

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

**MINUTES OF THE SPECIAL MEETING,  
September 13, 2023 at 6:00 p.m.**

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

Members Present: D. Gragnolati, K. Christianson, M. Byrne (via Zoom/In Person), J. McGowan and J. Tria  
Members Absent: None  
Administrators: S. Parkhurst, S. Lee, A. Pierce, M. Warner, C. Domler, G. Testani, J. Robinson, K. Krupa, R. Bissonnette (via Zoom), G. Weigert (via Zoom), A. Goodwin (via Zoom)  
Staff: D. Bole, J. Bernabe, D. Luzietti, and Others in Person and On Zoom  
Others: Several via Zoom

I. Call to Order

Chairman Dennis Gragnolati called the Special Meeting to order at 6:00 p.m. in the Windsor Locks High School Library Media Center

- A. Roll Call for Quorum: All Board Members were present, with M. Byrne attending via Zoom until 6:20 p.m. at which time she arrived at the meeting in person.
- B. Pledge of Allegiance: All Stood for the Pledge of Allegiance
- C. Board of Education and Superintendent Communications: Board Members had no communication. Superintendent Parkhurst addressed the Board. He spoke of the smooth opening and thanked Administrators and Staff for their hard work prior to our students' return to school, he also thanked staff, students and families for their flexibility related to the challenges regarding the heat. Fall Sports are underway, and homecoming events are scheduled for the week of 9/25, culminating with a parade and football game among other activities on 9/30. School Parent Nights are underway, some have occurred and some are still to come, thanks to all who have attended. You may see the addition of 3 new SRO's to our district, a big thank you to the Board of Education and the Community for their support of these welcome additions. Next Friday the High School Band will be performing at the Big E as is tradition. He mentioned the Dollars for Scholars mum sale is underway on weekends at Dexter Plaza.

II. Pubic Audience - only on Agenda Items and in accordance with BOE Policy 9020

- None

III. Approval of Minutes:

- August 10, 2023 Regular Meeting
- August 21, 2023 Special Meetings (2)
- August 24, 2023 Special Meeting

“It was **MOVED**, (Christianson) **SECONDED** (Tria) and **PASSED** (U) that the Board of Education approve the August 10, 2023 Regular Meeting, the August 21, 2023 Special Meetings (2), and the August 24, 2023 Special Meeting as presented.”

#### IV. Personnel Report

- A. New Hires: Ms. Lee provided a list of staff members new to the district.
- B. Resignation: Ms. Lee addressed the Board, she informed them of one resignation: Ms. Jennifer Necci; an English Language Arts Teacher at the Middle School resigned effective August 24, 2023. At the time of her resignation Ms. Necci had served the students of Windsor Locks for seventeen (17) years.

“It was **MOVED**, (Christianson) **SECONDED** (Tria) and **PASSED** (U) that the Board of Education accept Ms. Necci’s resignation effective August 24, 2023 and offer her our sincere appreciation for all of her efforts on behalf of the Students of Windsor Locks.”

- C. Ms. Lee presented 2 job descriptions to the Board for approval: Safe School Climate Coordinator, and the Safe School Climate Specialist. She indicated that there was a correction to be made on both, the Safe School Climate Coordinator position should show that the position reports to the Superintendent, and the Safe School Climate Specialist should report to the Building Principal. A brief discussion took place.

“It was **MOVED** (Christianson), **SECONDED** (Tria), and **PASSED** (U) that the Board of Education approve the Safe School Climate Coordinator job description, changing the “reports to” from the Principal to the Superintendent as discussed, and to also approve the Safe School Climate Specialist job description, changing the “reports to” from the Superintendent to the School Principal as discussed.”

#### V. Bargaining Unit Contract - Connecticut Health Care Associates, District 1199, NUHHCE, AFSCME, AFL-CIO:

Ms. Lee stated that she provided the Bargaining Unit Contract to the Board for their review and indicated that the union had ratified the contract so it now goes before the Board for full approval.

“It was **MOVED** (Christianson), **SECONDED** (Tria), and **PASSED** (U) that the Board of Education approve the Bargaining Unit Contract with Connecticut Health Care Associates, District 1199, NUHHCE, AFSCME, AFL-CIO.”

#### VI. Policies: First Read.

- A. Eight policies were presented as a first read for revision:

- 5111/5112 Admission and Placement - *Revision*
- 5131.911 Bullying Interventions: Regulation - *Revision*
- 5134 Students’ Marital or Parental Status - Affirmative Action - *Revision*
- 5141.21 Administering Medication - *Revision*
- 6145.1 Extracurricular Activities - Eligibility to Participate - *Revision*
- 6146.1 Grading and Reporting System - *Revision*
- 6159 Individualized Education Program/Special Education Program - *Revision*

A brief discussion was held. Mr. Parkhurst indicated that this is only a first read of these policies, so the Board does have time to review them more closely before being presented for a Second Read and possible approval at the next Board Meeting.

- B. One Policy was presented for Second Read and possible approval:

- 2400 Evaluation of Superintendent

A Brief discussion was held. Ms. Byrne suggested a minor change to the second to last paragraph to state "...the evaluation will be conducted in executive session prior to meeting with the Superintendent" instead of "...will be conducted in executive session with the Superintendent."

"It was **MOVED** (Christianson), **SECONDED** (Byrne), and **PASSED** (U) that the Board of Education approve Policy 2400 Evaluation of Superintendent as amended."

#### VII. Business Office Report

Ms. Alison Pierce, Director of Operations and Finance addressed the Board. She presented the monthly budget report, with the first number being the allocated budget amount of \$33,025,838, the second number of \$678,940.08 is the range to date, which is expenditures for the month of August, then year-to-date expenditures through August 2023 in the amount of \$1,359,945.68. The FY 24 remaining balance is \$31,665,892.13, with FY24 encumbrances in the amount of \$21,263,451.32 leaving a FY24 budget balance of \$10,402,440.81. She stated that the FY24% of the budget remaining is 31.5%. We are having a good start to the year and realizing some savings in some areas. She discussed our FY23 financials and that we are still reconciling our year-end with the Town. She indicated that our FY23 Educational Financial System (EFS) report, which is the basis of the annual audit performed by the State Department of Education, was submitted successfully to the State and she thanked the entire Business Department, specifically Staff Accountant Val Breda, for all of their efforts to get everything submitted on time. She stated that we are also finalizing our FY23 Audit which is due October 6th to the Town and we are on target to meet that deadline.

She provided a Food Service update indicating that Windsor Locks is a free breakfast/lunch district currently, with meals provided to all students every day. This will be the last year of this CEP designation, which means that we could possibly return to free/reduced meal applications next school year. She is currently working with the State to determine our eligibility going forward for the 24-25 school year. She told everyone to be on the lookout for some communications from the food services team including menus and a quarterly newsletter.

And finally, Ms. Pierce discussed our Transportation Contract and that we are in the final year of that contract. She indicated that we will be going out to bid in the spring for this 4-5 year contract, and invited all local transportation companies to participate in the RFP process.

#### VIII. Teacher Evaluation PDEC Recommendation 23-24:

Mr. Jeff Bernabe and Mrs. Deb Luzietti, Co-Chairs of the Windsor Locks Professional Development and Evaluation Committee (PDEC) presented the recommendations of the PDEC Committee to exercise the use of Teacher Evaluation Flexibilities which are permissible with BOE approval as per the CT State Department of Education. As a result of their recommendation and presentation, the board approved the use of the Teacher Evaluation Flexibilities for the 23-24 school year. This allows for a reduction in the number of formal observations and provides for more informal observations with feedback to improve teacher practice. Each educator will set a goal that contains one student learning goal with two indicators of success. A summative rating will be provided at the end of the year for each educator.

“It was **MOVED** (Christianson), **SECONDED** (Tria) and **PASSED** (U) that the Board of Education approve the Teacher Evaluation Flexibilities for the 23-24 school year as presented.”

IX. Board and Superintendent Comment: None

X. Public Comment (General): None

XI. Adjournment:

It was **MOVED** (Tria), **SECONDED** (Christianson), and **PASSED** (U) that the Board of Education adjourn the Regular Meeting of September 13, 2023 at 6:40 p.m.

Respectfully submitted:

Donna Bole

Acting Recording Secretary