

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

**MINUTES OF THE SPECIAL MEETING
March 25, 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, M. Briggs, G. Testani, J. Robinson, A. Goodwin, R. March,
Student Representatives:	E. Norris and N. Gooden
Students:	K. Mori, M. DiPoppo, H. Klvana, N. Santanella, K. Goff, and L. Quagliaroli
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 Special 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. Board of Education Appreciation and Recognition

Mr. Shawn Parkhurst, Superintendent of Schools stated that the Board of Education was recognized for the work they do for the children of Windsor Locks. March is Board of Appreciation month. The following administrators addressed the Board and explained their school's gift to the Board Members.

- Ms. Giovanna Testani Principal of North Street School
- Ms. Monica Briggs, Principal of South Elementary School
- Mr. Matt Warner, Principal of Windsor Locks Middle School
- Dr. Rebecca Bissonnette, Principal of Windsor Locks High School
- Mr. Josh Robinson, Director of Special Services

III. Student Board Representatives Report

Miss Emma Norris, Student Representative, addressed the Board. She thanked everyone for the gifts she received. She announced spring sports beginning practice getting ready for the upcoming season. She also noted the Robotics Team won their last completion and are ranked No. 1 in New England and No. 6 in the World. \

Mr. Nicardo Gooden, Student Representative, addressed the Board. He also spoke about the spring sports beginning and the upcoming SAT testing for the juniors on Wednesday. He wished everyone well!

IV. Board of Education and Superintendent Communications

Board Member Mr. Guyette noted he attend the Robotics Meet at the high school and he was very impressed with the students on the team.

Board Member Ms. Osorio commented on the recent performance of the Windsor Locks Theater Club, *Mean Girls*. She thought it was an awesome job!

Chairperson Ms. Christianson echoed Ms. Osorio's comments about the play.

Mr. Shawn Parkhurst, Superintendent of Schools, addressed the Board. He thanked Board Members Mr. Guyette and Mr. Gragnolati for attending recent school events. He spoke about the math carnival that took place at North Street School and Read Across American that took place at the high school who hosted students from North Street School. He mentioned Ms. Briggs and her staff at South Elementary School and two fourth grade students who lead a meeting with the entire school. He noted spring sports are beginning. He congratulated the Theater Club, Mr. Sibila and Mr. Garcia for the amazing performance of Mean Girls. Lastly, he noted that the Windsor Locks Middle School Honor Choir song at the Wolfpack game this past Saturday.

V. Public Audience (only on Agenda Items)

None.

VI. Student Recognition

Mr. Parkhurst announced he was recognizing and celebrating Windsor Locks High School Students for their recent accomplishments.

- Ms. Karissa Mori was recognized for her musical talents, she has been active for three years in the plan, theater club, chorus and a cast member of the recent performance of Mean Girls. She will participate in the Northern Regional Musical Festival on April 4 through April 6, 2024.
- Mr. Jack Scholefield, Connecticut All-State Band, he was not in attendance and will be recognized at an upcoming meeting.
- The Suffield Windsor Locks Granby Wildcat Hockey team recently won the Conference Championship and played in the Division III State Tournament,

reaching the Final Four. Three members of Windsor Locks High School, who are members of the SWLG Wildcats Hockey Team will be honored and celebrated for their 23-24 accomplishments'. Those students are Mr. Matthew DiPoppo, Mr. Henry Klvana and Mr. Nicolas Santanella.

VII. Approval of Donations

Mr. Parkhurst explained the District was recently gifted with three generous donations that need Board of Education approval.

- *In a Heartbeat Foundation*, located in Wallingford Connecticut, donated a Zoll semi-automatic AED worth approximately \$1,400 to benefit South Elementary School. The founder Mike Papale suffered a cardiac event as a high school athlete and has since worked to donate and train schools and businesses in CPR and AED use.
- The Windsor Locks Raiders Booster Club received a generous donation from *USA Hauling and Recycling* for the purpose of temporary lighting for team use to have several night football games. Due to unforeseen circumstances the Booster Club was unable to use the donation for the lights, and given the recent Windsor Football tragedy, they wished to use the funds to purchase two new AED's for the High School Athletic programs. With the donation of two AED's to the High School Athletic programs, they could then send one of their existing AEDs to the Middle School for use in their Athletic Programs. With the recommendation of Nursing Supervisor Lisa Ciaffaglione, the Windsor Locks Raiders Booster Club purchased two Zoll AED Plus units for a total cost of \$2,800.00. The Windsor Lock Raiders Booster Club would like to thank USA Hauling and Recycling for their support of our football team, First Selectman Paul Harrington for helping facilitate this donation, and Nursing Supervisor Lisa Ciaffaglione for her expertise and assistance in the selection of the AED equipment.

It was **MOVED** (Cutler) and **SECONDED** (Osorio) and **PASSED** (U) that the Board of Education approves the generous donations of 3 Zoll AEDs totaling approximately \$4,200, with gratitude to In a Heartbeat Foundation, the Windsor Locks Raiders Booster Club, and USA Hauling and Recycling.

VIII. Request for Early Graduation

Mr. Parkhurst introduced to the Board, Miss Alessia Moulton, a student in eleventh grade. Miss Moulton addressed the Board. She gave a presentation discussing that she is on target to earn twenty-five credits by June 7, 2024. She has utilized Edgenuity Online courses, participated in internship programs, and completed quarterly exhibition projects to advance her studies with the goal to graduate early. Miss Moulton explained she is planning on pursuing the Cosmetology and Nail Tech program at Asnuntuck Community College.

A brief discussion was held.

It was **MOVED** (Osorio) and **SECONDED** (Cutler) and **PASSED** (U) that the Board of Education accepts the request from Miss Alessia Moulton for early graduation.

IX. Windsor Locks Overnight Trips

Ms. Kirsten Krupa, Assistant Principal of Windsor Locks High School addressed the Board. She informed the Board that the program Shattered Dreams is scheduled to take place at the Windsor Locks High School on April 25, 2024 and April 26, 2024. event. The event is a staged car accident in which teenagers are involved in which was caused either by drinking and driving, texting or drugs. There will be many students who will be involved in the staged accident by playing the part of victims of the car accident or the driver of the car. The students will re-enact all aspects of the tragedy, including, ambulance transport, hospital emergency room, notification of parents of the victims, police involvement and funeral. This event happens every four years and usually around prom season. A retreat will be held for those students acting in the event. The school will end the event after the second day with an assembly of all students with speakers which will include the students who participated in the exercise.

A brief discussion was held.

It was **MOVED** (Guyette) and **SECONDED** (Gragnolati) and **PASSED** (U) that the Board of Education approves Shattered Dreams Retreat overnight field trip from 4/25/2024 - 4/26/2024 as presented.

Ms. Sjodin-Niziolek, history teacher at Windsor Locks High School along with Miss Katelyn Goff and Miss Lia Quagliaroli presented to the Board the high school's request for an EF Tours field trip to London, Paris, Florence and Rome in April of 2025 for ten days. The trip will be open to all students at the high school. Twelve students will be needed in order for the trip to take place. Ms. Sjodin-Niziolek noted there is interest for the trip and is confident there will be enough students attending.

A brief discussion was held.

It was **MOVED** (Guyette) and **SECONDED** (Gragnolati) and **PASSED** (U) that the Board of Education approves the EF Tours field trip to London, Paris, Florence and Rome in April of 2025 as presented.

X. Approval of Minutes

- **February 22, 2024 Special Meeting**

An error was noted in the minutes, Section I, Line 2 as follows:

“...Windsor Locks Public School’s Professional Development Room.”
to
“...Windsor Locks Public School Professional Development Room.”

An error was noted in the minutes, Section V, Paragraph 4, Lines 2-3 as follows:

“...the finds that Student C did engage in conduct that violated Board Policy and seriously disrupted...”

to

““...the Board finds that Student C did engage in conduct that violated Board Policy and was seriously disrupted...”

An error was noted in the minutes, Section IV., Paragraph 4, Line 7 as follows:

“...and conditions as the Administration’s Recommendations dated...”

to

“...and conditions as of the administrative recommendations dated...”

- **February 22, 2024 Regular Meeting**

It was **MOVED** (Guyette) and **SECONDED** (Osorio) and **PASSED** (U) that the Board of Education approves the February 22, 2024 Special Meeting as amended and February 22, 2024 Regular Meeting, as presented.

XI. 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 two descriptions for a first read, which were: Director of Information Technology and School Nurse.

A brief discussion was held and it was the consensus to table the approval until the next meeting in April.

XII. Business Office Report

Ms. Alison Pierce, Director of Operations and Finance addressed the Board. She gave an update of the February financials, which included February encumbrances of \$3,360,148.05; year to date \$20,759,125.02; remaining encumbrances for 2024 \$11,407,935.04, which leaves a budget balance of \$858,787.95 or 2.60% of the FY 24 budget remaining. Ms. Pierce gave an update on capital projects. She noted six active projects, which included projects from 2021 for district sprinkler upgrades, high school and middle school elevator upgrades and projections from 2023 including districtwide upgraded signage and high school auditorium upgrades. She discussed projects from FY19-24 that have been completed or not completed within timeframe were discussed and remaining balances of those projects in the amount of \$274,635.45 will be refunded back to the Town of Windsor Locks.

Ms. Pierce spoke about food services and the Healthy Food Certification. She noted the Healthy Food Certification (HFC) statute (C.G.S. Section 10-215f) requires that each local board of education or governing authority (BOE) for public schools participating in the National School Lunch Program (NSLP) each year must certify whether all food items

sold to students (separately from reimbursable meals) will or will not meet the Connecticut Nutrition Standards (CNS).

It was **MOVED** (Gragnolati) and **SECONDED** (Cutler) and **PASSED** (U) that the Board of Education approves pursuant to C.G.S. Section 10-215f, the Windsor Locks Board of Education certifies that all food items offered for sale to students in the schools under its jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will comply with the Connecticut Nutrition Standards during the period of July 1, 2024, through June 30, 2025. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to school stores, vending machines, school cafeterias, culinary programs, and any fundraising activities on school premises sponsored by the school or non-school organizations and groups.

It was **MOVED** (Gragnolati) and **SECONDED** (Cutler) and **PASSED** (U) that the Board of Education agrees The Windsor Locks Board of Education will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards and beverages not listed in Section 10-221q of the Connecticut General Statutes provided that the following conditions are met:

- 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend;
- 2) the sale is at the location of the event; and
- 3) the food and beverage items are not sold from a vending machine or school store.

An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The “regular school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held and must be the same place as the food and beverage sales.

XIII. Policy

Second Read

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

First Read

- **3541.5 Reporting of Transportation Safety Complaints**
- **3542.22 Food Services Personnel Code of Conduct**
- **3542.41 Food Services Personnel Professional Standards**
- **3542.43 Charging Policy Food Services**

Mr. Robert Stacy noted this was the second read of two policies. He gave a brief description of the policies.

He also presented four policies as a first read/review by the Board. Those policies were:

- 3541.5 Reporting of Transportation Safety Complaints
- 3542.22 Food Services Personnel Code of Conduct
- 3542.41 Food Services Personnel Professional Standards
- 3542.43 Charging Policy Food Services

A brief discussion was held.

It was **MOVED** (Guyette) and **SECONDED** (Cutler) and **PASSED** (U) that the Board of Education approves policies: 0521: Nondiscrimination, and 5144.2: Use of Exclusionary Time Out as presented.

XIV. Proposed 2024-2025 School Calendar

Mr. Parkhurst presented the 2024-2025 School Calendar that was approved by the Calendar Committee for final Board approval. The Calendar Committee was comprised of a Board of Education Member, Members of the WLAA, WLTA, the ParaEducators' Bargaining Unit, the Director of Human Resources and was facilitated by the Superintendent.

A lengthy discussion was held discussing first day of school and parent-teacher conferences and student lead conferences scheduling.

It was **MOVED** (Osorio) and **SECONDED** (Cutler) and **PASSED** (3-1)(In Favor: A. Osorio, L. Cutler, and D. Gragnolati; Opposed: G. Guyette; and, Abstain: None) that the Board of Education approves the 2024-2025 school calendar as presented.

XV. District K-5 Literacy Team Information

Mr. Parkhurst introduced Ms. Giovanna Testani, Principal of North Street School and Ms. Megan Parrette, Director of STEAM Curriculum, Instruction and Assessment to the Board to discuss the District K-5 Literacy Team Information. Ms. Testani and Ms. Parrette discussed in order to align our literacy efforts to the Connecticut Literacy Model (CTLM), Windsor Locks Public School has created a K-5 District Literacy Team. The team is composed of district and school based administration along with representatives from both elementary schools.

- Director of Special Education: Josh Robinson
- Director of Curriculum: Megan Parrette
- EL Coordinator: Vita Beebe
- Union Rep: Aimee Carter
- Principals: Monica Briggs & Giovanna Testani
- Instructional Specialists: Tom Croyle & JoAnne Cutler
- Educators (General, SPED, EL): Sheri Parsons, Lisa Almada, Beth Belzek, Karen Snow, Danielle Nastri
- Family Coordinator: Ruth Sobolewski

The primary goal is to install systems and processes to support the implementation of a

multi-tiered assessment and instructional framework through a District Literacy Plan. The District Literacy Plan establishes priority goals aligned to the key components of the Connecticut Literacy Model: Leadership, Assessment, Professional Learning, Family Engagement and Tiered Instruction. In collaboration with school based literacy teams, the district team will drive and monitor literacy initiatives across schools. This process will allow the district to create a clear continuum of literacy services aligned to the science of reading.

Connecticut's Literacy Model is based on a multi-tiered systems of support (MTSS) framework and is anchored to evidence-based literacy practices. It includes the following critical features:

- Commitment to K-3 reading as a top priority
- Comprehensive school-wide reading plan
- Strong literacy leadership
- High-quality classroom reading instruction
- Intensive reading interventions
- Assessments to inform instruction
- Ongoing coaching and professional development for teachers
- Strong family engagement

Connecticut's Literacy Model is based on a flexible framework designed to help schools enhance the effectiveness of their current practices through building efficient and integrated tiered systems of support and increasing teacher knowledge of effective reading instruction.

Overall, the K-5 District Literacy Team plays a pivotal role in championing the Science of Reading initiative, driving systemic change in literacy instruction, and promoting equitable access to high-quality literacy education for all students.

XVI. FY25 Budget Appeal

Mr. Parkhurst announced the Board of Finance has temporarily approved the FY25 budget at \$33,025,838 which represents a 0% increase over the FY24 budget. The Board of Finance will fund \$2,500,000 from the Board of Education medical insurance line and \$63,800 from the technology line in the FY25 operating budget for student issued devices in the CIAC budget. This represents a deficit of the FY25 operating budget of \$2,846,021.

Mr. Parkhurst requested a discussion and determination to appeal to the Board of Finance and if so, what amount the FY25 budget to be appealed. Appeals will occur at Town Hall on April 16, 2024 at 5:30 pm.

A lengthy discussion was held.

It was **MOVED** (Gragnotati) and **SECONDED** (Osorio) and **PASSED** (U) that the Board of Education agrees to appeal to the Board of Finance the proposed budget.

XVII. Board and Superintendent Comment

None.

XIV. Adjournment

It was **MOVED** (Gragnotati) and **SECONDED** (Cutler) and **PASSED** (U) that the Board of Education adjourn the Special Meeting of March 25, 2024 at 7:54 p.m.

Respectfully submitted,

Denise M. Piotrowicz
Recording Secretary