

WINDSOR LOCKS PUBLIC SCHOOLS



BOARD OF EDUCATION MEETING

Regular Meeting

March 27, 2025

6:00 p.m.

Windsor Locks High School - Library Media Center

In Person Attendance Open to All

Optional Public Attendance via Zoom

[Click Here for Zoom Registration](#)

Windsor Locks Board of Education

Kylee Christianson, Chairwoman

Dennis Gragnolati, Vice Chairman

Lindsay Cutler

Alba Osorio

Greg Guyette

Superintendent of Schools

Shawn Parkhurst

DISTRICT (3) THREE YEAR VISION

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
March 27, 2025 - 6:00 pm
Windsor Locks High School - Library Media Center
In-Person Attendance Open
Optional Public Attendance via Zoom - [Click Here for Zoom Registration](#)

- I. Call to Order
 - A. Roll Call
 - B. Pledge of Allegiance
- II. Board Member Appreciation and Recognition
- III. Board of Education and Superintendent Communications
- IV. Student Board Representative(s) Report
- V. 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.*
- VI. Approval of Minutes: **Vote Needed** p. 4 Exhibit I
 - March 13, 2025 Regular Meeting
- VII. FY26 Budget & Board of Finance Appeal Update
- VIII. Policy Priority List p. 11 Exhibit II
- IX. Policy p. 12 Exhibit III
 - A. Second Read/Review: **Vote Possible**
 - 5121.3 Academic Dishonesty: Cheating Plagiarism: New p. 13
 - 6146 Graduation Requirements: Revised p. 14
 - 6148 Instruction - FAFSA Completion Program: Revised p. 19
- X. Business Office Report
 - A. Finance Report FY 24-25 p. 21 Exhibit IV A
 - B. Budget Line-Item Transfers Update p. 25 Exhibit IV B
 - C. Food Service RFP and Annual Healthy Food Certification: **Vote Needed** p. 26 Exhibit IV C
- XI. Board and Superintendent Comment
- XII. 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.

XIII. Proposed Executive Session: To adjourn the meeting to Executive Session as permitted by Connecticut General Statute Section 1-225(a) for the following purposes as allowed by Section 1-200(6) that is:

A. Discussion Concerning the Employment of the Windsor Locks High School Assistant Principal

That attendance in the Executive Session shall be limited to:

- a) All Members of the Board of Education
- b) Superintendent of Schools
- c) Others as requested by the Board of Education

XIV. Adjourn Meeting

For the Chairperson of the Board of Education
Shawn L. Parkhurst - Superintendent of Schools

Copy: Town Clerk - Please Post

EXHIBIT I

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN L. PARKHURST, SUPERINTENDENT
DATE: MARCH 27, 2025
RE: APPROVAL OF MINUTES

- March 13, 2025 Regular Meeting

Board Motion: “**Move** that the Board of Education approve the minutes of the March 13, 2025 Regular Meeting.”

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

**MINUTES OF THE REGULAR MEETING
March 13, 2025 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, P. Proctor, R. Bissonnette, M. Warner, C. Domler, G. Testani, and A. Goodwin
Student Representatives:	None
Students:	M. McGinnis, J. Grasso, M. Lemieux, J. Arocho-Morales, K. Mori, M. DiPoppo, J. Dufresne, H. Klvana, and N. Santanella
Staff:	P. Sibila
Others:	Many Parents and grandparents and some participating on Zoom
Press:	None

I. Call to Order

Chairwoman Ms. Kylee Christianson called the Regular Meeting to Order at 6:05 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 and Superintendent Communications

Board Member Mr. Guyette mentioned two weeks ago, he presented at North Street School, the space suit and space hardware which are developed at Collins Aerospace in Windsor Locks. He was surprised he was able to keep the attention of the students.

Board Member Ms. Osorio remarked she attended a parent advisory meeting last week. She will share her notes with the other Board Members. The discussions included topics, such as, Dollar for Scholars, sports, report cards, dress codes and changes in graduation requirements. She also mentioned attending CABA Day on the Hill with Mr. Parkhurst and Chair Ms. Christianson.

Vice-Chair Mr. Gragnolati noted five years ago today the buildings were closed due to COVID.

Chairwoman Ms. Christianson commented about attending CABA Day on the Hill. She explained it is a day when Board of Education Members from all districts throughout Connecticut go to the Capitol discussing funding for public schools.

Mr. Shawn Parkhurst, Superintendent of Schools, addressed the Board. He wanted to give a shout-out to the high school for their successful Read Across America events. Unfortunately, the basketball tournaments have come to an end for both the girls and boys basketball teams. He thanked Board Member Mr. Guyette for his presentation at North Street School which aligned with the curriculum. He thanked Chairwoman Ms. Christianson and Board Member Ms. Osorio for attending CABA Day on the Hill. He noted the past week he attended the Board of Finance Meeting presenting the budget. Next week, student lead conferences will take place.

III. Student Board Representative(s) Report

None.

IV. Public Audience (only Agenda Items)

None.

V. Student Recognition

Mr. Parkhurst announced an opportunity to highlight and celebrate the accomplishments of Windsor Locks Winter Athletes and Artists. The following students were recognized:

Basketball - WLHS All Conference Honors

- Sincere Monroe
- Maeve McGinnis
- Jack Grasso

Girls Hockey - WLHS All Conference Honors

- Madelyn Lemieux

Connecticut Association of Schools Visual/Performing Arts Awards - WLHS

- Joshua Arocho-Morales
- Kariss Mori

Boys Hockey – Championship Players

- Matthew DiPoppo

-Jack Dufresne
-Henry Klvana
-Cameron Murray (not in attendance)
-Nicolas Santanella

Board Recessed: 6:10 p.m.
Board Reconvened: 6:12 p.m.

VI. Approval of Minutes

February 27, 2025 Regular Meeting

It was **MOVED** (Cutler) and **SECONDED** (Osorio) and **PASSED** (U) that the Board of Education approve the minutes of the February 27, 2025 Regular Meeting as presented.

VII. Human Resources Report

A. Job Description

Mr. Robert Stacy, Executive Director of Human Resources, addressed the Board. The job description in the packet is for a first read for review for the Administrative Assistant to the High School Principal. The last time the job description was revised was November of 1998. There were some changes noted.

A brief discussion was held.

It was **MOVED** (Osorio) and **SECONDED** (Cutler) and **PASSED** (U) that the Board of Education approves the job description for the Administrative Assistant to the High School Principal position as presented.

B. Update on State Partnership Plan Insurance Proposal

Mr. Stacy noted the district is working with the town in attempting to shift the insurance into the State Partnership Plan which will lower the cost of insurance. The current provider is anticipating a 25% increase whereas the State Plan is anticipating a 9.9% increase. He has been working with all of the bargaining units explaining the plan. There are five bargaining units that have to sign agreements and thus far four of those units have signed agreements. There has been three open forums for employees to learn about the plan. The forums were well attended. The State Plan needs 60 day lead time to shift the plan. He is hopeful to have everything in place by April 1, but no later than May 1 as the insurance will begin on July 1, 2025.

VIII. FY 26 Budget Update & Discussion of Potential Appeals

Mr. Parkhurst commented the Board of Finance is scheduled to begin deliberation of the FY26 budget on Tuesday, March 11, 2025. As this is the meeting prior to the scheduled FY26 budget appeals which is scheduled for March 25, 2025, he requested the Board discuss and vote on whether the FY26 Board of Education budget will be appealed or not.

He gave a handout of proposed cuts that he discussed with his leadership team. He discussed each and every reduction. The reductions are as follows:

A lengthy discussion was held.

It was **MOVED** (Gragnolati) and **SECONDED** (Guyette) and **PASSED** (U) that the Board of Education approves the proposed reductions of the FY budget in the amount of \$761,392.52 as discussed and appeal to the FY 26 budget to the Board of Finance in the amount of \$815,135.48 as discussed.

IX. Policy Priority List

Mr. Stacy gave the Board Members the policy priority list and the dates those policies will be presented for review and approval. He briefly went over the list.

X. Policy

A. Rescind Policy 4000.1/4200.1/5145.44

B. First/Second Read

- 4000.1/4200.1/5145.44 Sexual Harassment/Title IX:Replace

Mr. Stacy indicated the following policy should be rescinded, and will be replaced with a new one presented for a First/Second Read with possible approval.

● 4000.1/4200.1/5145.44 Sexual Harassment/Title IX

On January 9, 2025, a federal district court in Kentucky ruled that the 2024 Title IX Regulations “are invalid and must be set aside.” In response, the U.S. Department of Education’s Office for Civil Rights (OCR) issued guidance indicating, “Consistent with the court’s order, the 2024 Title IX regulations are not effective in any jurisdiction.” Districts are advised to discontinue the use of policies and regulations that follow the 2024 Title IX Regulations and resume using policies and regulations that were in place under the 2020 Regulations. The district’s policy in place before the 2024 revision was from 2018 and not compliant with the 2020 regulations. Therefore, the request to conduct both a first and second read to approve immediately so that there will be a compliant policy in place.

It was **MOVED** (Guyette) and **SECONDED** (Cutler) and **PASSED** (U) that the Board of Education rescind current policy 4000.1/4200.1/5145.44 Sexual

Harassment/Title IX approved September 26, 2024, and replace with presented policy 4000.1/4200.1/5145.44 Sexual Harassment/Title IX.

C. First Read/Review

The following policies were presented for first read and review to the Board.

- **5121.3 Academic Dishonesty: Cheating Plagiarism: New**
- **6149 Graduation Requirements: Revised**
- **6148 Instruction – FAFSA Completion Program: Revised**

A brief discussion was held.

XI. Old Business

A. Update on Adjustment to Daily Substitute Rates

Mr. Stacy gave an update on the adjustment to daily substitute rates. He noted at the December 12, 2024 Board Meeting the Board approved an increase in the daily substitute rate from \$120 per day to \$150 per day. The Board asked for an update on the impact of this increase on the recruitment of candidates to fill vacancies and to improve the substitute fill rate. At the time of the change there were 5 building substitute vacancies out of the budgeted 6 building substitute positions that were unfilled. He noted that December fill rate was 2.24%, January the fill rate increased to 6.20% and in February the fill rate increased to 11.66%.

The increase has resulted in Principals filling all 5 of their vacancies with quality candidates. The hiring of these building substitutes has and will continue to have a positive impact on the fill rates at each school.

A brief discussion was held.

XII. Board and Superintendent Comment

None.

XIII. Public Audience (General)

None.

XIV. EXECUTIVE SESSION

It was **MOVED** (Guyette) and **SECONDED** (Osorio) and **PASSED** (U) that the Board of Education adjourn the meeting to 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. Confidential Student Matter - Out of Town Residency Request to
Remain in Windsor Locks Public Schools
That attendance in the Executive Session shall be limited to:

1. Members of the Board of Education
2. Superintendent of Schools
3. Others if Requested to Attend

Board went into Executive Session at 7:01 p.m.
Board exited Executive Session at 7:30 p.m.

It was **MOVED** (Guyette) and **SECONDED** (Cutler) and **PASSED** (U) that the Board of Education permit all three students as discussed in Executive Session to remain in Windsor Locks Public Schools through the end of the 24-25 year as per Policy 5118a.

XV. Adjournment

It was **MOVED** (Gragnolati) and **SECONDED** (Guyette) and **PASSED** (U) that the Board of Education adjourn the Regular Meeting of March 13, 2025 at 7:30 p.m.

Respectfully submitted,

Denise M. Piotrowicz
Recording Secretary

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: ROBERT STACY, EXECUTIVE DIRECTOR OF HUMAN RESOURCES

DATE: MARCH 27, 2025

RE: POLICY PRIORITY LIST

March 27, 2025

- | | | |
|----------|--------------------------------|--------------------|
| • 5121.3 | Academic Dishonesty/Plagiarism | New |
| • 6146 | Graduation Requirements | Mandatory Revision |
| • 6148 | FAFSA Completion Program | Mandatory Revision |

April 24, 2025

- | | | |
|------------|---|--------------------|
| • 4115 | Educator & Leader Evaluation & Support | New |
| • 5145.25 | Students with Special Health Care Needs | New |
| • 5131.911 | School Climate | Mandatory Revision |

May 22, 2025

- | | | |
|------------------------------|---------------------------------------|-----|
| • 5131.601/4118.236/4218.236 | Medical (Palliative) Use of Marijuana | New |
|------------------------------|---------------------------------------|-----|

Future Board Meetings

- Review any policies from CAGE monthly recommended policy packet

EXHIBIT III

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: ROBERT STACY, EXECUTIVE DIRECTOR OF HUMAN RESOURCES

DATE: MARCH 27, 2025

RE: POLICY

The following policies are presented for a Second Read:

- 5121.3 Academic Dishonesty: Cheating/Plagiarism
- 6146 Graduation Requirements
- 6148 FAFSA Completion Program

BOARD MOTION: “**Move** that the Board of Education approve policy 5121.3 Academic Dishonesty: Cheating/Plagiarism as a new policy, and approve policies 6146 Graduation Requirements and 6148 FAFSA Completion Program revised as presented.”

Students

Academic Dishonesty: Cheating/Plagiarism

Policy Statement

As an academic Community, which strives for excellence, the District will not tolerate academic dishonesty. Students are expected to pursue their school work with integrity and honesty. Cheating and plagiarism demonstrate a lack of integrity and character inconsistent with the goals and values of the District.

Cheating, defined as copying another student's work and claiming it as your own and plagiarism, defined as using another person's original ideas/work or materials generated by artificial intelligence without giving credit to the true author or sources, are both prohibited practices.

A student who engages in any form of academic dishonesty will be subject to the loss of credit for the work in question, as well as other disciplinary measures. Teachers shall instruct students in research and study skills appropriate to each subject, so that all students may feel confident that if they prepare, they can succeed without cheating or plagiarizing.

Each school level will develop guidelines that address violations. Guidelines will be published in all student/parent handbooks and on the District/school websites.

(cf. 5114 – Suspension/Expulsion)

(cf. 5121 – Examination/Grading/Rating)

(cf. 5144 – Discipline/Punishment)

Legal Reference: Connecticut General Statutes

10-221 Board of Education to prescribe rules, policies and procedures.

Policy adopted:

Instruction

Graduation Requirements

To ensure that all students graduate from our schools with the knowledge, skills, and work habits they will need in adult life, the Windsor Locks Public Schools have adopted a mastery-based system of teaching, learning, promotion, and graduation. Beginning with the Windsor Locks High School Class of 2020, all students will need to demonstrate achievement of all cross-curricular and content-area graduation standards before receiving a high school diploma. These new graduation requirements will ensure that each student provides evidence that they have achieved expected learning standards, and acquired the knowledge, skills, and work habits that will prepare them for postsecondary education and modern careers.

The District's standards-based diploma system also requires our schools and educators to provide the interventions, support systems, and personalized-learning pathways that each student needs to master the expected standards and graduate college, career, and life-ready.

Graduation from our public school implies (1) that they have satisfactorily demonstrated the District's performance standards, assesses in part by the statewide mastery examinations, and (2) that they have fulfilled the legally mandated number and distribution of credits.

Definitions

Mastery-Based Learning refers to approaches used in which students advance upon mastering skills and content according to an established set of rigorous standards. Students move ahead when they have demonstrated mastery of content, not when they have reached a certain birthday or completed required hours in a classroom.

A mastery-based learning environment consists of state standards and district-developed competencies that put the focus on students demonstrating what they know and are able to do through the compilation of a body of evidence. The competencies that students are expected to meet are clearly articulated.

Content Graduation Standards are the final outcomes expected of students upon graduation from high school. They focus instruction on the most foundational, enduring and leveraged concepts and skills within each content area.

A. Communicating Graduation Requirements

To ensure that every student and family has the information and resources they need to appropriately plan and sequence the student's education decisions, our schools, educators, and staff will clearly and consistently communicate prior to entering high school and throughout the student's education career the graduation standards and diploma requirements that must be met to earn a high school diploma.

The Superintendent, through the high school principal or other designee, shall be responsible for ensuring that accurate, up-to-date information concerning all graduation standards and diploma requirements are (1) readily available to all incoming students and their families in the spring preceding the start of each school year, and (2) published on the district and high

school websites. A detailed guide to graduation standards, academic expectations, and diploma requirements will be disseminated to all incoming ninth-grade students at the time of course selection. This policy will also be referenced in each edition of the high school student handbook and on the district and high school websites.

As soon as it is practical and feasible, the Board expects the Superintendent or designee to inform all students and their families of any modifications made to the District's graduation requirements, which extends to all applicable changes in relevant state law, rules, or regulations.

The Board has approved the following schedule of minimum requirements for graduation, which encompasses minimum graduation requirements specified by the state and described in relevant laws, rules, and regulations. The Board is aware that current law and regulations are subject to change.

B. Academic Requirements for Graduation

~~Commencing with the Windsor Locks High School graduating class of 2023, a~~All students must master the following graduation requirements:

1. All students will demonstrate that they have achieved mastery in the content-area graduation standards based on Connecticut State requirements. As a transitional plan while the Connecticut State Legislature studies and ultimately makes a final decision about the use of the Carnegie Unit as the basis for earning "credits," students shall earn a minimum of 25 credits based on mastery of the graduation standards associated with the subject areas listed.

- a. Humanities* (which includes ELA) 9 credits including civics and the arts

- b. STEM – 9 credits

- c. Physical Education and Wellness – 1 credit

- d. Health and Safety Education – 1 credit

- e. World Languages – 1 credit

- e.f. One-half credit in personal financial management and financial literacy (applied to humanities, science, technology, engineering and mathematics, or as an elective credit)

- f.g. Mastery-based assessment – 1 credit

- o *Culminating project that demonstrates mastery of cross curricular standards:*

- Clear and effective communicator
 - Self-directed learner and collaborative worker
 - Creative and practical problem solver
 - Responsible citizen
 - Informed thinker

- Beginning with the graduating class of 2027, the Board shall no longer require a one-credit mastery-based diploma assessment in order to graduate from high school.

- g.h. Electives – 3 credits

*The humanities are fields of learning that help us understand and appreciate human history, culture, values, and beliefs. Philosophy, literature, religion, art,

music, history, and language have become part of the subjects collectively categorized as the humanities.

The Windsor Locks Public school's administration, faculty, and staff will apply the set of standards and performance indicators that are aligned with the content-area standards of the State of Connecticut.

All students must satisfy graduation requirements utilizing personalized pathways through active engagement in mastery-based educational experiences in all the above content areas.

2. Windsor Locks High School graduates will demonstrate that they have achieved mastery in the cross-curricular standards:
 - a. A clear and effective communicator
 - b. A self-directed learner and collaborative worker
 - c. A creative and practical problem solver
 - d. A responsible citizen
 - e. An informed thinker
3. All students will design, document and defend a culminating project that demonstrates their mastery of content and cross-curricular graduation standards – this will be the mastery-based diploma assessment.
4. Pursuant to sections 319 and 320 of Public Act 23-204, starting with the high school graduating class of 2025, a student will not be permitted to graduate from Windsor Locks High School unless the student has completed the FAFSA, other institutional financial aid application for those without legal immigration status, or a waiver developed by the CSDE. This waiver can be completed by the parent/guardian or the student (if 18 or older or an emancipated minor). On and after March 15, the principal, school counselor, teacher or other certified educator may complete such waiver on behalf of any student if they affirm that they have made a good faith effort to contact the parent/guardian or student on at least three (3) occasions about completing the FAFSA or other institutional aid form.
5. While most students will satisfy graduation requirements over the course of a four-year academic program, students may also satisfy Windsor Locks High School's graduation requirements during a period of time that is either accelerated or lengthened, based on their distinct learning needs. This includes high school level coursework students may take at Windsor Locks Middle School, provided the same criteria is used to designate students' mastery of the standards required to earn the credit. Examples of these courses include but are not limited to Algebra 1, Spanish 1, Geometry, Algebra 2, etc. All students are expected to develop a Student Success Plan with assistance from counselors, teachers, and/or administrators that allows them to master expected standards at the pace and with the support they need.

C. Multiple Pathways

Windsor Locks High School offers all students multiple learning options that allow students to demonstrate mastery of content and cross-curricular standards, earn academic credit and satisfy graduation requirements. Windsor Locks High School also encourages its students to explore a broad range of personalized learning experiences.

To pursue personalized learning experiences, students must design a plan that documents and defends how the experience satisfies both graduation requirements and expected cross-curricular and content area standards.

Learning options may include, but are not limited to the following:

1. Academic courses offered by the school
2. Dual enrollment or early college courses
3. Career and technical education programming
4. Online or blended learning options
5. Alternative or at-risk programming
6. Extended Learning opportunities, internships, fieldwork, or exchange experiences
7. Independent studies or long-term projects

D. Transfer and Home-School Students

For students who transfer to Windsor Locks High School from another state, country, school, program, or home-schooling situation, including educational programs that are not aligned with Windsor Locks High School's cross-curricular and content area graduation standards, the Principal shall evaluate the value of the student's prior education experiences and determine to what degree the student has met the school's graduation requirements. After enrolling in Windsor Locks High School, these students will need to satisfy all assessment, proficiency, and graduation requirements in the appropriate subject areas, as determined by the Principal. The Superintendent will ultimately determine whether these students are eligible to receive a diploma. Home-schooled students must have attended Windsor Locks High School for a minimum of two (2) years or four (4) semesters to be eligible for a diploma.

E. Students Receiving Special-Education Services

Students who successfully meet Windsor Locks High School's cross-curricular and content-area graduation standards, as specified in the goals and objectives of their Individualized Education Plans (IEP), will be awarded diplomas.

F. Extended Study

Students are eligible for extended years of study to complete the school's graduation requirements if they have not reached the age of 20. Students eligible for extended years of study may be referred to adult education or other programs and resources.

G. Participation in Graduation Ceremony

A student must complete all Board requirements for a high-school diploma to participate in graduation exercises.

(cf. 5121 - Examination/Grading/Rating)

(cf. 6111 - School Calendar)

(cf. 6146.2 - Statewide Proficiency/Mastery Examinations)

(cf. 6172.6 - Virtual/On-line Courses)

Legal Reference: Connecticut General Statutes
 10-5c Board examination series pilot program. Issuance of certificate (as amended by P.A. 13-247)

10-14n State-wide mastery examination. Conditions for reexamination. Limitation on use of test results. (as amended by Section 115 of PA 14-217)

10-16(l) Graduation exercises. (as amended by P.A. 96-26 An Act Concerning Graduation Requirements and Readmission and Placement of Older Students)

10-221a High school graduation requirements. (as amended by P.A. 00-124, An Act Concerning High School Diplomas and Veterans of World War II, P.A. 00-156, An Act Requiring A Civics Course for High School Graduation and P.A. 08-138, An Act Concerning High School Credit for Private World Language Courses Other Subject Areas), P.A. 10-111, An Act Concerning Education Reform in Connecticut, P.A. [11-135](#), An Act Concerning Implementation Dates for Secondary School Reform, P.A.13-57, An Act Concerning Honorary Diplomas for Vietnam Veterans, P.A. 13-122, An Act Concerning Minor Revisions to the Education Statutes, P.A. 13-247, Budget Implementer Bill and P.A. 15-237 An Act Concerning High School Graduation.).

10-233(a) Promotion and graduation policies ([as amended by P.A 01-166](#));

P.A. 13-108 An Act Unleashing Innovation in Connecticut Schools

P.A. 13-247 An Act Implementing Provisions of the State Budget

P.A. 15-237 An Act Concerning High School Graduation.

[P.A. 17-29 An Act Concerning Connecticut's Seal of Biliteracy](#)

[P.A. 17-42 An Act Concerning Revisions to the High School Graduation Requirements](#)

[P.A. 19-58 An Act Concerning Promoting Careers in Manufacturing to Public Schools](#)

[P.S. 21-199 Section 4, An Act Concerning Various Revisions to the Education Statutes](#)

[P.A. 23-21 An Act Concerning Financial Literacy Instruction](#)

Policy Adopted:	June 13, 2019
Policy Revised:	December 14, 2023 (Formerly 6146a, Revised, Renumbered and Replaces old 6146)
	March 27, 2025

6148 Instruction

FAFSA Completion Program

The Board of Education (Board) recognizes that college, for many students, continues to be an important pathway that helps to provide students with the necessary skills for work and for lifelong learning. In addition, research has indicated the students who complete the Free Application for Federal Student Aid (FAFSA) are more likely to attend college with financial aid.

Many Connecticut students, eligible for college, fail to complete the FAFSA each year, resulting in the loss of funds that could help support their postsecondary education.

The Board acknowledges that Connecticut has, for eligible school districts, implemented a FAFSA Completion Challenge (Challenge). This Challenge is based on the premise that FAFSA completion is strongly associated with postsecondary enrollment and outcomes. Students who complete the FAFSA, in greater numbers, attend college directly from high school in comparison to non-completers.

~~Pursuant to sections 319 and 320 of Public Act 23-204~~, Starting with the high school graduating class of 2025-2027, a student will not be permitted to graduate from Windsor Locks High School unless the student has completed the FAFSA, other institutional financial aid application for those without legal immigration status, or a waiver developed by the CSDE. This waiver can be completed by the parent/guardian or the student (if 18 or older or an emancipated minor). On and after March 15, the principal, school counselor, teacher or other certified educator may complete such waiver on behalf of any student if they affirm that they have made a good faith effort to contact the parent/guardian or student on at least three (3) occasions about completing the FAFSA or other institutional aid form.

Therefore, the Board, through this policy, sets as a goal a District initiative to improve the completion rates for FAFSA among grade 12 students or students in District adult education programs. This goal aims to strengthen District efforts to improve postsecondary enrollment and student outcomes and to make it easier for students to attend postsecondary education.

District efforts to meet this initiative should spark and support local creativity to increase FAFSA completion and postsecondary enrollment rates. The Board directs the administration to develop plans to pilot and initiate new strategies to increase yearly student FAFSA completion rates. The Board may accept gifts, grants, and donations, including in-kind donations, to implement this policy.

As required, the Board will publish and make available on the District website the annual FAFSA student completion rate for the graduating class of each high school within the District.

Legal Reference: Connecticut General Statutes
P. A. 21-199 An Act Concerning Various Revisions and Additions to the Statutes Relating to Education and Workforce Development, Sect. 6, 7, 8.
Public Act 23-204 An Act Concerning the State Budget for the Biennium Ending June 30, 2025, and Making Appropriations Therefor, And

Provisions Related to Revenue and Other Items Implementing the State
Budget Sect. 319-320

Public Act 24-45 An Act Concerning Education Mandate Relief, School
Discipline and Disconnected Youth Section 9

Policy Adopted: March 2022

Policy Revised: November 16, 2023

March 27, 2025

EXHIBIT IV A

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: PATRICIA PROCTOR, DIRECTOR OF FINANCE AND OPERATIONS

DATE: MARCH 27, 2025

RE: FINANCE REPORT - FEBRUARY FINANCIALS

FY25 Financials

FY25 GL BUDGET	\$ 34,051,186.00
Range to Date (February 1-28, 2025)	\$ 2,922,130.73
YTD through February 28, 2025	\$ 21,116,649.38
FY25 Encumbrance	\$ 10,988,315.33
FY25 Budget Balance	\$ 1,946,221.29
FY25 % of Budget Remaining	5.72%

In preparation for the 2024-2025 fiscal year-end, the Finance Office is currently working with each school and department (cost centers) to encumber the funds necessary through June 30, 2025.

FY25 February 2025 Review - Full-Year Forecast Budget Balances

Acct Area	Description	Budget	Budget Balance as of 02/28/2025	%	Full-Year Forecast Budget Balance as of 02/28/2025	%	Notes
100	Student Activity	589,955.00	163,522.49	27.72%	0.00	0.00%	
110	Central Administration	1,178,356.49	31,523.12	2.68%	0.00	0.00%	
120	Capital Improvements	4,200.00	(808.18)	-19.24%	0.00	0.00%	
130	Administrative Expenses	265,159.00	(13,965.43)	-5.27%	(29,793.50)	-11.24%	Unanticipated Legal Fees
140	Tuition & Special Svcs	2,531,861.79	295,684.47	11.68%	248,799.00	9.83%	Magnet School Tuition Stabilization
211	Principals	1,092,544.30	7,205.26	0.66%		0.00%	
213	Instructional Staff	14,890,068.90	198,515.92	1.33%	86,227.07	0.58%	Contingency Degree Changes, Long-Term Subs, On-call subs.
214	Support Staff	2,903,513.47	42,914.50	1.48%	6,683.70	0.23%	Unanticipated Mileage Savings
215	Secretarial Staff	390,361.51	(516.31)	-0.13%	0.00	0.00%	
220	Textbooks	9,104.25	448.45	4.93%	0.00	0.00%	
230	Library	29,560.70	13,930.46	47.12%	0.00	0.00%	
231	Technology	233,996.13	39,494.11	16.88%	0.00	0.00%	
240	Teaching Supplies	229,390.98	75,310.32	32.83%	0.00	0.00%	
250	Instructional Support	55,728.98	21,503.57	38.59%	0.00	0.00%	
300	Health Care	419,336.65	13,028.65	3.11%	0.00	0.00%	
520	Transportation	1,914,347.10	28,718.59	1.50%	0.00	0.00%	
610	Custodial Staff	1,424,348.49	21,811.99	1.53%	0.00	0.00%	
620	Contracted Service/Plant Op	419,501.46	191,072.30	45.55%	0.00	0.00%	
640	Utilities	1,046,292.38	(93,618.06)	-8.95%	(93,618.06)	-8.95%	The finance office increased electricity encumbrances based on predicted usage. We are closely monitoring and adjusting encumbrances as necessary. Will request a budget transfer April/May 2025
650	Custodial Supplies	154,000.00	94,473.00	61.35%	0.00	0.00%	
720	Building & Grounds Repairs	186,685.00	87,683.41	46.97%	0.00	0.00%	
721	Equip Repair & Rental	132,350.42	12,366.24	9.34%	0.00	0.00%	
729	Lease / Rental	76,323.00	(2,289.72)	-3.00%	(2,289.72)	-3.00%	Lease budgeted for \$6,360.25/month. Lease actual \$6,551.06/month
730	Replacement Equipment	15,250.00	6,072.80	39.82%	0.00	0.00%	
810	Retire/Social Security	1,575,000.00	611,631.31	38.83%	0.00	0.00%	
820	Insurance	2,283,950.00	100,508.03	4.40%	65,000.00	2.85%	HSA Budget \$425,000 Estimated Actual \$360,000
	Grand Total	34,051,186.00	1,946,221.29	5.72%	281,008.49	0.83%	
	Reduce FY26 Non-Lapsing Allocation				(157,588.85)		
	Adjusted Full-Year Forecast Budget Balance				123,419.64	0.36%	
	*Budget includes all Budget Transfers as of February 28, 2025						

BOE GF Monthly Expenditures by Acct Area

From Date: 2/1/2025

To Date: 2/28/2025

Fiscal Year: 2024-2025

☐ Subtotal by Collapse Mask☒ Include pre encumbrance☐ Print accounts with zero balance☒ Filter Encumbrance Detail by Date Range☐ 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	Balance Sheet	\$589,955.00	\$21,010.92	\$252,329.87	\$337,625.13	\$174,102.64	\$163,522.49	27.72%
	Account Area: Student Activity - 100	\$589,955.00	\$21,010.92	\$252,329.87	\$337,625.13	\$174,102.64	\$163,522.49	27.72%
010.00.110.0000.000.000	Balance Sheet	\$1,178,356.49	\$92,021.89	\$736,490.42	\$441,866.07	\$410,342.95	\$31,523.12	2.68%
	Account Area: Central Administration - 110	\$1,178,356.49	\$92,021.89	\$736,490.42	\$441,866.07	\$410,342.95	\$31,523.12	2.68%
010.00.120.0000.000.000	Balance Sheet	\$4,200.00	\$599.00	\$4,854.18	(\$654.18)	\$154.00	(\$808.18)	-19.24%
	Account Area: Capital Improv & Equip - 120	\$4,200.00	\$599.00	\$4,854.18	(\$654.18)	\$154.00	(\$808.18)	-19.24%
010.00.130.0000.000.000	Balance Sheet	\$265,159.00	\$23,827.61	\$237,189.09	\$27,969.91	\$41,935.34	(\$13,965.43)	-5.27%
	Account Area: Administrative Expenses - 130	\$265,159.00	\$23,827.61	\$237,189.09	\$27,969.91	\$41,935.34	(\$13,965.43)	-5.27%
010.00.140.0000.000.000	Balance Sheet	\$2,531,861.79	\$21,073.75	\$1,243,143.51	\$1,288,718.28	\$993,033.81	\$295,684.47	11.68%
	Account Area: Tuition & Special Services - 140	\$2,531,861.79	\$21,073.75	\$1,243,143.51	\$1,288,718.28	\$993,033.81	\$295,684.47	11.68%
010.00.211.0000.000.000	Balance Sheet	\$1,092,544.30	\$85,915.24	\$695,757.35	\$396,786.95	\$389,581.69	\$7,205.26	0.66%
	Account Area: Principals - 211	\$1,092,544.30	\$85,915.24	\$695,757.35	\$396,786.95	\$389,581.69	\$7,205.26	0.66%
010.00.213.0000.000.000	Balance Sheet	\$14,890,068.90	\$1,298,808.82	\$8,352,325.05	\$6,537,743.85	\$6,339,227.93	\$198,515.92	1.33%
	Account Area: Instructional Staff - 213	\$14,890,068.90	\$1,298,808.82	\$8,352,325.05	\$6,537,743.85	\$6,339,227.93	\$198,515.92	1.33%
010.00.214.0000.000.000	Balance Sheet	\$2,903,513.47	\$240,674.14	\$1,586,335.00	\$1,317,178.47	\$1,274,263.97	\$42,914.50	1.48%
	Account Area: Support Staff - 214	\$2,903,513.47	\$240,674.14	\$1,586,335.00	\$1,317,178.47	\$1,274,263.97	\$42,914.50	1.48%
010.00.215.0000.000.000	Balance Sheet	\$390,361.51	\$30,442.23	\$249,410.61	\$140,950.90	\$141,467.21	(\$516.31)	-0.13%
	Account Area: Secretarial Staff - 215	\$390,361.51	\$30,442.23	\$249,410.61	\$140,950.90	\$141,467.21	(\$516.31)	-0.13%
010.00.220.0000.000.000	Balance Sheet	\$9,104.25	\$0.00	\$8,655.80	\$448.45	\$0.00	\$448.45	4.93%
	Account Area: Textbooks - 220	\$9,104.25	\$0.00	\$8,655.80	\$448.45	\$0.00	\$448.45	4.93%
010.00.230.0000.000.000	Balance Sheet	\$29,560.70	\$683.57	\$14,469.11	\$15,091.59	\$1,161.13	\$13,930.46	47.12%
	Account Area: Library - 230	\$29,560.70	\$683.57	\$14,469.11	\$15,091.59	\$1,161.13	\$13,930.46	47.12%
010.00.231.0000.000.000	Balance Sheet	\$233,996.13	\$225.36	\$181,849.11	\$52,147.02	\$12,652.91	\$39,494.11	16.88%
	Account Area: Technology - 231	\$233,996.13	\$225.36	\$181,849.11	\$52,147.02	\$12,652.91	\$39,494.11	16.88%
010.00.240.0000.000.000	Balance Sheet	\$229,390.98	\$14,141.57	\$120,910.98	\$108,480.00	\$33,169.68	\$75,310.32	32.83%
	Account Area: Teaching Supplies - 240	\$229,390.98	\$14,141.57	\$120,910.98	\$108,480.00	\$33,169.68	\$75,310.32	32.83%
010.00.250.0000.000.000	Balance Sheet	\$55,728.98	\$4,510.80	\$24,932.38	\$30,796.60	\$9,293.03	\$21,503.57	38.59%
	Account Area: Instructional Support - 250	\$55,728.98	\$4,510.80	\$24,932.38	\$30,796.60	\$9,293.03	\$21,503.57	38.59%
010.00.300.0000.000.000	Balance Sheet	\$419,336.65	\$37,488.64	\$248,384.94	\$170,951.71	\$157,923.06	\$13,028.65	3.11%
	Account Area: Health Care - 300	\$419,336.65	\$37,488.64	\$248,384.94	\$170,951.71	\$157,923.06	\$13,028.65	3.11%
010.00.520.0000.000.000	Balance Sheet	\$1,914,347.10	\$161,819.83	\$929,567.00	\$984,780.10	\$956,061.51	\$28,718.59	1.50%
	Account Area: Transportation - 520	\$1,914,347.10	\$161,819.83	\$929,567.00	\$984,780.10	\$956,061.51	\$28,718.59	1.50%
010.00.610.0000.000.000	Balance Sheet	\$1,424,348.49	\$124,805.15	\$925,337.43	\$499,011.06	\$477,199.07	\$21,811.99	1.53%
	Account Area: Custodial Staff - 610	\$1,424,348.49	\$124,805.15	\$925,337.43	\$499,011.06	\$477,199.07	\$21,811.99	1.53%
010.00.620.0000.000.000	Balance Sheet	\$419,501.46	\$31,553.50	\$191,589.54	\$227,911.92	\$36,839.62	\$191,072.30	45.55%

BOE GF Monthly Expenditures by Acct Area

From Date: 2/1/2025

To Date: 2/28/2025

Fiscal Year: 2024-2025

☐ Subtotal by Collapse Mask☒ Include pre encumbrance☐ Print accounts with zero balance☒ Filter Encumbrance Detail by Date Range☐ Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
	Account Area: Contracted Service/Plant Op - 620	\$419,501.46	\$31,553.50	\$191,589.54	\$227,911.92	\$36,839.62	\$191,072.30	45.55%
010.00.640.0000.000.000	Balance Sheet	\$1,046,292.38	\$122,979.46	\$635,790.20	\$410,502.18	\$504,120.24	(\$93,618.06)	-8.95%
	Account Area: Utilities - 640	\$1,046,292.38	\$122,979.46	\$635,790.20	\$410,502.18	\$504,120.24	(\$93,618.06)	-8.95%
010.00.650.0000.000.000	Balance Sheet	\$154,000.00	\$12,862.86	\$59,527.00	\$94,473.00	\$0.00	\$94,473.00	61.35%
	Account Area: Custodial Supplies - 650	\$154,000.00	\$12,862.86	\$59,527.00	\$94,473.00	\$0.00	\$94,473.00	61.35%
010.00.720.0000.000.000	Balance Sheet	\$186,685.00	\$9,699.48	\$89,053.65	\$97,631.35	\$9,947.94	\$87,683.41	46.97%
	Account Area: Building & Grounds Repairs - 720	\$186,685.00	\$9,699.48	\$89,053.65	\$97,631.35	\$9,947.94	\$87,683.41	46.97%
010.00.721.0000.000.000	Balance Sheet	\$132,350.42	\$13,950.00	\$86,543.38	\$45,807.04	\$33,440.80	\$12,366.24	9.34%
	Account Area: Equip Repair & Rental - 721	\$132,350.42	\$13,950.00	\$86,543.38	\$45,807.04	\$33,440.80	\$12,366.24	9.34%
010.00.729.0000.000.000	Balance Sheet	\$76,323.00	\$0.00	\$52,408.48	\$23,914.52	\$26,204.24	(\$2,289.72)	-3.00%
	Account Area: Lease/Rental - 729	\$76,323.00	\$0.00	\$52,408.48	\$23,914.52	\$26,204.24	(\$2,289.72)	-3.00%
010.00.730.0000.000.000	Balance Sheet	\$15,250.00	\$0.00	\$8,893.95	\$6,356.05	\$283.25	\$6,072.80	39.82%
	Account Area: Replacement Equipment - 730	\$15,250.00	\$0.00	\$8,893.95	\$6,356.05	\$283.25	\$6,072.80	39.82%
010.00.810.0000.000.000	Balance Sheet	\$1,575,000.00	\$134,345.58	\$963,071.52	\$611,928.48	\$297.17	\$611,631.31	38.83%
	Account Area: Retire/Social Security - 810	\$1,575,000.00	\$134,345.58	\$963,071.52	\$611,928.48	\$297.17	\$611,631.31	38.83%
010.00.820.0000.000.000	Balance Sheet	\$2,283,950.00	\$438,691.33	\$3,217,829.83	(\$933,879.83)	(\$1,034,387.86)	\$100,508.03	4.40%
	Account Area: Insurance - 820	\$2,283,950.00	\$438,691.33	\$3,217,829.83	(\$933,879.83)	(\$1,034,387.86)	\$100,508.03	4.40%
Grand Total:		\$34,051,186.00	\$2,922,130.73	\$21,116,649.38	\$12,934,536.62	\$10,988,315.33	\$1,946,221.29	5.72%

End of Report

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: PATRICIA PROCTOR, DIRECTOR OF FINANCE AND OPERATIONS

DATE: MARCH 27, 2025

RE: FINANCE REPORT - BUDGET LINE-ITEM TRANSFERS UPDATE

Budget Line-item Transfer(s) – VOTE NOT NEEDED

Budget Transfer 2025-10: Transfer funds within the WLHS Library/Media budget lines to record expenditures to the appropriate EFS object code. Recorded on 03/18/2025.

Account	Description	Amount
010.HS.230.2220.611.420	HS Library Supplies - Lib/Med	(1,393.78)
010.HS.230.2220.643.420	HS Periodicals/Data - Lib/Med	1,393.78
010.HS.230.2220.641.420	HS Books/Software - Lib/Med	(500.00)
010.HS.230.2220.611.420	HS Library Supplies - Lib/Med	500.00
		0.00

Budget Transfer 2025-11: Transfer funds within North Street School budget lines to record expenditures to the appropriate EFS object code. Recorded on 03/18/2025.

010.NS.120.2400.730.800	NS Equipment	865.98
010.NS.240.1000.611.100	NS Supplies/Instructional	(865.98)
		0.00

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: PATRICIA PROCTOR, DIRECTOR OF FINANCE AND
OPERATIONS

DATE: MARCH 27, 2025

RE: FINANCE REPORT - FOOD SERVICES RFP UPDATE &
ANNUAL HEALTHY FOODS CERTIFICATION

FOOD SERVICE REQUEST FOR PROPOSAL (RFP)

The Finance Office is in the process of drafting the RFP for the Food Service Contract to commence on July 1, 2025. The contract will run for 1 year, with four renewal years thereafter.

ANNUAL HEALTHY FOOD CERTIFICATION STATEMENT - 2 VOTES REQUIRED

FOOD SERVICES

The Healthy Food Certification (HFC) statute (C.G.S. Section 10-215f) requires that every year, local boards of education or governing authorities (BOE) for public schools participating in the National School Lunch Program (NSLP) must determine and certify whether all food items sold to students separately from reimbursable meals will or will not meet the Connecticut Nutrition Standards (CNS).

The required motion language for each BOE vote is below. All BOEs must use this exact language for each vote to be eligible for participation in The Healthy Food Certification (HFC).

Board Motion to participate in the healthy food option of HFC - VOTE 1

“Pursuant to C.G.S. Section 10-215f, the Windsor Locks Public Schools 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, 2025, through June 30, 2026. 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.”

Required motion language for combined food and beverage exemptions

Board Motion to allow food & beverage exemptions - VOTE 2

“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.”

Windsor Locks Public Schools

www.wlps.org

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