

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

**MINUTES OF THE SPECIAL MEETING
April 7, 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, G. Testani, G. Weigert and A. Goodwin
Student Representatives:	None
Students:	None
Staff:	J. Garcia
Others:	A few members of the community and some participating on Zoom
Press:	None

I. Call to Order

Chairwoman Ms. Kylee Christianson called the Special Meeting to Order at 6:01 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

Chairwoman Ms. Christianson commented about attending selection Saturday for Dollars for Scholars. She noted the task is always exhausting and fulfilling at the same time. She looks forward to the Award Ceremony on May 13, 2025.

Mr. Shawn Parkhurst, Superintendent of Schools, addressed the Board. He wanted to give a shout-out to Ms. Giovanna Testani, Principal of North Street School, being one of three representatives at the Capital discussing the science of reading. He noted she is doing a fabulous job and amazed as to what is happening at North Street School. Over the weekend, the Robotics Team participated in the New England Championship and come in sixth overall. He announced this week in Assistant Principal Week and he thanked Ms. Domler and Ms. Krupa for their hard work and dedication to the students.

III. Student Board Representative(s) Report

None.

IV. Public Audience (only Agenda Items)

None.

V. Approval of Minutes

- March 27, 2025 Regular Meeting

An error was noted in the minutes of March 27, 2025, Section XIII. Executive Session, Line 12 as follows:

“Board excited Executive Session at 7:43 p.m.”

to

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

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

VI. Policy Priority List

Mr. Robert Stacy, Executive Director of Human Resources, 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.

VII. Business Office Report

A. Grant – Chefs to Schools

Ms. Patricia Proctor, Director of Finance and Operations, addressed the Board. She announced 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.

A brief discussion was held.

B. FY 23-24 Audit Update

Ms. Proctor explained that the Windsor Locks Public Schools Finance Department has been in contact with CBIZ, the district’s 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. Windsor Locks Public Schools 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 Windsor Locks Public Schools and/or the Board of Education needs to submit at this time. CBIZ has confirmed that they have not been engaged in the audit work since mid-January.

A brief discussion was held.

C. Budget Line-Items Transfers

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

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

A brief discussion was held.

VIII. Board and Superintendent Comment

Mr. Parkhurst announced potential good news that the district might be receiving grant funding for the track and field upgrade. The Community Investment Fund, the same organization which assisted the train station, award about 55 grants each year for housing, community facilities and rarely sports. He hopes to give an update in the future.

IX. Public Audience (General)

None.

X. Adjournment

It was **MOVED** (Gragnolati) and **SECONDED** (Osorio) and **PASSED** (U) that the Board of Education adjourn the Speical Meeting of April 7, 2025 at 6:19 p.m.

Respectfully submitted,

Denise M. Piotrowicz
Recording Secretary