

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

**MINUTES OF THE REGULAR MEETING,
November 16, 2023 at 6:00 p.m.**

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

Members Present:	K. Christianson, D. Gragnolati, J. McGowan, L. Cutler and A. Osorio
Members Absent:	None
Administrators:	S. Parkhurst, R. Bissonnette, J. Robinson, G. Testani, M. Briggs, M. Parrette and G. Weigert
Student Representative:	E. Norris
Students:	J. Terra, A. Jhaveri, M. Diene, O. Kraiza, I. Canon, and M. Passaro
Staff:	D. Bole and P. Sibila
Others:	Many parents and grandparents
Press:	None

I. Call to Order

Chairman Mr. Dennis Gragnolati called the Regular Meeting to Order at 6:02 p.m. held at the Windsor Locks High School Media Center and via Zoom.

A. Roll Call for Quorum

All Board Members were present.

B. Pledge of Allegiance

All stood up and pledged allegiance to the flag.

It was **MOVED** (Christianson) and **SECONDED** (Cutler) and **PASSED** (U) that the Board of Education add an Agenda Item, IX. Personnel Report, b. Resignation and add an additional Agenda Item, XVII. Executive Session as permitted by Connecticut General Statutes Section 1-225(a) for the following purposes as allowed by Section 1-200(6), that is a Condition of Employment of the Superintendent and that attendance in the Executive Session shall be limited to: Members of the Board of Education; Superintendent of Schools; and others invited as needed.

II. Election of Officers

Chairman Mr. Dennis Gragnolati that this being the first meeting since the election, according to the Town Charter, the Board of Education must elect officers to the Board. He asked for nominations for the Chair of the Board.

Mr. Dennis Gragnolati nominated Mrs. Kylee Christianson as the Chair of the Board of Education. No other nominations were heard.

Paper ballots were given to each Board Member to cast their vote. Mr. Shawn Parkhurst, Superintendent of Schools, collected all five ballots, counted, and announced – five yes for Mrs. Christianson. Mrs. Christianson is elected the new Chair of the Board of Education.

Mrs. Kylee Christianson nominated Mr. Dennis Gragnolati as the Vice-Chair of the Board of Education. No other nominations were heard.

Paper ballots were given to each Board Member to cast their vote. Mr. Shawn Parkhurst, Superintendent of Schools, collected all five ballots, counted, and announced – five yes for Mr. Gragnolati. Mr. Gragnolati is elected the new Vice-Chair of the Board of Education.

III. Student Board Representative

Mr. Parkhurst introduced Miss Emma Norris, Student Representative, to the two new Board Members and explained her role. Miss Norris announced try-outs for winter sports will be held after Thanksgiving, which includes boys' basketball, girls' basketball and indoor track. Auditions for the musical *Mean Girls* will be held on November 28, 2023. She discussed a peers advocacy group recently being formed at the high school to support students. The group will schedule meetings on Tuesdays during flex-block.

IV. Board of Education and Superintendent Communications

Mr. Parkhurst congratulated Mrs. Christianson as the new Chair and he looks forward to working with her. He welcomed officially the two new Board Members. He gave a shout-out to the Windsor Locks Youth Services and Ms. Wendy Knoles for a successful Trunk-or-Treat a few weeks ago. He mentioned volunteering at the Bradley Chamber of Commerce Golf Tournament, final rounds of interviews for Director of Human Resources, Windsor Locks Middle School and South Elementary School math demonstrations, Professional Development Programs at all district schools on November 7, 2023, Veteran Day programing at all schools and the Quilts of Valor which were presented on Tuesday earlier in the week. He commented about a program attended by Ms. Rameriz and Ms. Parrett held at Collins Aerospace. He congratulated Mr. Sibila and the high school music department on their participation in the NCCC Music Festival.

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

None both in-person and Zoom.

VI. Student Recognition

A. Connecticut Association of Public School Superintendents' (CAPSS) Student Award Winners

Mr. Parkhurst remarked this was one of his favorite times of year when he is able to award the Connecticut Association of Public School Superintendents' (CAPSS) Student Awards. For over twenty years, the Connecticut Association of Public School Superintendents (CAPSS) has sponsored a Recognition Award Program for students throughout the state of Connecticut. CAPSS, the statewide school superintendents' professional organization, is

based in West Hartford and provides professional development, personal support, statewide conferences, legislative information, and educational services to its membership. The purpose of this program is to strengthen the relationship between the student and school administration. Students are nominated by teachers and selected based on exemplary student leadership, achievement, and demonstrated service to others in the community. The CAPSS awards are generally given during American Education Week in order to highlight the accomplishments of school age youngsters in public schools. He was pleased to announce the recipients of the Superintendent/Student Recognition Awards for 5th, 8th and 12th Grade students. He gave a brief introduction of each winner. Those students were:

South Elementary School (Grade 5)
Jessie Terra
Aaditya Jhaveri

Windsor Locks Middle School (Grade 8)
Maty Diene
Owen Kraiza

Windsor Locks High School (Grade 12)
Isabella Canon
Michael Passaro

VII. Brief Recess

Board Recessed at 6:26 p.m.
Board Reconvened at 6:31 p.m.

VIII. Approval of Minutes

- **October 23, 2023 Special Meeting**
- **October 30, 2023 Special Meeting**
- **November 2, 2023 Special Meeting**

It was **MOVED** (Gragnotati) and **SECONDED** (McGowan) and **PASSED** (3-0-2)(In Favor: D. Gragnolati, J. McGowan and K. Christianson; Opposed: None; Abstain: L. Cutler and A. Osorio) that the Board of Education accepts the Minutes of Special Meeting of October 23, 2023, Minutes of Special Meeting October 23, 2023 and Minutes of Special Meeting of November 2, 2023, as presented.

IX. Personnel Report

A. Human Resource Director Appointment

Mr. Shawn Parkhurst, Superintendent of Schools, addressed the Board. He announced that the committee for the search for a Human Resource Director of Windsor Locks Public Schools has chosen to appointment Mr. Robert Stacey. Mr. Stacey has 20 years plus of experience in various school districts in Connecticut. Mr. Warner addressed the Board

thanking them for the opportunity and he thanked the members of Windsor Locks High School for all their continued support.

A brief discussion was held.

It was **MOVED** (Gragnolati) and **SECONDED** (Osorio) and **PASSED** (U) that the Board of Education approves the appointment of Mr. Robert Stacy as the Human Resource Director of the Windsor Locks Public Schools effective January 2, 2024.

Mr. Stacy addressed the Board thanking them for the opportunity and he thanked their support and confidence.

B. Resignation

Mr. Parkhurst addressed the Board. He informed the Board of one resignation. Ms. Melissa Reed, a Pre-K at the North Street School has resigned effective December 15, 2023. At the time of her resignation, Ms. Reed will have served the students of Windsor Locks for ten (10) years.

It was **MOVED** (Gragnolati) and **SECONDED** (Culter) and **PASSED** (U) that the Board of Education accepts Ms. Reed's resignation effective December 15, 2023 respectively and offer her our sincere appreciation for all of her efforts on behalf of the students of the Windsor Locks Public Schools.

X. Bargaining Unit Contract Approval: UE Local 222, CILU/CIPU, CILU #4 – Para-Educators

Mr. Parkhurst commented that the proposed contract for the UE Local 222, CILU/CIPU, CILU #4 – Para-Educators is in their packets for their review. The proposed contract is for July 1, 2023 through June 30, 2026. He thanked Board Member Mr. McGowan and outgoing Board Member Ms. Margaret Byrne for their assistance during the negotiation of the contract.

A brief discussion was held.

It was **MOVED** (Gragnolati) and **SECONDED** (Osorio) and **PASSED** (U) that the Board of Education approves the Windsor Locks UE Local 222, CILU/CIPU, CILU #4 - Para-Educators Bargaining Unit contract for July 1, 2023 through June 30, 2026 as presented.

XI. Business Office Report

A. Review of FY 24 Expenditures Year to Date

Ms. Alison Pierce, Director of Operations and Finance addressed the Board. She gave an update of the September financials, which included September encumbrances of \$2,784,604.33; year to date \$4,140,085.18; remaining encumbrances for 2024 \$21,064,624.06, which leaves a budget balance of \$7,821,128.76 or 23.68% of the FY 24 budget is remaining. She indicated the district is in good shape.

B. Bank Account Closeout

Ms. Pierce noted that the Adult Ed Consortium Program (Windsor Locks, East Granby, Enfield, Granby, Somers and Suffield). Windsor Locks' portion is \$44,632 with \$30,127 funded by WLPS and \$14,505 funded by Adult Education Grant. She is requesting to close out the old bank account at Webster Bank "Windsor Locks Adult Education" ending in xx-5435 in the amount of \$2,159.21 and submit funds as a reverse expenditure against Adult Ed-Outside Services Line reducing the district's liability to \$27,967.79 for FY 24.

A brief discussion was held.

It was **MOVED** (Gragnotati) and **SECONDED** (Osorio) and **PASSED** (U) that the Board of Education approves that the Windsor Locks Adult Education Webster Bank Account ending in xx-5435 to be closed and submit funds as reverse expenditure by reducing the Windsor locks Public School Liability to adult education program.

C. Transportation RFP Board Member Selection

Ms. Peirce indicated that in the Spring (March or April), the district will be going to RFP for transportation. She is requesting Board Members to be part of the RFP Review Committee. It will be approximately 10-20 hours of review and selection and meeting can be done during the evening hours.

After a brief discussion, Board Member Ms. Osorio and Ms. Culer both volunteered to be part of the RFP Review Committee.

D. HVAC Grant Application

Mr. Parkhurst and Ms. Pierce explained that in order to apply for the State HVAC Grant, which is due on December 31, 2023, certain conditions have to be met; such as, local funding authorization letter along with three resolutions including authorization of application, creating a building committee and approval of preparation of drawing for the project. At this time, they are requesting the Board to begin the process and authorize the superintendent to meet with the Board of Finance to begin the process.

A brief discussion was held.

It was **MOVED** (Gragnotati) and **SECONDED** (Culter) and **PASSED** (U) that the Board of Education authorizes Mr. Shawn Parkhurst, Superintendent of Schools to request from the Board of Finance a Local Funding Authorization Letter showing approval of the local share amount for the purpose of the HVAC project.

E. Discussion of FY 25 Budget Preparations and Board Expectations

Ms. Pierce noted that the district is starting to have conversations about the upcoming budget and would like some direction of what to focus on with the leadership team. It was suggested that the contractual increases, including increasing insurance costs and non-negotiable expenses.

XII. Policy

A. Policy Review: First Read:

- 4118.237/4218.237/5141.8 Face Masks/Coverings - Rescind
- 4121 Substitute Teachers - New
- 5134 Students Marital or Parental Status - Revised
- 5145.53 Transgender and Gender Non-Conforming Youth - New
- 6146 - Graduation Requirements - Rescind
- 6146A - Graduation Requirements for the Class of 2023- Revise and Renumber to 6146
- 6148 FAFSA Completion - Revised
- 7230.2 Indoor Air Quality/Heating, Ventilation, and Air Conditioning – New

Chair Mrs. Christianson indicated that this is the first read on the policies as there are two new Board Members first reading the policies; however, there are two policies to remove, which are face mask/coverings which were put in place during COVID and Graduation Requirements and she suggested those policies voted on to rescind.

It was **MOVED** (Gragnolati) and **SECONDED** (Osorio) and **PASSED** (U) that the Board of Education rescind Policy Nos.: 4118.237/4218.237/5141.8 Face Masks/Coverings and Policy Nos.: 6146 - Graduation Requirements.

The other two policies which were revised Students Martial or Parental Status which discusses equal rights for all students and FAFSA Completion requirements for all students beginning with the Class of 2025.

It was **MOVED** (Gragnolati) and **SECONDED** (Culter) and **PASSED** (U) that the Board of Education revises Policy No.: 5134 Students Marital or Parental Status and Policy No.: 6148 FAFSA Completion as presented.

The other policies will be on the next meeting for a second read and possible approval.

XIII. Facilities Report and Update

Mr. Parkhurst commented that once a month throughout the 2023-2024 school year, a report and update on facilities, including ongoing maintenance costs will be provided. He introduced Mr. Greg Weigert to give the update to the Board. Mr. Weigert began discussing North Street School and the current projects, including the fence around the HVAC condensing units in the pre-k courtyard and the commissioning/startup the HVAC Upgrade Zones 1 through 3. South Elementary School he discussed the replacing of the failed Hartford loop in the boiler room; removal of existing spider web playground and blackout tinting of window replacements. The middle school installation of the blackout shades in courtyard windows and install acoustical panels on gymnasium ceiling which will most likely happen after basketball season in March of 2024. The high school projects are tree removal, stump grinding and tree planting.

A brief discussion was held.

XIV. Weather Related Early Dismissal Schedule Discussion

Mr. Parkhurst explained the early dismissal/delay schedule is not different; however, he would like to have a set schedule for early dismissal/delay schedule during a weather event.

A brief discussion was held.

It was **MOVED** (Gragnolati) and **SECONDED** (Osorio) and **PASSED** (U) that the Board of Education approves the weather related emergency early dismissal & delayed opening plan as presented.

XV. Board and Superintendent Comments

Mr. Parkhurst noted that he will be attending the CABA Conference with Mrs. Christianson on Friday and the newest Board Members, Ms. Culter and Ms. Osorio will be joining them on Saturday.

XVI. Public Audience

Mr. David Farr addressed the Board. He first congratulated the newest Board Members. He had a few questions for the Board, beginning with a policy which was made back in 2015 when it came to naming fields for teachers, coaches, principals, etc. He was wondering if he missed any teachers or principals being brought forward for consideration. The policy in place is Policy 7551. He suggested naming or honoring a superintendent from the past, Mr. Jackson and a principal of the high school from the past, Mr. Shapiro. He wanted to know about a status, if any. Mr. Parkhurst noted that the last dedication he can remember is when they hung a banner at the pool and the naming of the tennis courts. Other than that, he cannot recall any other names being brought to the Board for consideration. Mr. Farr suggested to be proactive and put a link on the website and maybe some people will make those suggestions. He also discussed the conditions of the Windsor Locks track which was built in 1968. He suggested forming a group with Board Members, First Selectman, members of the Board of Finance and State Representatives to come up with a plan to have the track upgraded, looking for grants that can be used as other towns have done. Lastly, he discussed coaches and complaints about coaches and what the protocol is for parents to make complaints. He was told it should go to the Athletic Director, Principal, and the Superintendent. He spoke about JV teams and the importance of having JV teams to give the younger athletes the experience before they begin playing on a varsity team. He also spoke about the difficulties for him to get scores and/or player of the game information to be posted on-line and in the newspapers. He would like to post scores and stories about the high school teams, but it is difficult getting that information.

XVII. EXECUTIVE SESSION

It was **MOVED** (Gragnolati) and **SECONDED** (Osorio) and **PASSED** (U), that the Board of Education enters into Executive Session as permitted by Connecticut General Statutes Section 1-225(a) for the following purposes as allowed by Section 1-200(6), that is

A. Condition of Employment of the Superintendent

That attendance in the Executive Session shall be limited to:

- Members of the Board of Education
- Superintendent of Schools
- Others invited as needed

Board moved into Executive Session at 7:15 p.m.

It was **MOVED** (Gragnolati) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education terminates Executive Session and reconvenes into public session at 8:15 p.m.

XVIII. Adjournment

It was **MOVED** (Gragnolati) and **SECONDED** (Osorio) and **PASSED** (U) that the Board of Education adjourn the Regular Meeting of November 16, 2023 at 8:15 p.m.

Respectfully submitted,

Denise M. Piotrowicz
Recording Secretary