

WINDSOR LOCKS PUBLIC SCHOOLS



BOARD OF EDUCATION MEETING

Special Meeting

April 7, 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
Special Meeting - Agenda
April 7, 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 of Education and Superintendent Communications
- III. Student Board Representative(s) Report
- IV. 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.*
- V. Approval of Minutes: **Vote Needed** p. 3 Exhibit I
 - March 27, 2025 Regular Meeting
- VI. Policy Priority List p. 10 Exhibit II
- VII. Business Office Report
 - A. Grant - Chefs to Schools p. 11 Exhibit III A
 - B. FY 23-24 Audit Update p. 12 Exhibit III B
 - C. Budget Line-Item Transfers p. 13 Exhibit III C
- VIII. Board and Superintendent Comment
- IX. 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: APRIL 7, 2025
RE: APPROVAL OF MINUTES

- March 27, 2025 Regular Meeting

Board Motion: “**Move** that the Board of Education approve the minutes of the March 27, 2025 Regular Meeting.”

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

**MINUTES OF THE REGULAR MEETING
March 27, 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, J. Robinson, R. March and A. Goodwin
Student Representatives:	A. Guyette
Students:	None
Staff:	P. Sibila
Others:	A few members of the public.
Press:	None

I. Call to Order

Chairwoman 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. 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 Education Appreciation month. The following administrators thanked the Board for their hard work and dedication to the Windsor Locks Public Schools and explained their school's gift to the Board Members.

- Dr. Rebecca Bissonnette, Principal of Windsor Locks High School
- Ms. Christine Domler, Assistant Principal of Windsor Locks Middle School
- Ms. Rachel March, Coordinator of Alternative Services
- Mr. Josh Robinson, Director of Pupil Services
- Ms. Monica Briggs, Principal of South Elementary School
- Ms. Giovanna Testani Principal of North Street School

Mr. Parkhurst thanked each Board Member, including the Student Representatives, for their dedication to the students of Windsor Locks Public Schools. He was deeply grateful to be working with each and every one.

III. Board of Education and Superintendent Communications

Chairwoman Ms. Christianson commented about the great deal of work done on the budget and she felt good about the collaboration with the Board of Finance during the appeal process. She was happy to report the Board of Finance approved the appeal last night. She wanted to thank everyone for all of their hard work and she felt they have made significant process.

Board Member Ms. Osorio remarked she volunteered to help with the play over the weekend. The play was *Cinderella* and it was amazing! This was the first time she volunteered back stage and she was exhausted after it was done. Windsor Locks has very talented kids!

Board Member Mr. Guyette thanked the Board of Finance, in particular, Board Member Mr. Whitten for his creative thinking during the budget appeal meeting. He too attended the play on Sunday and it was great!

Mr. Parkhurst echoed Ms. Osorio's comments about *Cinderella*. He thanked her for volunteering behind the scenes. It was a great event. He thanked the Board of Finance for their approach on meeting our appeal and MBR. He is grateful. He thanked the elementary school staff for their successful student led conferences. The secondary level will host their conferences next week. He congratulated Mr. Jack Grasso for being nominated as a great feats athlete. He hit a buzzer beater during a basketball game this season. The first ever senior prom was held at Stonebrook Assisted Living. It was hosted by the National Honor Society. Everyone who attended had a wonderful time. The King and Queen of the prom were the King and Queen at their prom over 48 years ago. This will become an annual event and will continue to grow. He thanked everyone involved in the event.

Chairwoman Ms. Christianson commented that Ms. Nicole Saavedra, Windsor Locks Middle School Nurse, wanted to talk about the EKG program. Over 100 kids participated and she wanted to thank parents for allowing their children to participate. The program has been extended to children of staff members from the ages of 8 through 25.

IV. Student Board Representative(s) Report

Miss Abigail Guyette, Student Representative, addressed the Board. She noted that spring sports started on Monday. Ms. Wrinn is sponsoring Media Day for all athletes of sports teams to have their photos taken for a small fee. Juniors took the SATs on Tuesday in the gym. The inductee ceremony for the National Honor Society will take place on April 23, 2025. The play was this past weekend and students are preparing to go to Europe. The trip is from April 10, 2025 through April 19, 2025. The Robotics Team will be traveling to Houston over spring break.

V. Public Audience (only Agenda Items)

None.

VI. Approval of Minutes

· March 13, 2025 Regular Meeting

It was **MOVED** (Cutler) and **SECONDED** (Guyette) and **PASSED** (U) that the Board of Education approve the minutes of the March 13, 2025 Regular Meeting as presented.

VII. FY 26 Budget & Board of Finance Appeal Update

Mr. Parkhurst briefly commented the Board of Finance approved the Board of Education appeal. The next meeting is the Town Meeting which is scheduled for April 22, 2025 and then onto the Town vote on May 20, 2025.

VIII. 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.

IX. Policy

A. Second Read/Review

The following policies were presented for second 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.

It was **MOVED** (Guyette) and **SECONDED** (Cutler) and **PASSED** (U) that the Board of Education approves Policy 5121.3 Academic Dishonesty: Cheating/Plagiarism as a new policy, and approves Policies 6146 Graduation Requirements and 6148 FAFSA Completion Program revised as presented.

X. Business Office Report

A. FY 25 Update

Ms. Patricia Proctor, Director of Operations and Finance gave the Finance Report update on the FY25 Budget.

B. Line Item Transfers

Ms. Proctor discussed the line items transfers, those transfers that did not have to be approved by the Board because they are under the threshold of \$10,000. She also discussed line item transfers exceeding \$10,000, which have to be approved. Those transfers were as follows:

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

A brief discussion was held.

C. Food Service RFP and Annual Healthy Food Certification

Ms. Proctor noted 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.

A brief discussion was held.

Ms. Proctor commented 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).

A brief discussion was held.

It was **MOVED** (Guyette) and **SECONDED** (Cutler) and **PASSED** (U) that the Board of Education, 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.

It was **MOVED** (Cutler) and **SECONDED** (Osorio) and **PASSED** (U) that 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.

XI. Board and Superintendent Comment

None.

XII. Public Audience (General)

None.

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

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 6:32 p.m.

Board exited Executive Session at 7:43 p.m.

XIV. Adjournment

It was **MOVED** (Gragnolati) and **SECONDED** (Osorio) and **PASSED** (U) that the Board of Education adjourn the Regular Meeting of March 27, 2025 at 7:44 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: APRIL 7, 2025

RE: POLICY PRIORITY LIST

April 24, 2025

• 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
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June 4, 2025

• 4115	Educator & Leader Evaluation & Support	New
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Future Board Meetings

• Review any policies from CABE monthly recommended policy packet

EXHIBIT III A

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: PATRICIA PROCTOR, DIRECTOR OF FINANCE AND OPERATIONS

DATE: APRIL 7, 2025

RE: GRANT - CHEFS TO SCHOOLS

The Connecticut State Department of Education (CSDE) accepted proposals for the Chefs to Schools program that awards grants to Alliance Districts to embed professional chefs to assist with school meal programs. The purpose is to address five (5) key areas, including (1) building the capacity of food service staff, (2) improving school meal quality, (3) increasing diner satisfaction, (4) streamlining operations, and (5) establishing a financially viable school meal program.

Seventeen (17) applications were received, and CSDE awarded five (5) grants. The Windsor Locks Public Schools District was awarded this grant. Each grant recipient will receive an annual grant of \$150,000 in each year of the pilot program (2025, 2026 & 2027) for a total of \$450,000. Windsor Locks Public Schools, in coordination with its Food Service Management Company (FSMC), will be actively searching for a chef to enhance school meal quality, coordinate with local farms, and provide education for the food service staff.

EXHIBIT III B

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: PATRICIA PROCTOR, DIRECTOR OF FINANCE AND OPERATIONS

DATE: APRIL 7, 2025

RE: FY23-24 AUDIT UPDATE

Windsor Locks Public Schools Finance Department has been in contact with CBIZ, our auditing firm, for several weeks regarding the status of the Fiscal Year 2024 audit. As of the last correspondence dated April 3, 2025, two extensions have been filed with the State of Connecticut. WLPS Finance has requested a copy of the third extension; however, CBIZ reported that they have not received this third extension yet. Additionally, they have not received the required outstanding items and work papers from the Town of Windsor Locks that are necessary to proceed with the audit at this time. The Windsor Locks Public Schools have submitted all necessary documents and work papers to CBIZ, as well as to the Town of Windsor Locks Finance Department. There are no other items the WLPS BOE needs to submit at this time. CBIZ has confirmed that they have not been engaged in the audit work since mid-January.

Windsor Locks Public Schools Finance will continue with our weekly follow-ups with CBIZ and report as necessary.

EXHIBIT III C

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: PATRICIA PROCTOR, DIRECTOR OF FINANCE AND OPERATIONS

DATE: APRIL 7, 2025

RE: BUDGET LINE-ITEM TRANSFERS

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

Budget Transfer 2025-12: Transfer funds within the WLMS Art budget lines to record expenditures to the appropriate EFS object code. Recorded on 03/24/2025.

Account	Description	Amount
010.MS.721.1000.433.102	MS Ed Equip Repair/Art	-500.00
010.MS.240.1000.611.102	MS Supplies/Art	500.00
		0.00

Budget Transfer 2025-13: Transfer funds within the WLMS Math budget lines to record expenditures to the appropriate EFS object code. Recorded on 04/03/2025.

Account	Description	Amount
010.MS.231.2230.613.113	MS Tech Supplies - Math	-3,372.16
010.MS.730.1000.730.113	MS Equip- Math	3,372.16
		0.00

Budget Transfer 2025-14: Transfer funds within the WLMS English to Admin-Other budget lines to record expenditures to the appropriate EFS object code. Recorded on 04/03/2025.

Account	Description	Amount
010.MS.231.2230.613.106	MS Tech Supplies- English	-2,087.36
010.MS.250.2400.610.800	MS Other Supplies- Admin.	2,087.36
		0.00

Windsor Locks Public Schools

www.wlps.org

Educational Leadership

Shawn Parkhurst

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