

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

**MINUTES OF THE REGULAR MEETING  
February 22, 2024 at 6:00 p.m.**

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

Members Present:	K. Christianson, D. Gragnolati, L. Cutler, A. Osorio, and G. Guyette
Members Absent:	None
Administrators:	S. Parkhurst, R. Stacy, A. Pierce, R. Bissonnette, M. Warner, G. Testani, J. Robinson, C. Domler, A. Goodwin, and via Zoom – M. Briggs, M. Parrette, R. March and K. Krupa
Student Representatives:	E. Norris
Students:	R. Blinn and P. Annis
Staff:	D. Bole and P. Sibila
Others:	A few others and some participating on Zoom
Press:	None

**I. Call to Order**

Chairperson Ms. Kylee Christianson called the Regular Meeting to Order at 6:00 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.

**II. Student Board Representatives Report**

Miss Emma Norris, Student Representative, addressed the Board. She spoke to about the upcoming NCCC Boys' Basketball Tournament, the Boys' team will be playing at home on Friday night. Tickets can be purchased on-line.

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

Chairperson Ms. Christianson mentioned the Girls' Basketball Tournament begins on Tuesday in North Branford. She shared an email the district received from Ms. Tammy Salminen, adjutant for Ira Williams, Commander for Disabled American Veterans, Chapter 17. Recently she was at the VA in Newington and she saw Valentine Day cards at the entrance that were made by students at North Street School. Her chapter loved the cards and to have students take the time to make, decorate and write detailed message was heartfelt. She thanked Ms. Testoni, Principal of North Street School and all of the students for remembering the veterans on the holiday.

Mr. Shawn Parkhurst, Superintendent of Schools, addressed the Board. He thanked Board Member Mr. Guyette for attending the Art Exchange at the Windsor Locks Middle School. He also echoed Ms. Christianson and Miss Norris about the upcoming Basketball Tournaments.

**IV. Public Audience (only on Agenda Items)**

None.

**V. Student Recognition**

Mr. Parkhurst announced he was recognizing and celebrating two Windsor Locks High School Student Athletes for their recent Athletic accomplishments. The two students were:

- Rachael Blinn is a member of the WLHS Indoor Track Team and has qualified for the National competition in the pole vault. Best of luck to her as she represents Windsor Locks High School and the greater community in the upcoming competition.
- Peter Annis is a member of the Suffield Wildcat Wrestling Team and was recently crowned the NCCC Champ in the 106 lb. class. Peter recently competed in the Class S State Championship and has made our school and community proud of his accomplishments.

**VI. Approval of Minutes**

- **January 30, 2024 Special Meetings (1)**

An error was noted in the January 30, 2024 Special Meeting the Chairperson's name was misspelled in Section I. Call to Order, and the correction is as follows:

“Chairperson Kylee Christainson called..”

To

“Chairperson Kylee Christianson called...”

An error was noted in the January 30, 2024 Special Meeting in Section I., Sub-section A. Roll Call, and the correction is as follows:

“All Board Members were present other than Ms. Lindsay Cutler.”

To

“Board Members present were K. Christianson, D. Gragnolati and A. Osorio”

- **January 30, 2024 Special Meeting (2)**

An error was noted in the January 30, 2024 Special Meeting the Chairperson's name was misspelled in Section VIII. FY 25 CIAC Item, Paragraph 1, Line 1, and the correction is as follows:

“Chairperson Ms. Christainson ...”  
To  
“Chairperson Ms. Christianson ...”

An error was noted in the January 30, 2024 Special Meeting in Section IX. Kindergarten Entrance Plan, Paragraph 2, Line 1, and the correction is as follows:

“...district will be using, Brigance Early Childhood...”  
To  
“...district will be using; Brigance Early Childhood...”

An error was noted in the January 30, 2024 Special Meeting in Section IX. Kindergarten Entrance Plan, Paragraph 2, Line 5-6, and the correction is as follows:

“...measure of emergency literacy skills. It proves cute scores...”  
To  
“...measure of emergent literacy skills. It proves cut scores...”

An error was noted in the January 30, 2024 Special Meeting in Section X. FY 24-25 Budget Forum & Input, Paragraph 6, Line 1, and the correction is as follows:

“Mr. Matt Segal, President of...”  
To  
“Mr. Matt Sigall, President of...”

An error was noted in the January 30, 2024 Special Meeting in Section X. FY 24-25 Budget Forum & Input, Paragraph 9, Line 3, and the correction is as follows:

“...their proposed budget as the Board has many...”  
To  
“...their proposed budget at a later date as the Board has many...”

An error was noted in the January 30, 2024 Special Meeting in Section X. FY 24-25 Budget Forum & Input, Paragraph 9, Line 4, and the correction is as follows:

“...consensus of the Board agreed.”  
To  
“...consensus of the Broad.”

An error was noted in the January 30, 2024 Special Meeting in Section XI. Board and Superintendent Comments, Paragraph 1, Line 3, and the correction is as follows:

“...preparing the budget, staring at a ...”  
To

“...preparing the budget, starting at a ...”

- **February 8, 2024 Regular Meeting**

It was **MOVED** (Gragnolati) and **SECONDED** (Osorio) and **PASSED** (U) that the Board of Education approves the January 30, 2024 Special Meeting Minutes (2), as amended and February 8, 2024 Regular Meeting Minutes as presented.

## **VII. Personnel Report**

### **A. Job Description Updates**

Mr. Robert Stacy, Director of Human Resources, addressed the Board. He commented that over the course of the next few months, he will be updating job descriptions of the non-union staff members. He has presented three of descriptions for a second read, which were: Data Specialist, Director of Facilities and Facilities Attendant. Additional job descriptions were presented to the Board for their review, which were: Director of Finance and Operations and Director of Human Resources.

A brief discussion was held.

It was **MOVED** (Cutler) and **SECONDED** (Guyette) and **PASSED** (U) that the Board of Education approves the revised job descriptions as presented.

## **VIII. Business Office Report**

Ms. Allison Pierce, Director of Finance and Operations, addressed the Board. She commented that back in October, it was discussed and agreed that the district would go out to bid for the transportation contact as the current contract expires June 30, 2024. It was also discussed having a Board Member to be involved in the process of the RFP and in November, Board Member Ms. Osorio volunteered to participate in the process. In January, Ms. Pierce in preparation of the RFP, did some research on the district's current contract cost per bus/per day which is \$385-\$425; which is lower cost than regional companies by 15-27%. She discussed the trends and forecasts of 15-30% inflation, 30% insurance, and 10-15% for fuel. The regional feedback was 20-25% RFP regional responses above current rates of \$385-\$400 per bus/per day of about \$425-\$475 per bus/per day. She discussed the current costs and trends resulting in significant annual increases at a minimum of 20% projected increase. The current contract is already lower than regional averages. She contacted a consulting firm, MJK Transportation Consultants, to discuss and review their current contact and the possibilities of going out to bid for a new transportation contact. She gave a copy of their analysis and recommendations for the Board to review. She noted the consulting firm believes the current company Smyth Bus Company is favorable. She recommended not to initiate a RFP and to negotiate with the current vendor for a three year contact with a two year option.

A brief discussion was held.

It was **MOVED** (Gragnolati) and **SECONDED** (Osorio) and **PASSED** (U) that the Board of Education agrees that it is not the best interest of Windsor Locks Public Schools or Town of

Windsor Locks to initiate a RFP for bus services and negotiate with the current vendor for a three year contract with two year option.

## **IX. Policy**

### **A. Policy Review: First Read**

- **0521 Nondiscrimination – New**
- **5144.2 Use of Exclusionary Time Out – New**

Mr. Robert Stacy noted this was the first read of two policies, both new policies. He gave a brief description of the policies.

A brief discussion was held.

## **X. Facilities Update**

Mr. Parkhurst introduced Mr. Greg Weigert, Director of Facilities, to address the Board. He prepared a cost analysis of maintaining versus replacing infrastructure. He discussed four projects, which included North Street School leaking roof of the kindergarten wing; Windsor Locks Middle School faulty main office rooftop unit and failed boiler room hot water heater; and, Windsor Locks High School faulty Media Center/Guidance Suite rooftop unit. He discussed the cost to maintain the equipment versus the cost to replace. The projects were labeled in priority 1 through 4. The first being the failed boiler room hot water heater. He noted that the replacement of the hot water heater cost is under \$10,000 and the project does not qualify for CIAC projects and will have to come from the operating budget.

A brief discussion was held.

## **XI. FY 25 CIAC Items**

Mr. Parkhurst noted that the entire list of projects has been given to the Board to review. He indicated that the process for the CIAC budget/projects is different than it has been in the past. The projects will be embedded into the budget and will be presented to the Board of Finance on March 12, 2024.

A brief discussion was held.

It was **MOVED** (Cutler) and **SECONDED** (Guyette) and **PASSED** (U) that the Board of Education approves the three recommended projects for CIAC.

## **XII. FY 24-25 Budget**

Mr. Parkhurst gave an overview of the proposed budget FY 24-25 of \$38,436,158 or an increase of \$5,410,320 or 16.38% increase. He gave an overview of between the actual expenditures of FY 21-22 and FY 22-23. He noted the increase of \$5.4 Million Dollars includes the \$2.5 Million cost of insurance and 15% additional increase of insurance or \$3 Million dollars. The budget is due to the Town on March 1, 2024 and the Board will be presenting to the Board of Finance on March 12, 2024.

A brief discussion was held.

It was **MOVED** (Cutler) and **SECONDED** (Osorio) and **PASSED** (U) that the Board of Education approves the proposed budget of \$38,326,158 or an increase of \$5,410,320 or a 16.38% increase as presented.

**XIII. Board and Superintendent Comment**

Mr. Parkhurst commented the next Board of Education Meeting will be March 25, 2024. He reminded everyone the dates of the high school play *Mean Girls* of March 14, March 15, and March 16, 2024.

**XIV. Public Audience (General)**

None.

**XIV. Adjournment**

It was **MOVED** (Guyette) and **SECONDED** (Osorio) and **PASSED** (U) that the Board of Education adjourn the Regular Meeting of February 22, 2024 at 6:58 p.m.

Respectfully submitted,

Denise M. Piotrowicz  
Recording Secretary