | 688,541.82    |
| YTD through July 2023      | 688,541.82    |
| FY24 Remaining Balance     | 32,337,296.18 |
| FY24 Encumbrances          | 16,549,309.03 |
| FY24 Budget Balance        | 15,787,987.15 |
| FY24 % of Budget Remaining | 47.80%        |

**FY24 BUDGET TRANSFERS**

From Account: 010.NS.250.2400.612.800 - NS OFFICE SUPPLIES  
To Account: 010.NS.230.2220.641.420 - NS BOOKS/SOFTWARE-LIBRARY/MEDIA  
Amount: \$59.97  
Purpose: Digital subscription higher than anticipated

From Account: 010.DS.110.2500.119.800 - CONTINGENCY  
To Account: 010.DS.130.2500.810.500 - HR DUES & FEES  
Amount: \$3,011.15  
Purpose: Increased funds needed for background checks, and HR software price increase

From Account: 010.NS.640.2610.624.700 - NS OIL  
To Account: 010.NS.640.2610.411.700 - NS SEWER  
Amount: \$74.50  
Purpose: Sewer bill was higher than anticipated

From Account: 010.SS.640.2610.411.700 - SS SEWER  
010.MS.640.2610.411.700 - MS SEWER  
010.HS.640.2610.411.700 - HS SEWER  
To Account: 010.DS.721.2500.444.800 - DS COPIER RENTAL  
Amount: \$7,376.00  
Purpose: Sewer bills came in lower than anticipated, new copier contract combined into one district invoice.

**Board Motion: "MOVE** that the Board of Education approve the line item budget transfers as presented by the Director of Operations and Finance."

**Windsor Locks Public Schools**

| BOE GF Condensed by Acct Area |                                                           |                                                                      |                                                  | From Date:                       | 7/1/2023                            | To Date:                                | 7/31/2023       |         |
|-------------------------------|-----------------------------------------------------------|----------------------------------------------------------------------|--------------------------------------------------|----------------------------------|-------------------------------------|-----------------------------------------|-----------------|---------|
| Fiscal Year:                  | 2023-2024                                                 | <input type="checkbox"/> Subtotal by Collapse Mask                   | <input type="checkbox"/> Include pre encumbrance | Print accounts with zero balance | <input checked="" type="checkbox"/> | Filter Encumbrance Detail by Date Range |                 |         |
|                               |                                                           | <input type="checkbox"/> Exclude Inactive Accounts with zero balance |                                                  |                                  |                                     |                                         |                 |         |
| Account Number                | Description                                               | GL Budget                                                            | Range To Date                                    | YTD                              | Balance                             | Encumbrance                             | Budget Balance  | % Bud   |
| 010.00.100.0000.000.000       | <b>Account Area: Student Activity - 100</b>               | \$503,939.00                                                         | \$13,282.02                                      | \$13,282.02                      | \$490,656.98                        | \$4,837.00                              | \$485,819.98    | 96.40%  |
| 010.00.110.0000.000.000       | <b>Account Area: Central Administration - 110</b>         | \$1,416,473.63                                                       | \$116,383.11                                     | \$116,383.11                     | \$1,300,090.52                      | \$980,013.34                            | \$320,077.18    | 22.60%  |
| 010.00.120.0000.000.000       | <b>Account Area: Capital Improv &amp; Equip - 120</b>     | \$1,000.00                                                           | \$0.00                                           | \$0.00                           | \$1,000.00                          | \$0.00                                  | \$1,000.00      | 100.00% |
| 010.00.130.0000.000.000       | <b>Account Area: Administrative Expenses - 130</b>        | \$224,984.15                                                         | \$39,164.11                                      | \$39,164.11                      | \$185,820.04                        | \$86,863.88                             | \$98,956.16     | 43.98%  |
| 010.00.140.0000.000.000       | <b>Account Area: Tuition &amp; Special Services - 140</b> | \$2,409,354.00                                                       | \$67,039.31                                      | \$67,039.31                      | \$2,342,314.69                      | (\$794,071.50)                          | \$3,136,386.19  | 130.18% |
| 010.00.211.0000.000.000       | <b>Account Area: Principals - 211</b>                     | \$1,074,718.01                                                       | \$101,885.01                                     | \$101,885.01                     | \$972,833.00                        | \$695,463.99                            | \$277,369.01    | 25.81%  |
| 010.00.213.0000.000.000       | <b>Account Area: Instructional Staff - 213</b>            | \$14,942,693.10                                                      | \$0.00                                           | \$0.00                           | \$14,942,693.10                     | \$13,699,998.66                         | \$1,242,694.44  | 8.32%   |
| 010.00.214.0000.000.000       | <b>Account Area: Support Staff - 214</b>                  | \$2,521,531.16                                                       | \$30,805.11                                      | \$30,805.11                      | \$2,490,726.05                      | \$376,978.60                            | \$2,113,747.45  | 83.83%  |
| 010.00.215.0000.000.000       | <b>Account Area: Secretarial Staff - 215</b>              | \$367,096.00                                                         | \$23,257.50                                      | \$23,257.50                      | \$343,838.50                        | \$358,292.55                            | (\$14,454.05)   | -3.94%  |
| 010.00.220.0000.000.000       | <b>Account Area: Textbooks - 220</b>                      | \$2,500.00                                                           | \$0.00                                           | \$0.00                           | \$2,500.00                          | \$0.00                                  | \$2,500.00      | 100.00% |
| 010.00.230.0000.000.000       | <b>Account Area: Library - 230</b>                        | \$25,833.97                                                          | \$0.00                                           | \$0.00                           | \$25,833.97                         | \$2,731.97                              | \$23,102.00     | 89.42%  |
| 010.00.231.0000.000.000       | <b>Account Area: Technology - 231</b>                     | \$222,125.00                                                         | \$19,396.04                                      | \$19,396.04                      | \$202,728.96                        | \$10,450.00                             | \$192,278.96    | 86.56%  |
| 010.00.240.0000.000.000       | <b>Account Area: Teaching Supplies - 240</b>              | \$185,675.00                                                         | \$400.00                                         | \$400.00                         | \$185,275.00                        | \$13,669.35                             | \$171,605.65    | 92.42%  |
| 010.00.250.0000.000.000       | <b>Account Area: Instructional Support - 250</b>          | \$61,646.43                                                          | \$1,808.35                                       | \$1,808.35                       | \$59,838.08                         | (\$6,244.72)                            | \$66,082.80     | 107.20% |
| 010.00.300.0000.000.000       | <b>Account Area: Health Care - 300</b>                    | \$339,236.00                                                         | \$0.00                                           | \$0.00                           | \$339,236.00                        | \$0.00                                  | \$339,236.00    | 100.00% |
| 010.00.520.0000.000.000       | <b>Account Area: Transportation - 520</b>                 | \$1,881,834.14                                                       | \$0.00                                           | \$0.00                           | \$1,881,834.14                      | \$0.00                                  | \$1,881,834.14  | 100.00% |
| 010.00.610.0000.000.000       | <b>Account Area: Custodial Staff - 610</b>                | \$1,390,591.91                                                       | \$67,737.86                                      | \$67,737.86                      | \$1,322,854.05                      | \$944,521.05                            | \$378,333.00    | 27.21%  |
| 010.00.620.0000.000.000       | <b>Account Area: Contracted Service/Plant Op - 620</b>    | \$405,552.00                                                         | \$21,314.54                                      | \$21,314.54                      | \$384,237.46                        | \$16,907.59                             | \$367,329.87    | 90.58%  |
| 010.00.640.0000.000.000       | <b>Account Area: Utilities - 640</b>                      | \$993,445.00                                                         | \$24,704.99                                      | \$24,704.99                      | \$968,740.01                        | \$20,801.86                             | \$947,938.15    | 95.42%  |
| 010.00.650.0000.000.000       | <b>Account Area: Custodial Supplies - 650</b>             | \$130,000.00                                                         | \$0.00                                           | \$0.00                           | \$130,000.00                        | \$0.00                                  | \$130,000.00    | 100.00% |
| 010.00.720.0000.000.000       | <b>Account Area: Building &amp; Grounds Repairs - 720</b> | \$164,462.50                                                         | \$1,061.01                                       | \$1,061.01                       | \$163,401.49                        | \$19,076.26                             | \$144,325.23    | 87.76%  |
| 010.00.721.0000.000.000       | <b>Account Area: Equip Repair &amp; Rental - 721</b>      | \$137,991.00                                                         | \$22,680.58                                      | \$22,680.58                      | \$115,310.42                        | \$105,779.38                            | \$9,531.04      | 6.91%   |
| 010.00.729.0000.000.000       | <b>Account Area: Lease/Rental - 729</b>                   | \$0.00                                                               | \$6,175.00                                       | \$6,175.00                       | (\$6,175.00)                        | \$3,239.77                              | (\$9,414.77)    | 0.00%   |
| 010.00.810.0000.000.000       | <b>Account Area: Retire/Social Security - 810</b>         | \$1,558,983.00                                                       | \$56,193.28                                      | \$56,193.28                      | \$1,502,789.72                      | \$0.00                                  | \$1,502,789.72  | 96.40%  |
| 010.00.820.0000.000.000       | <b>Account Area: Insurance - 820</b>                      | \$2,064,173.00                                                       | \$75,254.00                                      | \$75,254.00                      | \$1,988,919.00                      | \$10,000.00                             | \$1,978,919.00  | 95.87%  |
|                               | <b>Grand Total:</b>                                       | \$33,025,838.00                                                      | \$688,541.82                                     | \$688,541.82                     | \$32,337,296.18                     | \$16,549,309.03                         | \$15,787,987.15 | 47.80%  |
|                               |                                                           |                                                                      | <b>End of Report</b>                             |                                  |                                     |                                         |                 |         |

**EXHIBIT IX**

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION  
FROM: SHAWN L. PARKHURST, SUPERINTENDENT  
DATE: AUGUST 10, 2023  
RE: 2024 BOARD OF EDUCATION MEETING CALENDAR

Tonight, the Board of Education Meeting Calendar for 2024 will be presented for approval.

**Board Motion:** “**MOVE** that the Board of Education approve the 2024 Meeting Calendar as presented.”



# WINDSOR LOCKS PUBLIC SCHOOLS

## BOARD OF EDUCATION

### MEETING CALENDAR for 2024

BOE Approved: DRAFT

| JANUARY 2024 |                                  |     |     |     |     |     |
|--------------|----------------------------------|-----|-----|-----|-----|-----|
| Sun          | Mon                              | Tue | Wed | Thu | Fri | Sat |
|              | 1                                | 2   | 3   | 4   | 5   | 6   |
| 7            | 8                                | 9   | 10  | 11  | 12  | 13  |
| 14           | 15                               | 16  | 17  | 18  | 19  | 20  |
| 21           | 22                               | 23  | 24  | 25  | 26  | 27  |
| 28           | 29                               | 30  | 31  |     |     |     |
| 11, 25       | Board of Education 6:00 p.m. LMC |     |     |     |     |     |

| MAY 2024 |                                  |     |     |     |     |     |
|----------|----------------------------------|-----|-----|-----|-----|-----|
| Sun      | Mon                              | Tue | Wed | Thu | Fri | Sat |
|          |                                  |     | 1   | 2   | 3   | 4   |
| 5        | 6                                | 7   | 8   | 9   | 10  | 11  |
| 12       | 13                               | 14  | 15  | 16  | 17  | 18  |
| 19       | 20                               | 21  | 22  | 23  | 24  | 25  |
| 26       | 27                               | 28  | 29  | 30  | 31  |     |
| 2, 23    | Board of Education 6:00 p.m. LMC |     |     |     |     |     |

| OCTOBER 2024 |                                  |     |     |     |     |     |
|--------------|----------------------------------|-----|-----|-----|-----|-----|
| Sun          | Mon                              | Tue | Wed | Thu | Fri | Sat |
|              |                                  | 1   | 2   | 3   | 4   | 5   |
| 6            | 7                                | 8   | 9   | 10  | 11  | 12  |
| 13           | 14                               | 15  | 16  | 17  | 18  | 19  |
| 20           | 21                               | 22  | 23  | 24  | 25  | 26  |
| 27           | 28                               | 29  | 30  | 31  |     |     |
| 10, 24       | Board of Education 6:00 p.m. LMC |     |     |     |     |     |

| FEBRUARY 2024 |                                          |     |     |     |     |     |
|---------------|------------------------------------------|-----|-----|-----|-----|-----|
| Sun           | Mon                                      | Tue | Wed | Thu | Fri | Sat |
|               |                                          |     |     | 1   | 2   | 3   |
| 4             | 5                                        | 6   | 7   | 8   | 9   | 10  |
| 11            | 12                                       | 13  | 14  | 15  | 16  | 17  |
| 18            | 19                                       | 20  | 21  | 22  | 23  | 24  |
| 25            | 26                                       | 27  | 28  | 29  |     |     |
| 8, 22         | Board of Education 6:00 p.m. LMC         |     |     |     |     |     |
| 19-20         | No School – Presidents' Day and Vacation |     |     |     |     |     |

| JUNE 2024 |                                  |     |     |     |     |     |
|-----------|----------------------------------|-----|-----|-----|-----|-----|
| Sun       | Mon                              | Tue | Wed | Thu | Fri | Sat |
|           |                                  |     |     |     |     | 1   |
| 2         | 3                                | 4   | 5   | 6   | 7   | 8   |
| 9         | 10                               | 11  | 12  | 13  | 14  | 15  |
| 16        | 17                               | 18  | 19  | 20  | 21  | 22  |
| 23        | 24                               | 25  | 26  | 27  | 28  | 29  |
| 30        |                                  |     |     |     |     |     |
| 13        | Board of Education 6:00 p.m. LMC |     |     |     |     |     |

| NOVEMBER 2024 |                                  |     |     |     |     |     |
|---------------|----------------------------------|-----|-----|-----|-----|-----|
| Sun           | Mon                              | Tue | Wed | Thu | Fri | Sat |
|               |                                  |     |     |     | 1   | 2   |
| 3             | 4                                | 5   | 6   | 7   | 8   | 9   |
| 10            | 11                               | 12  | 13  | 14  | 15  | 16  |
| 17            | 18                               | 19  | 20  | 21  | 22  | 23  |
| 24            | 25                               | 26  | 27  | 28  | 29  | 30  |
| 14            | Board of Education 6:00 p.m. LMC |     |     |     |     |     |
| 28-29         | No School – Thanksgiving Break   |     |     |     |     |     |

| MARCH 2024 |                                  |     |     |     |     |     |
|------------|----------------------------------|-----|-----|-----|-----|-----|
| Sun        | Mon                              | Tue | Wed | Thu | Fri | Sat |
|            |                                  |     |     |     | 1   | 2   |
| 3          | 4                                | 5   | 6   | 7   | 8   | 9   |
| 10         | 11                               | 12  | 13  | 14  | 15  | 16  |
| 17         | 18                               | 19  | 20  | 21  | 22  | 23  |
| 24         | 25                               | 26  | 27  | 28  | 29  | 30  |
| 31         |                                  |     |     |     |     |     |
| 14         | Board of Education 6:00 p.m. LMC |     |     |     |     |     |

| JULY 2024 |              |     |     |     |     |     |
|-----------|--------------|-----|-----|-----|-----|-----|
| Sun       | Mon          | Tue | Wed | Thu | Fri | Sat |
|           | 1            | 2   | 3   | 4   | 5   | 6   |
| 7         | 8            | 9   | 10  | 11  | 12  | 13  |
| 14        | 15           | 16  | 17  | 18  | 19  | 20  |
| 21        | 22           | 23  | 24  | 25  | 26  | 27  |
| 28        | 29           | 30  | 31  |     |     |     |
|           | Summer Break |     |     |     |     |     |

| DECEMBER 2024 |                                  |     |     |     |     |     |
|---------------|----------------------------------|-----|-----|-----|-----|-----|
| Sun           | Mon                              | Tue | Wed | Thu | Fri | Sat |
| 1             | 2                                | 3   | 4   | 5   | 6   | 7   |
| 8             | 9                                | 10  | 11  | 12  | 13  | 14  |
| 15            | 16                               | 17  | 18  | 19  | 20  | 21  |
| 22            | 23                               | 24  | 25  | 26  | 27  | 28  |
| 29            | 30                               | 31  |     |     |     |     |
| 12            | Board of Education 6:00 p.m. LMC |     |     |     |     |     |
| 23-31         | No School – December Break       |     |     |     |     |     |

| APRIL 2024 |                                  |     |     |     |     |     |
|------------|----------------------------------|-----|-----|-----|-----|-----|
| Sun        | Mon                              | Tue | Wed | Thu | Fri | Sat |
|            | 1                                | 2   | 3   | 4   | 5   | 6   |
| 7          | 8                                | 9   | 10  | 11  | 12  | 13  |
| 14         | 15                               | 16  | 17  | 18  | 19  | 20  |
| 21         | 22                               | 23  | 24  | 25  | 26  | 27  |
| 28         | 29                               | 30  |     |     |     |     |
| 18         | Board of Education 6:00 p.m. LMC |     |     |     |     |     |
| 8-12       | No School – Spring Break         |     |     |     |     |     |

| AUGUST 2024 |                                  |     |     |     |     |     |
|-------------|----------------------------------|-----|-----|-----|-----|-----|
| Sun         | Mon                              | Tue | Wed | Thu | Fri | Sat |
|             |                                  |     |     | 1   | 2   | 3   |
| 4           | 5                                | 6   | 7   | 8   | 9   | 10  |
| 11          | 12                               | 13  | 14  | 15  | 16  | 17  |
| 18          | 19                               | 20  | 21  | 22  | 23  | 24  |
| 25          | 26                               | 27  | 28  | 29  | 30  | 31  |
| 22          | Board of Education 5:00 p.m. LMC |     |     |     |     |     |

| JANUARY 2025 |                                  |     |     |     |     |     |
|--------------|----------------------------------|-----|-----|-----|-----|-----|
| Sun          | Mon                              | Tue | Wed | Thu | Fri | Sat |
|              |                                  |     | 1   | 2   | 3   | 4   |
| 5            | 6                                | 7   | 8   | 9   | 10  | 11  |
| 12           | 13                               | 14  | 15  | 16  | 17  | 18  |
| 19           | 20                               | 21  | 22  | 23  | 24  | 25  |
| 26           | 27                               | 28  | 29  | 30  | 31  |     |
| 9, 23        | Board of Education 6:00 p.m. LMC |     |     |     |     |     |

| SEPTEMBER 2024 |                                  |     |     |     |     |     |
|----------------|----------------------------------|-----|-----|-----|-----|-----|
| Sun            | Mon                              | Tue | Wed | Thu | Fri | Sat |
| 1              | 2                                | 3   | 4   | 5   | 6   | 7   |
| 8              | 9                                | 10  | 11  | 12  | 13  | 14  |
| 15             | 16                               | 17  | 18  | 19  | 20  | 21  |
| 22             | 23                               | 24  | 25  | 26  | 27  | 28  |
| 29             | 30                               |     |     |     |     |     |
| 12, 26         | Board of Education 6:00 p.m. LMC |     |     |     |     |     |

Meetings are held at 6:00 p.m., except where otherwise noted, at Windsor Locks High School, 58 South Elm Street in the **LMC – Library Media Center**.

Meetings are generally held the second and fourth Thursday each month except where otherwise noted.

Special Meetings are held as needed and are posted accordingly.

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: AUGUST 10, 2023

RE: SAFE SCHOOL CLIMATE PLAN

As per state law, the District and School Safe School Climate Plan has been updated for 23-24 and appears below. This outlines the district level support to promote a climate that is conducive to learning for all students.

This additionally, outlines the steps to be taken in the event of complaint and outlines the responsibilities of the District Safe School Climate Coordinator as well as the Safe School Climate Specialists as each of our schools.

Beginning on page 63 each school has outlined the 23-24 Safe School Climate Plan and activities and strategies.

**Board Motion:** “**MOVE** that the Board of Education approve the Safe School Climate Plan as presented.”

**Windsor Locks Public Schools**  
**Safe School Climate Plan**  
**August 2023**

The purpose of the Safe School Climate Plan is to promote consistency of approach and to create a climate in which all types of bullying are regarded as unacceptable. Attitudes and practices can contribute to bullying and teen dating violence, to lower levels of confidence, self-esteem and lack of achievement.

The following plan, “The Windsor Locks Public Schools Safe School Climate Plan,” addresses the mandated areas of compliance which are required under C.G.S. 10-22d as amended by P.A. 11-232. In addition to the following current efforts, the administration, faculty and staff of the Windsor Locks Public School District commit to continue to improve, enhance and update both the Plan and its implementation biennially in order to best serve the students, parents, guardians and the community.

The Board of Education promotes a secure and happy school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior. Therefore it shall be the policy of the Board that bullying of a student by another student is prohibited.

The Board believes that a school environment in which students feel safe, supported, engaged and helpfully challenged is optimal for learning and healthy development. The Board seeks an environment in which students and adults feel socially, emotionally, intellectually, and physically safe; an environment that is free of harassment, intimidation and bullying and teen dating violence.

**I. Prohibition against Bullying and Teen Dating Violence**

Prohibition Against Bullying and Teen Dating Violence Bullying and teen dating violence is disruptive of the educational process and, therefore, such behavior in this district and is prohibited. Students who engage in any act of bullying and teen dating violence, on school grounds, at a school sponsored or school related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by the Board of Education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board of Education, and outside of the school setting if such bullying and teen dating violence: 1. creates a hostile environment at school for the victim, 2. infringes on the rights of the victim at school, or 3. substantially disrupts the education process or the orderly operation of a school, are subject to

appropriate disciplinary action up to and including suspension, expulsion and/or referral to law enforcement officials.

## **II. Definitions**

**Bullying**” means an act that is direct or indirect and severe, persistent or pervasive which:

- A. causes physical or emotional harm to an individual,
- B. places an individual in reasonable fear of physical or emotional harm, or
- C. infringes on the rights and opportunities of an individual at school.

Bullying shall include, but need not be limited to, a written, oral, or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

**“Cyberbullying”** means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

**“Teen dating violence”** means any act of physical, emotional or sexual abuse, including stalking, harassing and threatening that occurs between two students who are currently in or have recently been in a dating relationship.

**“Mobile electronic device”** means any hand-held or other portable electronic equipment capable of providing data communication between two or more individuals, including, but not limited to, a text messaging device, a paging device, a personal digital assistant, a laptop computer, equipment that is capable of playing a video game or a digital video disk, or equipment on which digital images are taken or transmitted.

**“Electronic communication”** means any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photoelectronic or photo-optical system.

**“Hostile environment”** means a situation in which bullying among students is sufficiently severe or pervasive to alter the conditions of the school climate.

**“Outside of the school setting”** means at a location, activity or program that is not school related, or through the use of an electronic device or a mobile electronic device that is not owned, leased or used by a local or regional board of education.

**“School employee”** means (a) a teacher, substitute teacher, school administrator, school superintendent, guidance counselor, school counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by a local or regional board of education or working in a public elementary, middle or high school; or (b) any other individual who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in a public elementary, middle or high school, pursuant to a contract with the local or regional board of education.

**“School climate”** means the quality and character of school life based on students', parents', guardians' and school employees' experiences of school life, including, but not limited to, norms, goals, values, interpersonal relationships, teaching and learning practices and organizational structures.

**“Positive school climate”** means (A) a school climate in which the norms, values, expectations and beliefs that support feelings of social, emotional and physical safety are promoted, (B) students, parents and guardians of students and school employees feel engaged and respected and work together to develop and contribute to a shared school vision, (C) educators model and nurture attitudes that emphasize the benefits and satisfaction gained from learning, and (D) each person feels comfortable contributing to the operation of the school and care of the physical environment of the school.

**“Emotional intelligence”** means the ability to (A) perceive, recognize and understand emotions in oneself or others, (B) use emotions to facilitate cognitive activities, including, but not limited to, reasoning, problem solving and interpersonal communication, (C) understand and identify emotions, and (D) manage emotions in oneself and others.

**“Social and emotional learning”** means the process through which children and adults achieve emotional intelligence through the competencies of self-awareness, self-management, social awareness, relationship skills and responsible decision-making.

### **III. Reporting and responding to Bullying and Retaliation (Complaint Process)**

The prohibition against bullying and teen dating violence shall be publicized by including the following statement in the district and school handbook of each of the district schools:

Teen dating violence means any act of physical, emotional or sexual abuse, including stalking, harassing and threatening that occurs between two students who are currently in or have recently been in a dating relationship.

Students who engage in any act of bullying, or teen dating violence, on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by the Board of Education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board of Education, and outside of the school setting if such bullying:

1. Creates a hostile environment at school for the victims,
2. Infringes on the rights of the victim at school, or
3. Substantially disrupts the education process or the orderly operation of a school, are subject to appropriate disciplinary action up to and including suspensions, expulsion and/or referral to law enforcement official.

Students and/or their parents may file a written report of conduct they consider bullying. Students may also make an informal complaint of conduct that they consider to be bullying by verbal report to any school employee, who will promptly reduce the complaint to writing and forward it to the Safe School Climate Specialist for review and action. The complaint procedure is also posted on the District's website and the school website at [wlps.org](http://wlps.org)

Students and parents are permitted to make anonymous reports of bullying. Parent written reports and student anonymous reports will be investigated by the Safe School Climate Specialist but no disciplinary action shall be taken solely on the basis of an anonymous report.

All school employees are charged with the responsibility of taking reports of bullying or teen dating violence or if witnessing acts of bullying or teen dating violence to notify the Safe School Climate Specialist or another administrator when the Safe School Climate Specialist is not available. Reports shall be appropriately investigated by the Safe School Climate Specialist or another administrator when the Safe School Climate Specialist is not available.

**District Safe School Climate Coordinator**

For the year commencing July 1, 2012 and each school year thereafter, the Superintendent of Schools shall appoint, from among existing District staff, a District Safe School Climate Coordinator.

The Coordinator shall:

1. Implement the District's safe school climate plan;
2. Collaborate with safe school climate specialists, the Board, and the Superintendent to prevent, identify and respond to bullying in District schools;
3. Provide data and information derived from the safe school climate assessments, in collaboration with the Superintendent, to the Department of Education; and
4. Meet with the safe school climate specialist at least twice during the school year to discuss bullying issues in the district and make recommended changes to the District's safe school climate plan.

### **Safe School Climate Specialist**

For the school year commencing July 1, 2012 and each school year thereafter, each school Principal shall serve, or designate someone to serve, as the Safe School Climate Specialist for the school.

The Specialist in each school shall:

1. Investigate or supervise the investigation of reported acts of bullying in the school in accordance with the District's Safe School Climate Plan;
2. Collect and maintain records of reports and investigations of bullying in the school; and
3. Act as the primary school official responsible for preventing, identifying and responding to bullying reports in the school.

### **Annual Notification of the Complaint Process**

The process by which students may make formal, informal and anonymous complaints as set forth below shall be publicized annually in the student handbook of each of the District schools. In addition, this Safe School Climate Plan shall be placed on the District website and the website of each school.

### **Formal Written Complaints**

Students and/or their parents or guardians may file written reports of conduct that they consider to be bullying or teen dating violence. Such written reports shall be

reasonably specific as to the actions giving rise to the suspicion of bullying or teen dating violence, including time and place of the conduct alleged, the number of such incidents, the target of such suspected bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school employee, and they shall be promptly forwarded to the Safe School Climate Specialist or another school administrator, if the Safe School Specialist is unavailable, for review and action in accordance with District investigation procedures.

### **Informal/Verbal Complaints by Students**

Students may make an informal complaint of conduct that they consider to be bullying or teen dating violence by verbal report to the Safe School Climate Specialist, or to any school employee, as defined, or administrator. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of bullying or teen dating violence, including time and place of the conduct alleged, the number of such incidents, the target of such suspected bullying or teen dating violence, and the names of any potential student or staff witnesses. A school employee, or administrator of the Safe School Climate Specialist who receives an informal complaint shall promptly reduce the complaint to writing, including the information provided. Such written report by the school employee, administrator, if not the Safe School Climate Specialist, shall be promptly forwarded to the Building Principal for review and action.

### **Anonymous Complaints**

Students who make informal complaints as set forth above may request that their name be maintained in confidence by the school employee who receives the complaint. Should anonymity be requested, the Safe School Climate Specialist, if not the Principal or his/her designee, shall meet with the student to review the request for anonymity and the impact that maintaining anonymity of the complaint may have on the investigation of the complaint and/or possible remedial action. At such a meeting, the student shall be given the choice as to whether to maintain the anonymity of the complaint. Anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of bullying. No disciplinary action shall be taken solely on the basis of an anonymous report.

### **Staff Responsibilities and Intervention Strategies**



## **Teachers and Other School Staff**

School employees who witness acts of bullying or teen dating violence, as defined above, or who receive reports of bullying or teen dating violence shall promptly notify the Safe School Climate Specialist or another school administrator if the Safe School Climate Specialist is unavailable, not later than one school day after such employee witnesses or receives a report of bullying. A written report must be filed not later than two school days after making such an oral report concerning the vents witnessed or reported.

School employees who receive student or parent reports of suspected bullying or teen dating violence shall promptly notify the Safe School Climate Specialist of such report(s). If the report is a formal, written complaint, such complaint shall be forwarded promptly (no later than the next school day) to the Safe School Climate Specialist or another school administrator if the Safe School Climate Specialist is unavailable. If the report is an informal complaint by a student that is received by a school employee, he/she shall prepare a succinct written report of the informal complaint, which shall be forwarded promptly (no later than the next school day) to the Safe School Climate Specialist or another school administrator if the Safe School Climate Specialist is unavailable. If the report is an informal complaint by a student that is received by a school employee, this employee shall verbally report the matter to the Safe School Climate Specialist not later than the next school day.

In addition to addressing both informal and formal complaints, school employees and others are encouraged to address the issue of bullying in other interactions with students. Teachers and other professionals may find opportunities to educate students about bullying and help eliminate bullying and teen dating violence behavior through class discussions, counseling and reinforcements of socially appropriate behavior. All school employees including teachers and other professional employees should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating or intimidating another student, even if such conduct does not meet the formal definition of “bullying.”

## **Responsibilities of the Safe School Climate Specialist**

### **Investigation**

The Safe School Climate Specialist shall be promptly notified of any formal or informal complaint of suspected bullying or teen dating violence received by any school employee. The Safe School Climate Specialist shall investigate or supervise the investigation of reported acts of bullying for teen dating violence in

the school in accordance with the District Plan. All such complaints shall be investigated promptly. Prompt notice must be provided to the parents/guardians of the person bullied or the victim of teen dating violence and the student alleged to have committed the act of bullying or teen dating violence that such investigation has begun. The investigation must be completed promptly after the receipt by the Safe School Climate Specialist of any written report. In order to allow the District to adequately investigate all formal complaints, the parent of the student suspected of being bullied or teen dating violence must complete a consent form that allows the District to release that student's name to those third parties who the District contacts as part of its investigation of that complaint with regard to the investigation of information complaints, the parent of the student suspected of being bullied or teen dating violence must complete the above referenced consent form so long as that student has not requested anonymity.

A written report of the investigation shall be prepared when the investigation is complete. Such a report shall include findings of fact, a determination of whether acts of bullying or teen dating violence were verified, and, when acts of bullying or teen dating violence are verified, a recommendation for intervention, including disciplinary action. Where appropriate, written witness statements shall be attached to the report.

The school shall notify parents or guardians of all students involved in a verified act of bullying or teen dating violence not later than forty-eight (48) hours after the completion of the investigation. The notice shall be simultaneously mailed to the parent/guardian with whom the student primarily resides and in the case of a divorced/split situation, to the other parent/guardian if requested. The notice must describe the school's response, measures being taken by the school to ensure the safety of the students against whom such an act was directed, and any consequences that may result from further acts of bullying or teen dating violence. Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complainant. Such limitation of investigation may include restricting action to a simply review of the complaint (with or without discussing it with the alleged perpetrator), subject to the receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

### **Remedial Actions**

Verified acts of bullying or teen dating violence shall result in intervention by the Building Principal or his/her designee that is intended to address the acts of the perpetrator and the needs of the victim and to assure that the prohibition against

bullying or teen dating violence behavior is enforced, with the goal that any such bullying or teen dating violence behavior will end as a result.

The following sets forth permission interventions for building principals to enforce the Board’s prohibition against bullying and teen dating violence.

| Non-disciplinary Interventions                                                             | Disciplinary                                              |
|--------------------------------------------------------------------------------------------|-----------------------------------------------------------|
| Counseling                                                                                 | In-school suspension                                      |
| Peer Mediation                                                                             | Out of school suspension                                  |
| Parent/Family meeting                                                                      | Expulsion (after a hearing before the Board of Education) |
| Increased supervision and monitoring                                                       |                                                           |
| Positive Behavioral supports                                                               |                                                           |
| Adequate adult supervision in outdoor areas, hallways, lunchrooms and other specific areas |                                                           |

A safe school climate assessment is to be administered biennially to determine the prevalence of bullying or teen dating violence. Such assessments may include those approved and disseminated by the State Department of Education, the National School climate Standards Self-Assessment Tool and the CT State Department of Education’s Improving School Climate Team Rubric.

Each school principal shall establish a Safe School Climate Committee that is responsible for fostering a safe school climate and addressing issues related to bullying and teen dating violence in the school.

The Safe School Climate Committee shall:

1. Receive copies of completed reports following investigations of bullying and teen dating violence;
2. Identify and address patterns of bullying and teen dating violence among students in the school;
3. Review and amend school policies relating to bullying and teen dating violence;

4. Review and make recommendation to the District Safe School Climate Coordinator regarding the District's Safe Climate Plan based on issues and experiences;
5. Educate students, school employees and parents and guardians of students on issues relating to bullying;
6. Collect data regarding bullying and teen dating violence

Parent members of the Safe School Climate committee are excluded from activities 1 and 2 above and from any other committee activities that may compromise student confidentiality.

### **Reporting Obligations**

If after investigation, acts of bullying or teen dating violence by a specific student are verified, not later than forty-eight (48) hours after the completion of the investigation, the Building Principal/Safe School Climate Specialist or his/her designee shall notify the parent or guardians of the perpetrator in writing of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in such notification. In addition, the shall shall invite the parent/guardian of a student who commits any verified act of bullying or teen dating violence to a meeting to communicate to the parents/guardians the measures being taken by the school to ensure the safety and measures being taken by the school to ensure the student's safety and to prevent further acts. Records will be maintained by the School Principal/Safe School Climate Specialist of the bullying and teen dating violence reports, subsequent investigations and parental/guardian meetings.

### **Reports to the Targeted Student and his/her Parent or Guardian**

If after investigation, acts of bullying or teen dating violence against a specific student are verified, the Building Principal/Safe Climate Specialist or his/her designee shall notify the parent or guardian of the victim of such finding, not later than forty-eight (48) hours after the completion of the investigation. In providing such notification, care must be taken to respect the statutory privacy rights of the perpetrator of such bullying or teen dating violence. The specific disciplinary consequences imposed on the perpetrator, as reflected in the student's educational records, shall not be disclosed to the parents or guardian of the victim, except as provided by law. In addition, the school shall invite the parent/guardian of the student against whom the verified act of bullying or teen dating violence was directed, to a meeting to communicate to the parents/guardians the measures being taken by the school to ensure the safety and measures being taken by the school to ensure the target student's safety and to prevent further acts. Records will be

maintained by the School Principal/Safe School Climate Specialist of the bullying and teen dating violence reports, subsequent investigations and parental/guardian meetings.

Notices shall be simultaneously mailed to the parent/guardian with whom the student primarily resides and the other parent/guardian if requested. This mailing requirement shall be in effect for as long as the student attends the school in which the original request is made.

### **List of Verified Acts of Bullying/Teen Dating Violence**

The Principal/Safe School Climate Specialist of each school shall establish a procedure to document and maintain records relating to reports and investigations of bullying and teen dating violence in such school and maintain a list of the number of verified acts of bullying and teen dating violence in school, and this list shall be available for public inspection upon request. The list shall be reported annually to the Department of Education in such manner as prescribed by the Commissioner of Education. Given that any determination of bullying or teen dating violence involves repeated acts over time, each report prepared includes verified acts of bullying or teen dating violence shall be tallied as one verified act of bullying unless the specific actions that are the subject of the report involve separate and distinct acts of bullying or teen dating violence. The list shall be limited to the number of such verified acts of bullying in the school, and it shall not set out the particulars of each verified act, including but not limited to any personally identifiable student information, which is confidential information by law.

### **Prohibition against Discrimination and Retaliation**

#### **Safety**

Discrimination and/or retaliation against any person who reports bullying or teen dating violence, provides information during an investigation of an act of bullying or teen dating violence, or witnesses or has reliable information about bullying or teen dating violence is prohibited.

The continuation and perpetuation of bullying or teen dating violence of a student through the dissemination of harmful or demeaning material by any other student is prohibited.

The District will not tolerate any unlawful or disruptive behavior, including any form of bullying or teen dating violence, cyberbullying, discrimination or retaliation in our school buildings or school grounds, or in school related activities.

All reports and complaints will be investigated promptly and prompt action will be taken to end that behavior and restore the students' against whom actions were directed.

### **Law Enforcement Notification**

The School Principal or his/her designee shall notify the appropriate local law enforcement agency when such Principal or the designee believes any acts of bullying or teen dating violence constitute criminal conduct.

### **Training Requirements for School Staff**

Beginning teachers shall satisfactorily complete instructional modules as required by C.G.S. 10-145a which shall include a module in classroom management and climate, which shall include training regarding the prevention, identification and response to school bullying, teen dating violence and the prevention of and response to youth suicide.

### **Notification Requirements**

A copy of this District's Safe School Climate Plan shall be provided in written or electronic format to all District employees annually at the beginning of each school year.

The District's Safe School Climate Plan shall be made available on the Board's website and on the website of each individual school within the District. Such posting shall occur within thirty (30) days of the approval of such plan by the Board.

The District's Safe School Climate Plan shall be included in the District's publication of the rules, procedures and standards of conduct for school and in all handbooks.

### **School Climate Assessments**

On or after July 1, 2021 and biennially thereafter, the Board requires each school to complete an assessment using the school climate assessment instruments approved and disseminated by the State Department of Education.

Completed assessments shall be shared with the Board and then submitted by the Board to the State Department of Education.

## Immunity for Board of Education, School Employees and Others

Members of the Board of Education and school employees are protected by statute against damage claims in the implementation of the safe school climate plan and, in accordance with the plan to report, investigate or respond to bullying. PA 11-232 also extends this immunity to reports of bullying incidents by parents, students and others to a school employee. To be immune, these parties must act in good faith and, in the case of a school employee or Board of Education, within the scope of their duties. The immunity does not cover reckless or willful misconduct.

Safe School Climate Plan 2023-2024

School Name: **North Street School**

|                               |                                                                                                                                                                                                                                                                                                                                                                                           |
|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| School Wide Activities        | <ul style="list-style-type: none"> <li>● Habits of Scholarship Monthly Celebrations</li> <li>● National Bullying Prevention Month (October)</li> <li>● World Kindness Day (November)</li> <li>● National Random Acts of Kindness Week (February)</li> <li>● RULER Implementation</li> <li>● Family Engagement Events (<i>i.e. Book Bingo, Math Carnival, Ice Cream Social</i>)</li> </ul> |
| Staff Development & Trainings | <ul style="list-style-type: none"> <li>● Ongoing professional development in RULER</li> <li>● Ongoing training in Safety Care</li> <li>● Required training on bullying and sexual harassment</li> <li>● Staff participation on School Safety Committee, Crisis Team, Instructional Leadership Team, School Climate Committee</li> </ul>                                                   |
| Instructional Practices       | <ul style="list-style-type: none"> <li>● RULER</li> <li>● DESSA</li> <li>● SRBI SEL Interventions</li> <li>● Mindful Mondays (teaches emotional regulation strategies)</li> <li>● Digital Safety/Internet Safety Lessons</li> </ul>                                                                                                                                                       |
| Targeted Supports             | <ul style="list-style-type: none"> <li>● Counseling</li> <li>● Student Safety Support Plan</li> <li>● Restitution and/or restorative interventions</li> <li>● Peer mediation where appropriate</li> </ul>                                                                                                                                                                                 |

|  |                                                                                                     |
|--|-----------------------------------------------------------------------------------------------------|
|  | <ul style="list-style-type: none"> <li>● Parent Conferences</li> <li>● SRO Collaboration</li> </ul> |
|--|-----------------------------------------------------------------------------------------------------|

Safe School Climate Plan 2023-2024  
School Name: **South Elementary School**

|                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>School Wide Activities</p>           | <ul style="list-style-type: none"> <li>● School character traits (responsibility, empathy, collaboration, integrity, and perseverance)</li> <li>● Student and staff codes of character</li> <li>● Character recognition initiatives</li> <li>● Classroom and school charters</li> <li>● Daily crew meetings focusing on character traits and anti-bullying</li> <li>● School-wide community meetings</li> <li>● Spirit weeks (i.e. anti-drug awareness, summer reading)</li> <li>● Mindfulness and self-care for students and staff</li> <li>● Staff, student, and parent surveys administered</li> <li>● Family engagement events (i.e. back to school picnic, reading night, ice cream social, parent information night)</li> <li>● Smile Squad to promote positive school culture</li> <li>● Field Day to promote teamwork and healthy lifestyle</li> <li>● Anti-bullying assembly</li> <li>● Junior Achievement</li> <li>● Better World Day projects</li> </ul> |
| <p>Staff Development &amp; Training</p> | <ul style="list-style-type: none"> <li>● Ongoing professional development in Responsive Classroom strategies</li> <li>● Ongoing professional development in EL Education Management in the Active Classroom strategies</li> <li>● Ongoing professional development in RULER and the use of the Mood Meter</li> <li>● Ongoing training in Safety Care</li> <li>● Required training on bullying and sexual harassment</li> <li>● Staff participation on School Safety Committee,</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |



|                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                | <p>Crisis Team, Instructional Leadership Team, School Climate Committee</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <p>Instructional Practices</p> | <ul style="list-style-type: none"> <li>● Implementation of EL Education instructional practices that focus on mastery of knowledge and skills, character, and high quality work</li> <li>● Implementation of EL Education ELA curriculum with a focus on equity, inclusion, and diversity</li> <li>● Implementation of RULER strategies to address social/emotional learning</li> <li>● Implementation of Zones of Regulation to address self-regulation skills</li> <li>● DESSA administered twice a year</li> <li>● Implementation of Responsive Classroom strategies (research and evidence based approach associated with teacher effectiveness, student achievement, and improved school climate)</li> <li>● SRBI supports for tier 2 and 3 in reading, writing, math, and behavior</li> </ul>                                                                                                         |
| <p>Targeted Supports</p>       | <ul style="list-style-type: none"> <li>● School resource officer in the building</li> <li>● Individual counseling available to all students</li> <li>● Lunch bunches with school psychologist, social worker, and principal to address student needs (i.e. self-esteem, social skills, self-regulation, restorative practices)</li> <li>● Partnership with Leo Clinic for in school mental health services</li> <li>● Flex Program to provide behavioral support for students</li> <li>● BCBA in the building</li> <li>● Restitution and/or restorative interventions</li> <li>● Responsible social media assembly for 4th and 5th grade students</li> <li>● Anti-bullying assembly for all students</li> <li>● All staff participate in classroom crew meetings</li> <li>● Adults on duty at all times to supervise students during unstructured times (i.e. lunch, recess, arrival, dismissal)</li> </ul> |

Safe School Climate Plan 2023-2024

School Name: **Windsor Locks Middle School**

|                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>School Wide Activities</p>            | <ul style="list-style-type: none"> <li>● Monthly Habits of Scholarship (HOS) celebrations</li> <li>● School-wide Town Hall Meetings</li> <li>● Grade-wide assemblies, focused on school climate needs</li> <li>● Internet Safety Concepts (ISC) presentation to all students</li> <li>● School-wide participation in Unity Day</li> </ul>                                                                                                                                        |
| <p>Staff Development &amp; Trainings</p> | <ul style="list-style-type: none"> <li>● Staff membership on School Climate and Safety Committees</li> <li>● Classroom management through ‘Responsive Classroom’ practices</li> <li>● De-escalation and restraint training through ‘Safety Care’</li> <li>● WLMS Crisis Response Team</li> <li>● WLMS School Safety Committee</li> <li>● WLMS School Climate</li> <li>● Mandated anti-bullying training, including differentiation between mean behavior and bullying</li> </ul> |
| <p>Instructional Practices</p>           | <ul style="list-style-type: none"> <li>● Through weekly grade-level Advisory program, implementation of RULER strategies to address social/emotional learning</li> <li>● Classroom charters focused on respect and relationships</li> <li>● DESSA administered twice a year</li> <li>● SRBI supports for Tiers 2 and 3 behavior</li> </ul>                                                                                                                                       |
| <p>Targeted Supports</p>                 | <ul style="list-style-type: none"> <li>● Support Staff anti-bullying presentations to individual classrooms</li> <li>● Counseling: Individual and/or group</li> <li>● Access to support staff: School Counselors, School Psychologist, Social Worker, and BCBA</li> <li>● All reports of mean behavior investigated by WLMS School Climate Team, per state law</li> </ul>                                                                                                        |

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|  | <ul style="list-style-type: none"> <li>● Safe School Climate Specialist</li> <li>● Student Safety Plans</li> <li>● Restitution and/or restorative interventions</li> <li>● Peer mediation, as appropriate</li> <li>● Parent/Family meetings</li> <li>● SRO Collaboration</li> <li>● Access to outside counseling located at Windsor Locks Middle School (Leo Clinic)</li> <li>● Adult supervision during transitions, entrance, and dismissal</li> </ul> |
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Safe School Climate Plan 2023-2024

School Name: **Windsor Locks High School**

|                               |                                                                                                                                                                                                                                                                                                                                                                                                                              |
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| School Wide Activities        | <ul style="list-style-type: none"> <li>● Grade-level Town Hall Meetings</li> <li>● Schoolwide assembly</li> </ul>                                                                                                                                                                                                                                                                                                            |
| Staff Development & Trainings | <ul style="list-style-type: none"> <li>● Staff membership on School Climate and Safety Committees</li> <li>● Conduct needs assessment surveys to identify improvement areas</li> <li>● Common planning opportunities between common grade-level Raider Block teachers</li> </ul>                                                                                                                                             |
| Instructional Practices       | <ul style="list-style-type: none"> <li>● Raider Block &amp; Grade-level advisories</li> <li>● Flex Block supports</li> <li>● Implementation of DESSA (Devereux Student Strengths Assessment) twice per year for social emotional</li> <li>● SRBI supports for Tiers 2 and 3 behavior</li> </ul>                                                                                                                              |
| Targeted Supports             | <ul style="list-style-type: none"> <li>● Counseling - Individual and/or group</li> <li>● Access to support staff - school counselor, school psychologist, social worker, and BCBA</li> <li>● Safe School Climate Specialist (non-Administrator)</li> <li>● Student Safety Plans</li> <li>● Restitution and/or restorative interventions</li> <li>● Peer mediation where appropriate</li> <li>● Parent Conferences</li> </ul> |

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|  | <ul style="list-style-type: none"> <li>● SRO Collaboration</li> <li>● Access to outside counseling located at Windsor Locks High School (Leo Clinic)</li> <li>● All reports of mean behavior investigated by WLHS School Climate Team, per state law</li> <li>● Adult supervision during transitions, entrance, and dismissal</li> </ul> |
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Safe School Climate Plan 2023-2024  
School Name: **Pine Meadow Academy**

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| <p>School Wide Activities</p>            | <ul style="list-style-type: none"> <li>● Monthly Town Hall - Schoolwide meeting / celebrating student accomplishments</li> <li>● Daily Advisory</li> <li>● Weekly Community building activities</li> <li>● Habits of Scholarship</li> <li>● Non-Cognitive Competencies (NCC Class)</li> <li>● School Wide Community Service Activities</li> </ul>                                                                                          |
| <p>Staff Development &amp; Trainings</p> | <ul style="list-style-type: none"> <li>● Training on RULER Implementation</li> <li>● Training on Trauma Informed Practices</li> <li>● Training on Restorative Practices</li> <li>● Weekly School Climate Meeting to Address Social, Emotional, and Behavioral Needs</li> <li>● Weekly Attendance Committee Meetings</li> <li>● Training on School Anxiety</li> <li>● Daily Common Planning Time</li> <li>●</li> </ul>                      |
| <p>Instructional Practices</p>           | <ul style="list-style-type: none"> <li>● Universal Implementation of Trauma Informed Practices</li> <li>● Implementation of DESSA Screener</li> <li>● Individualized Learning Plans for Every Student</li> <li>● Weekly SRBI Meetings</li> <li>● Student Learning Exhibitions</li> <li>● Encourage Student Voice In Ensuring Various School Wide Activities that Promotes an Appreciation of Diverse Cultures and Perspectives.</li> </ul> |

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| Targeted Supports | <ul style="list-style-type: none"> <li>● Parent Conferences</li> <li>● Individual / Group Counseling w/ Social Worker or Psychologist (Weekly/ As Needed) <ul style="list-style-type: none"> <li>○ DBT - Dialectical Behavioral Therapy</li> <li>○ CBT - Cognitive Behavioral Therapy</li> <li>○ Person Centered Therapy</li> <li>○ Accelerated Resolution Therapy</li> </ul> </li> <li>● Therapeutic Setting</li> <li>● Advisory Mentorship Model</li> <li>● Non-Cognitive Competencies Classes</li> <li>● Referral and Coordination to outside services (Leo Clinic, Joshua Center, North Star, CCMC, Independent Practitioners.</li> <li>● CPS - Collaborative and Proactice Solutions</li> <li>● Community Mentorship Through Internships</li> <li>● Utilize of Peer Mediation <ul style="list-style-type: none"> <li>○ Explicit Teaching of Conflict Resolution Skills</li> </ul> </li> <li>● Student Safety Plans</li> <li>● Access to BCBA Consultation</li> </ul> |
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Safe School Climate Plan 2023-2024  
School Name: **RISE Transition Academy**

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| School Wide Activities        | <ul style="list-style-type: none"> <li>● Healthy Choices Curriculum</li> <li>● Community Events</li> <li>● Community Service</li> <li>● Community Celebrations</li> <li>● Weekly Community Outings <ul style="list-style-type: none"> <li>○ Educational, Vocational, Leisure Skills</li> </ul> </li> </ul>                                                      |
| Staff Development & Trainings | <ul style="list-style-type: none"> <li>● Training on Trauma Informed Practices</li> <li>● Training on Restorative Practices</li> <li>● Weekly School Climate Meeting to Address Social, Emotional, and Behavioral Needs</li> <li>● Training on Neurodiversity</li> <li>● Training on 16 Core Transition Skills</li> <li>● Daily Common Planning Time</li> </ul> |

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|                         | <ul style="list-style-type: none"> <li>● LifeCourse Person Centered Planning</li> </ul>                                                                                                                                                                                                                                                                                  |
| Instructional Practices | <ul style="list-style-type: none"> <li>● Social and Emotional Skills Embedded in all Transition Skills Activities</li> <li>● Job Coach Support In the Community</li> <li>● Daily Evaluation and Feedback on Transition Skills</li> <li>● Daily Reflection on Transition Skills</li> <li>● Individualized Targeted Skill Building Focused on Transition Skills</li> </ul> |
| Targeted Supports       | <ul style="list-style-type: none"> <li>● Individual / Group Counseling w/ Social Worker or Psychologist (Weekly/ As Needed)</li> <li>● One on One Support</li> <li>● Access to BCBA Consultation</li> <li>● Collaboration with State Agencies - DDS, BRS, DMHAS.</li> </ul>                                                                                              |

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: AUGUST 10, 2023

RE: OPENING PROFESSIONAL DEVELOPMENT SCHEDULE

The 23-24 school year will welcome back staff on Wednesday, August 23, 2023 with our annual Convocation beginning at 8:00 am in the WLHS Auditorium. All Board members are welcome to attend. The remainder of that day will provide time in the respective buildings for staff meetings, team building activities, safety meetings, IT updates and nursing updates.

The second day, Thursday, August 24, 2023 will feature ongoing professional development including family engagement utilizing ParentSquare, Foundations resources, Ready Math Updates, Vision and Core Values, 90 Day Sprints, Responsive Classroom Strategies and even a time for a sneak peek into classrooms for elementary students and families.

The third and final day, Friday, August 25, 2023 will be, as per WLTA contract, a full teacher preparation day in their learning spaces.

**EXHIBIT XII**

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION  
FROM: SHAWN L. PARKHURST, SUPERINTENDENT  
DATE: AUGUST 10, 2023  
RE: 2024-2025 SCHOOL CALENDAR COMMITTEE

The formation of the 24-25 school calendar committee is represented by the WLTA, WLAA and the Para Unions. At this time, the calendar committee is seeking a Board of Education representative.

The first meeting is scheduled for Tuesday, October 17, 2023 at 3:30 pm at Central Office.



**Windsor Locks Public Schools**

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

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

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**Matt Sigall, President**

Windsor Locks Teachers' Association 860-292-5032

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**TBD**

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