

WINDSOR LOCKS PUBLIC SCHOOLS



BOARD OF EDUCATION MEETING

Special Meeting

May 15, 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
May 15, 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. Student Recognition: CABA Student Leaders p. 4 Exhibit I
- VI. Approval of Minutes: **Vote Needed** p. 6 Exhibit II
 - April 22, 2025 Special Meeting
 - April 24, 2025 Regular Meeting
- VII. Human Resources Report
 - A. Resignation/Retirement: **Vote Needed** p. 14 Exhibit III A
 - B. Job Descriptions: **Vote Possible** p. 15 Exhibit III B
 - 1. Coordinator of Alternative Services – Elementary
 - 2. Coordinator of Alternative Services – Secondary
- VIII. Policy Priority List p. 24 Exhibit IV
- IX. Finance Report
 - A. April Financials p. 25 Exhibit V A
 - B. Budget Line-Item Transfers: **Vote Needed** p. 29 Exhibit V B
- X. Grading and Reporting Task Force Presentation p. 31 Exhibit VI
- XI. Old Business
 - A. Chef to Schools Grant Status
 - B. WLHS Track and Football Field Status

- XII. Board and Superintendent Comment
- XIII. Executive Session: To 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. Non-Union Wage Compensation for the Following:
 - 1. Executive Director of Human Resources
 - 2. Director of Facilities
 - 3. Director of IT
 - 4. Director of Finance and Operations
 - 5. Executive Assistant to the Superintendent
- That in attendance in the Executive Session shall be limited to:
- a) Members of the Board of Education
 - b) Superintendent of Schools
 - c) Others as Requested to Attend
- XIV. Executive Session: To 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. Goals and Evaluation of the Superintendent of Schools
- That in attendance in the Executive Session shall be limited to:
- 1. Members of the Board of Education
 - 2. Superintendent of Schools
 - 3. Others as Requested to Attend
- XV. Action, if any, on Executive Session Items: **Vote Needed**
- XVI. Adjourn Meeting

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

Copy: Town Clerk - Please Post

**Connecticut Association of Board of Education (CABE)
Student Leadership Awards
2024-2025**

This award is based on being exemplary leaders, innovative thinkers and positive citizens. The following criteria is used to determine the award winners at the middle and high school level. Leadership skills should include:

- Willingness to take on challenges
- Capability to make difficult decisions
- Concern for others
- Ability to work with others
- Willingness to commit to a project
- Diplomacy
- Ability to understand issues clearly
- Ability to honor a commitment

Tonight, we're proud to recognize these outstanding students.

Windsor Locks Middle School

Suchit Pathak

Suchit has a strong work ethic and is always willing to take on challenges to increase his achievement. He enjoys working with other students and serves as a class leader in discussion; asking clarifying questions that help all gain a deeper understanding of concepts. His teachers report that he is hard-working, empathetic, committed to excellence, and that he maintains a positive outlook despite any challenges. He treats all with respect and leads by his example. He demonstrates his articulation and communication skills through his participation in the Debate Club. He has participated in Chorus for all three years at WLMS, the Show Choir in grade 6, and the school play in his 8th grade year. In his spare time he enjoys playing badminton and swimming, and helps out with community activities with his father and a local Lion's Club. He is looking forward to pursuing studies in the legal arena as he prepares for a career as a lawyer. We are proud to recognize Suchit for his citizenship, his scholarship and work ethic, and his peer leadership.

Adalyn Bartolucci

Adalyn is a kind, hardworking and talented three-sport athlete that is dedicated to her academics, family, and larger community. Known for her helpful and kind nature, Addie always goes the extra mile to support others, whether it's mentoring teammates or assisting classmates. Addie's strong sense of responsibility and compassion make her a role model to those around her. She leads by example, always encouraging her peers to do the right thing. Addie also volunteers her time to help coach youth sports in town, illustrating her compassion and willingness to give back to her community. Adalyn is a student with exceptional performance and promise and has had a positive impact on the school community.

Windsor Locks High School

Nicholas Burton

Nick is a dedicated student with a strong passion for leadership, athletics, and community service. As an active member of the Youth Leadership Committee, Nick has dedicated his time by contributing to numerous volunteer initiatives that have benefited both our school and the greater community.

A well-rounded and committed athlete, Nick has played baseball for four years, competed in indoor track, and served as the manager for the boys' soccer team. His passion for sports extends beyond his own participation as he gives back to the next generation by co-coaching his sister's 6th-grade travel basketball team.

In addition to his athletic achievements, Nick is an outstanding student leader. As the treasurer for the Class of 2026, he plays a vital role in managing class finances with precision and responsibility, ensuring that every decision is made with careful consideration. Nick's strong organizational skills and attention to detail highlight his ability to balance academics, extracurricular activities, and leadership responsibilities with excellence.

Nick Burton has embodied the values of dedication, integrity, and service. His commitment to making a difference serves as an inspiration to his peers, and his positive contributions have not gone unnoticed. Tonight, we proudly recognize Nicholas Burton for his outstanding achievements and unwavering commitment to our school and community.

Abigail Guyette

Abby Guyette is a student whose dedication to leadership, advocacy, and athletics has made a meaningful impact on Windsor Locks High School. As the president of the Class of 2026, Abby takes great pride in representing her peers, fostering school spirit, and working to build a strong and connected student community. Through her role, she has demonstrated exceptional leadership, organization, and a commitment to making every student feel heard and supported.

Beyond her work in student government, Abby is an active member of the Youth Leadership Committee, where she has developed the skills to inspire others and promote positive change. Her ability to lead with both confidence and compassion has earned her the respect of classmates and faculty alike, as she continuously strives to create an inclusive and supportive environment for those around her.

In addition to her leadership roles, Abby is a dedicated athlete, competing in both indoor and outdoor track. She embraces every challenge, pushing herself to grow both physically and mentally, while also encouraging and uplifting her teammates. Her commitment to perseverance and teamwork reflects her strong character and determination to excel in all aspects of her life.

Abby Guyette embodies the qualities of a true leader—driven, compassionate, and committed to service. Whether in the classroom, on the track, or in her efforts to advocate and serve others, Abby continues to make a lasting impact. Tonight, we proudly recognize Abby for her outstanding contributions and profound impact and commitment to our school and community.

EXHIBIT II

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: MAY 15, 2025

RE: APPROVAL OF MINUTES

- April 22, 2025 Special Meeting
- April 24, 2025 Regular Meeting

Board Motion: “**Move** that the Board of Education approve the minutes of the April 22, 2025 Special Meeting and the April 24, 2025 Regular Meeting.”

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

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

**MINUTES OF THE SPECIAL MEETING
April 22, 2025 at 4:00 p.m.**

Members Present:	K. Christianson, D. Gragnolati, A. Osorio and L. Cutler
Members Absent:	G. Guyette
Administrators:	S. Parkhurst, M. Warner, and C. Domler
Staff:	None
Students:	Student G
Others:	Mother of Student G

I. Call to Order

Chairwoman Ms. Kylee Christianson called the Special Meeting to Order at 4:03 p.m., in the Windsor Locks Public School's Professional Development Room.

II. Roll Call

All Board Members were present other than Mr. Guyette.

III. Pledge of Allegiance

Everyone present stood and pledged allegiance to the flag.

IV. Executive Session

It was **MOVED** (Cutler) and **SECONDED** (Osorio) and **PASSED** (U), that the Board of Education enters into Executive Session to conduct a student expulsion hearing and to preserve the confidentiality of student records, and that the following be invited to attend the executive session to offer testimony: Superintendent of Schools, High School Administration, witnesses to testify for the administration, student and parents, witnesses for student and parents, legal counsel for the Board of Education and the administration, and the student, if present.

Chairwoman Ms. Christianson asked all persons in attendance to identify themselves for the record:

Board of Education Members:

Chairwoman Ms. Kylee Christianson
Ms. Lindsay Cutler
Vice-Chair Mr. Dennis Gragnolati
Ms. Alba Osorio

Witnesses were sworn in by Chairwoman Ms. Christianson.

V. Action Regarding Expulsion

Testimony regarding the offense and penalty phase was given by Mr. Mark Warner, Principal of Windsor Locks Middle School, Ms. Christine Domler, Assistant Principal of Windsor Locks Middle School, and Mother of Student G, followed by questions from the Board of Education Members.

Board Recessed at 4:27 p.m.

Board Reconvened at 4:46 p.m.

Chairwoman Ms. Christianson indicated after a discussion, the Board has decided Student G engaged in conduct that violated Board policy and therefore committed an expellable offense.

VI. Action Regarding Expulsion

Testimony regarding the penalty phase of the expulsion was given by Mr. Shawn Parkhurst, Superintendent of Schools, Mr. Mark Warner, Principal of Windsor Locks Middle School, Ms. Christine Domler, Assistant Principal of Windsor Locks Middle School, and Mother of Student G, followed by questions from the Board of Education Members.

Board Recessed at 4:59 p.m.

Board Reconvened at 5:05 p.m.

Board reconvened into public session at 5:11 p.m.

It was **MOVED** (Gragnolati) and **SECONDED** (Osorio) and **PASSED** (U) that the Windsor Locks Board of Education (1) accepts and adopts the findings and facts discussed and presented in executive session; and find that Student G is hereby expelled from the Windsor Locks Public Schools, including all school-related activities, curricular or otherwise, for a period of one calendar year and (2) that as a consequence of said conduct, Student G shall be expelled in accordance with the terms and conditions of the administrations recommendations as amended.

VII. Adjournment

It was **MOVED** (Osorio) and **SECONDED** (Cutler) and **PASSED** (U) that the Board of Education adjourns the April 22, 2025 Special Meeting at 5:13 p.m.

Respectfully Submitted,
Denise M. Piotrowicz
Recording Secretary

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

**MINUTES OF THE REGULAR MEETING
April 24, 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, G. Weigert, A. Goodwin, and
M. Parrette (Via Zoom)
Student Representatives: None
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 and Superintendent Communications

Board Member Mr. Guyette mentioned National Honor Society Induction Ceremony this past week. It was a very nice event. He was happy to report students had a fantastic European trip, they saw five countries in ten days. They have a ton of pictures! He also gave a shout-out to Windsor Locks Middle School baseball player, Emmitt Paulson, for throwing a no-hitter on Tuesday!

Board Member Ms. Osorio remarked she attended the fundraiser Empty Bowls at the middle school last week. It was a great event. She noted this is the first time since COVID the fundraiser has taken place. Students are involved in all aspects of the fundraiser from entertainment, placemats and decorations.

Board Member Ms. Cutler also attended the National Honor Society Induction Ceremony. She attended the middle school Parent Advisory meeting. She hopes more parents would attend and become involved in the middle school community.

Chairwoman Ms. Christianson commented about attending the Public Hearing on Tuesday. She thought all of the presenters did a great job. She was a little disappointed only a few townspeople attended the meeting. She thought the Board of Finance did a great job explaining the re-assessments, expenditures and revenues.

Mr. Shawn Parkhurst, Superintendent of Schools, addressed the Board. He spoke about the budget and the administration will remind parents about the upcoming town vote on the budget. He noted the prom is next Saturday. He also announced starting next week, two days of filming will begin of seniors highlighting their experiences at Windsor Locks Public Schools and Windsor Locks High School. Those videos will be pushed out daily from now until graduation, highlighting the graduating seniors of the Class of 2025.

III. Student Board Representative(s) Report

None.

IV. Public Audience (only Agenda Items)

None.

V. Approval of Minutes

April 7, 2025 Special Meeting

It was **MOVED** (Guyette) and **SECONDED** (Osorio) and **PASSED** (U) that the Board of Education approve the minutes of the April 7, 2025 Special Meeting as presented.

VI. Human Resources Report - Resignation

Mr. Robert Stacy, Executive Director of Human Resources, addressed the Board. He indicated that Mr. Joshua Mozzicato, a Science Teacher at Windsor Locks Middle School, resigned effective June 17, 2025. Mr. Mozzicato has served the students of Windsor Locks for the past three years.

It was **MOVED** (Cutler) and **SECONDED** (Cutler) and **PASSED** (U) that the Board of Education accepts the resignation on the date noted and offer our appreciation for his service to the Windsor Locks Public Schools.

VII. 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.

VIII. State Partnership Plan (SPP) Transition

Mr. Stacy indicated the request admission to the State Partnership Plan for health and prescription coverage. Dental coverage was determined to remain self-insured with Anthem.

Memorandums of Understanding were executed with all Board of Education bargaining units agreeing to the conversion to the SPP. Notice was sent to and accepted by the State Comptroller's Office to accept the Board of Education and the Town of Windsor Locks into the SPP. Planning has begun for implementation. An initial planning meeting was held on April 10th with insurance consultant. Open Enrollment for Board employees will take place May 5 thru 21, with assistance from the State Comptroller's Office and Quantum Health. This will allow sufficient time for members to receive insurance cards before July 1st. Renewal of the dental plan is in the hands of the Town's Interim Finance Director. Once executed Anthem will process new membership cards for our members.

A brief discussion was held.

IX. Finance Report

A. March Financials

Ms. Patricia Proctor, Director of Operations and Finance gave the Finance Report update on the March, 2025 Financials and the remaining available funds of the FY 2025 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 and the presentation is for informational purposes.

Budget Transfer 2025-15: Recorded on 04/16/2025. To purchase a ClearTouch Panel for High School.

010.HS.721.1000.433.100	HS Ed Equip Repair	-2,000.00
010.HS.231.2120.613.210	HSTech Supplies- Guidance	-405.55
010.HS.730.1000.730.100	HS Equip-General	2,405.55
		0.00

Budget Transfer 2025-16: Recorded on 04/17/2025. To move funds for Choir Accompanists for the Middle School.

010.MS.730.1000.730.114	MS Equip- Music	-185.00
010.MS.250.2210.810.114	MS Prof Membership-Music	-104.00
010.MS.100.1000.810.114	MS Music Dues & Fees	289.00
		0.00

Budget Transfer 2025-17: Recorded on 04/17/2025. To move funds for STEM Equipment and Supplies for the Middle School.

010.MS.130.2400.580.800	MS Mileage Reimbursement	-759.84
010.MS.240.1000.611.100	MS Supplies/Instructional	-3,953.60
010.MS.240.1000.611.106	MS Supplies/English	-442.61
010.MS.240.1000.611.118	MS Supplies/Reading	-318.93
010.MS.250.2210.810.102	MS Prof Membership - Art	-222.00
010.MS.250.2210.810.120	MS Prof Membership - SS	-340.27
010.MS.520.2700.519.120	MS Field Trips/Social Studies	-1,499.36
010.MS.730.1000.730.125	MS Equip- Tech Ed	1,536.61
010.MS.231.2230.613.125	MS Tech Supplies- Tech Ed	6,000.00
		0.00

A brief discussion was held.

X. Board and Superintendent Comment

Board Member Mr. Guyette inquired about any possible grant money for the funding of the track. He noted there is a sign at the Coventry High School track that it was funded by a state grant. Mr. Parkhurst has no new information at this time, but he will put it on the agenda for the next meeting in the Old Business Section for an update.

Mr. Parkhurst publicly acknowledged Ms. Christine Domler, Assistant Principal of Windsor Locks Middle School for her leadership during an event at the middle school yesterday.

XI. Public Audience (General)

None.

XII. EXECUTIVE SESSION

It was **MOVED** (Guyette) and **SECONDED** (Cutler) 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. Superintendent Goals Update

That in attendance in the Executive Session shall be limited to:

- a) Members of the Board of Education
- b) Superintendent of Schools

Board went into Executive Session at 6:18 p.m.

Superintendent of Schools exited executive session at 7:18 p.m.

Board exited Executive Session at 7:42 p.m.

XIII. Adjournment

It was **MOVED** (Guyette) and **SECONDED** (Cutler) and **PASSED** (U) that the Board of Education adjourn the Regular Meeting of April 24, 2025 at 7:43 p.m.

Respectfully submitted,

Denise M. Piotrowicz
Recording Secretary

EXHIBIT III A

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: ROBERT STACY, EXECUTIVE DIRECTOR OF HUMAN RESOURCES

DATE: MAY 15, 2025

RE: HUMAN RESOURCES REPORT - RESIGNATION/RETIREMENT

Resignation:

Alyssa Mancini, a Science Teacher at Windsor Locks High School, will be resigning effective June 17, 2025. Alyssa has served the students of Windsor Locks for the past 9 years.

Retirement

Jason Qua, a Social Studies Teacher at Windsor Locks High School, will be retiring effective June 30, 2025. Jason has served the students of Windsor Locks for the past 17 years.

Board Motion: “**MOVE** that the Board of Education accepts the resignation and retirement on the dates noted and offer our appreciation for their service to the Windsor Locks Public Schools.”

EXHIBIT III B

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: ROBERT STACY, EXECUTIVE DIRECTOR OF HUMAN RESOURCES

DATE: MAY 15, 2025

RE: JOB DESCRIPTION REVISIONS

The job descriptions attached are presented for Board review.

First Read for Review:

- Coordinator of Alternative Services – Elementary
- Coordinator of Alternative Services – Secondary

NOTE: ~~Strike through indicates language to be deleted.~~

Underline means language to be added.

Board Motion: None needed at this time.

WINDSOR LOCKS PUBLIC SCHOOLS
POSITION DESCRIPTION

Position Title:	Coordinator of Alternative Services - Elementary
Department:	Pupil Services
Reports to:	Director of Pupil Services
Created:	May 2025

BROAD FUNCTIONS:

The Coordinator plays a crucial role in ensuring the efficient and compliant operation of the special education department. This position is responsible for a wide range of administrative and organizational tasks related to student referrals, evaluations, Individualized Education Program (IEP) meetings, and paraeducator assignments. The ideal candidate will be highly organized, detail-oriented, possess excellent communication and interpersonal skills, and have a strong understanding of special education procedures and timelines. This role requires proactive problem-solving, the ability to manage multiple tasks simultaneously, and a commitment to supporting students with disabilities and their families at the elementary grades.

ESSENTIAL DUTIES, FUNCTIONS AND RESPONSIBILITIES:

The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Scheduling and Meeting Coordination:

- Develop and manage schedules for paraeducator assignments in collaboration with case managers.
- Share and review the ParaEducator Welcome Binder with essential information and resources with all new elementary ParaEducators.
- Manage all aspects of scheduling for Initial Evaluation, Reevaluation, Annual Review, and Parent Request/PPT meetings:
 - Create and send CTSEDS meeting notices in a timely manner.
 - Send Outlook meeting invitations to the relevant school staff.
 - Arrange necessary coverage for staff attending meetings.
 - Confirm meeting dates and times with parents/guardians.
 - Reserve appropriate conference room space.
 - Schedule parent request meetings and meetings to review/revise PPTs.
 - Coordinate the scheduling of initial and reevaluation testing with relevant specialists.
 - Remind families of upcoming meetings 1-2 days before the scheduled date.

Referral and Evaluation Process:

- Manage paperwork for new referrals, including:
 - Reaching out to families to initiate the process.
 - Creating and organizing new referral documentation.
 - Informing classroom teachers, related service providers and building administration of new referrals.
- Upload worksheets/reports and other relevant documentation to CTSEDS
- Manage the Evaluation Module in CTSEDS, including:
 - Completing embedded (LD/MER) and non-embedded (ED, ID, etc.) eligibility checklists.
 - Creating and tracking consent forms for evaluations.
- Send evaluation reports home to parents/guardians prior to Initial Evaluation, Reevaluation, and Annual Review meetings.
- Organize and track Annual Review classroom teacher reports, ensuring they are available two weeks prior to the PPT date.
- Manage the process of sending and receiving consent for evaluations for remote PPT Meetings.
- Organize and facilitate the process for Outside Evaluations, including obtaining Releases of Information (ROI), scheduling record sharing, and distributing information.
- Collaborate with the school SBA Coordinator (grades 3-5) to organize SBA accommodations in TIDE (Test Information Distribution Engine).

Communication and Coordination:

- Prepare and submit Special Transportation Requests to designated personnel.
- Prepare and submit Interpreter/Translator Requests to designated personnel and follow up for confirmation.
- Coordinate the Progress Report process, including sending reminders to Occupational Therapy (OT), Physical Therapy (PT), Speech Therapy (Sp), and Counseling providers.
- Facilitate team meetings as required.

Data Management and Compliance:

- Participate in developing and implementing internal processes to ensure accuracy and compliance.
- Implement a system for case managers to cross-check IEP documents before finalization.
- Finalize IEP documents within required timelines.

Other Duties:

- Provides leadership in conjunction with the Director of Pupil Services to enhance all aspects of student achievement while maintaining a positive school climate and culture that supports the students' social and emotional learning needs
- Collaborates closely with the Director of Pupil services focused on the educational achievement of students identified with exceptionalities, focusing on leveraging resources to meet these students' unique educational needs

- Provides critical evaluation and feedback to all staff members in keeping with the district's evaluation plans. (Teachers, Para-Educators, Related Services)
- Oversee the SRBI team to monitor students' progress towards competency of grade-level standards at PMA
- Collaborate with the attendance committee on reports and parents' contact logs regarding truant students. Develop plans for students who are struggling to attend school
- Oversee SAT testing for PMA
- Oversee Interim assessments for alternative services
- Build the school's schedule, oversee guidance counseling services, and communicate academic progress to parents for alternative services
- Collaborate with Big Picture Learning and PMA staff to design professional development that aligns with the school and district's vision
- Collect and analyze data to monitor growth toward meeting the school's and district's vision
- Facilitate faculty meetings and PLC meetings
- Address students' behavioral needs as well as communication with parents
- Establish and maintain high expectations and standards for student learning and positive interactions
- Maintain a thriving, supportive, and caring learning community of children, families, and educators
- Participate in developing and implementing school goals focused on a clear vision
- Participates in the screening and selection of well-qualified, diverse staff members who share the district and school vision
- Develop relationships and partnerships with local businesses and community organizations to support internships and educational programming
- Prepare and monitor budget and resources related to alternative services
- Support the Director of Pupil Services in preparing state, federal, and other reports as necessary for the two schools
- Oversee after-school activities at PMA
- Ensures the safety and well-being of students in the physical space by monitoring the maintenance of the physical grounds, connecting with SRO as needed, and communicating needs to the Director of Pupil Services
- Collaborate with the Director of Pupil Services in providing support and resources for related services. (SLP, OT/PT, Social Workers, School Psychologists)
- Perform such other duties as may be assigned by the Director of Pupil Services and Superintendent

SUPERVISORY RESPONSIBILITIES:

Supervises teaching and support staff as assigned.

QUALIFICATION REQUIREMENTS:

- To perform this job successfully, an individual must be able to satisfactorily perform each essential duty.

- Preferred certification in Special Education, School Psychology, Social Work, or School Counseling
- 092 Required
- Experience working in an alternative school setting or outplacement program preferred
- Experience utilizing Inquiry-Based Instruction and Project-Based Learning Preferred

EDUCATION AND/OR EXPERIENCE:

A master's degree and/or higher. At least five years of successful teaching in special education or related service.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before parents, staff and students. Strong oral and written communication skills. Ability to use proper telephone etiquette. Multilingual (Spanish) preferred.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision, such as to read type or handwritten material.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. The employee is continuously interacting with the public, staff and students.

WINDSOR LOCKS PUBLIC SCHOOLS
POSITION DESCRIPTION

Position Title:	Coordinator of Alternative Services - Secondary
Department:	Pupil Services
Reports to:	Director of Pupil Services
Created:	May 2025

BROAD FUNCTIONS:

The Coordinator plays a crucial role in ensuring the efficient and compliant operation of the special education department. This position is responsible for a wide range of administrative and organizational tasks related to student referrals, evaluations, Individualized Education Program (IEP) meetings, and paraeducator assignments. The ideal candidate will be highly organized, detail-oriented, possess excellent communication and interpersonal skills, and have a strong understanding of special education procedures and timelines. This role requires proactive problem-solving, the ability to manage multiple tasks simultaneously, and a commitment to supporting students with disabilities and their families at the secondary grades.

ESSENTIAL DUTIES, FUNCTIONS AND RESPONSIBILITIES:

The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Scheduling and Meeting Coordination:

- Develop and manage schedules for paraeducator assignments in collaboration with case managers.
- Share and review the ParaEducator Welcome Binder with essential information and resources with all new secondary ParaEducators.
- Manage all aspects of scheduling for Initial Evaluation, Reevaluation, Annual Review, and Parent Request/PPT meetings:
 - Create and send CTSEDS meeting notices in a timely manner.
 - Send Outlook meeting invitations to the relevant school staff.
 - Arrange necessary coverage for staff attending meetings.
 - Confirm meeting dates and times with parents/guardians.
 - Reserve appropriate conference room space.
 - Schedule parent request meetings and meetings to review/revise PPTs.
 - Coordinate the scheduling of initial and reevaluation testing with relevant specialists.
 - Remind families of upcoming meetings 1-2 days before the scheduled date.

Referral and Evaluation Process:

- Manage paperwork for new referrals, including:
 - Reaching out to families to initiate the process.
 - Creating and organizing new referral documentation.
 - Informing classroom teachers, related service providers and building administration of new referrals.
- Upload worksheets/reports and other relevant documentation to CTSEDS
- Manage the Evaluation Module in CTSEDS, including:
 - Completing embedded (LD/MER) and non-embedded (ED, ID, etc.) eligibility checklists.
 - Creating and tracking consent forms for evaluations.
- Send evaluation reports home to parents/guardians prior to Initial Evaluation, Reevaluation, and Annual Review meetings.
- Organize and track Annual Review classroom teacher reports, ensuring they are available two weeks prior to the PPT date.
- Manage the process of sending and receiving consent for evaluations for remote PPT Meetings.
- Organize and facilitate the process for Outside Evaluations, including obtaining Releases of Information (ROI), scheduling record sharing, and distributing information.
- Collaborate with the school SBA Coordinator (grades 6-8) to organize SBA accommodations in TIDE (Test Information Distribution Engine).
- Collaborate with the District Testing Coordinator (grades 9-11) to organize PSAT/SAT/NGSS/CTAA accommodations.
- Ensure PPT recommended accommodations for PSAT/SAT are communicated to school counselors for entry into the College Board SSD (Services for Students with Disabilities) for grades 9-11.

Communication and Coordination:

- Prepare and submit Special Transportation Requests to designated personnel.
- Prepare and submit Interpreter/Translator Requests to designated personnel and follow up for confirmation.
- Coordinate the Progress Report process, including sending reminders to Occupational Therapy (OT), Physical Therapy (PT), Speech Therapy (Sp), and Counseling providers.
- Facilitate team meetings as required.

Data Management and Compliance:

- Participate in developing and implementing internal processes to ensure accuracy and compliance.
- Implement a system for case managers to cross-check IEP documents before finalization.
- Finalize IEP documents within required timelines.

Other Duties:

- Provides leadership in conjunction with the Director of Pupil Services to enhance all aspects of student achievement while maintaining a positive school climate and culture that supports the students' social and emotional learning needs

- Collaborates closely with the Director of Pupil services focused on the educational achievement of students identified with exceptionalities, focusing on leveraging resources to meet these students' unique educational needs
- Provides critical evaluation and feedback to all staff members in keeping with the district's evaluation plans. (Teachers, Para-Educators, Related Services)
- Oversee the SRBI team to monitor students' progress towards competency of grade-level standards at PMA
- Collaborate with the attendance committee on reports and parents' contact logs regarding truant students. Develop plans for students who are struggling to attend school
- Oversee SAT testing for PMA
- Oversee Interim assessments for alternative services
- Build the school's schedule, oversee guidance counseling services, and communicate academic progress to parents for alternative services
- Collaborate with Big Picture Learning and PMA staff to design professional development that aligns with the school and district's vision
- Collect and analyze data to monitor growth toward meeting the school's and district's vision
- Facilitate faculty meetings and PLC meetings
- Address students' behavioral needs as well as communication with parents
- Establish and maintain high expectations and standards for student learning and positive interactions
- Maintain a thriving, supportive, and caring learning community of children, families, and educators
- Participate in developing and implementing school goals focused on a clear vision
- Participates in the screening and selection of well-qualified, diverse staff members who share the district and school vision
- Develop relationships and partnerships with local businesses and community organizations to support internships and educational programming
- Prepare and monitor budget and resources related to alternative services
- Support the Director of Pupil Services in preparing state, federal, and other reports as necessary for the two schools
- Oversee after-school activities at PMA
- Ensures the safety and well-being of students in the physical space by monitoring the maintenance of the physical grounds, connecting with SRO as needed, and communicating needs to the Director of Pupil Services
- Collaborate with the Director of Pupil Services in providing support and resources for related services. (SLP, OT/PT, Social Workers, School Psychologists)
- Perform such other duties as may be assigned by the Director of Pupil Services and Superintendent

SUPERVISORY RESPONSIBILITIES:

Supervises teaching and support staff as assigned.

QUALIFICATION REQUIREMENTS:

- To perform this job successfully, an individual must be able to satisfactorily perform each essential duty.
- Preferred certification in Special Education, School Psychology, Social Work, or School Counseling
- 092 Required
- Experience working in an alternative school setting or outplacement program preferred
- Experience utilizing Inquiry-Based Instruction and Project-Based Learning Preferred

EDUCATION AND/OR EXPERIENCE:

A master's degree and/or higher. At least five years of successful teaching in special education or related service.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before parents, staff and students. Strong oral and written communication skills. Ability to use proper telephone etiquette. Multilingual (Spanish) preferred.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision, such as to read type or handwritten material.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. The employee is continuously interacting with the public, staff and students.

EXHIBIT IV

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: ROBERT STACY, EXECUTIVE DIRECTOR OF HUMAN RESOURCES

DATE: MAY 15, 2025

RE: POLICY PRIORITY LIST

June 4, 2025

- | | | |
|------------|---|--------------------|
| • 3542.43 | Charging Policy Food Services | Revision |
| • 4115 | Educator & Leader Evaluation & Support | New |
| • 5131.911 | School Climate | Mandatory Revision |
| • 5141.12 | Challenging Behavior Prevention
Restorative Practices Response | Mandatory New |

August 21, 2025

- | | | |
|-------------------------------------|--|-----|
| • 5131.601(a) / 4118.236 / 4218.236 | Medical (Palliative)
Use of Marijuana | New |
| • 5141.25 | Students with Special Health Care Needs | New |

Future Board Meetings

- Review any policies from CABE monthly recommended policy packet

EXHIBIT V A

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: PATRICIA PROCTOR, DIRECTOR OF FINANCE AND OPERATIONS

DATE: MAY 15, 2025

RE: FINANCE REPORT - APRIL FINANCIALS

FY25 Financials

FY25 GL BUDGET	\$ 34,051,186.00
Range to Date (April 1-30, 2025)	\$ 2,956,657.72
YTD through April 30, 2025	\$ 28,898,179.64
FY25 Encumbrance	\$ 4,253,984.40
FY25 Budget Balance	\$ 899,021.96
FY25 % of Budget Remaining	2.64%

In preparation for the 2024-2025 fiscal year-end, the Finance Office is finalizing the encumbrances necessary to close for June 30, 2025.

FY25 April 2025 Review - Full-Year Forecast Budget Balances

Acct Area	Description	Budget	Budget Balance as of 04/30/2025	%	Full-Year Forecast Budget Balance as of 04/30/2025	%	Notes
100	Student Activity	587,458.60	80,099.36	13.63%	34,793.62	5.92%	Tuition and Salary Savings
110	Central Administration	1,178,356.49	21,911.78	1.86%	7,891.78	0.67%	Salary Savings
120	Capital Improvements	8,833.38	3,779.20	42.78%	11.80	0.13%	
130	Administrative Expenses	264,399.16	(58,501.81)	-22.13%	(59,701.32)	-22.58%	Unanticipated Legal & Audit Fees
140	Tuition & Special Svcs	2,531,861.79	139,044.30	5.49%	133,543.80	5.27%	Magnet School Tuition Stabilization
211	Principals	1,092,544.30	10,148.46	0.93%	0.00	0.00%	
213	Instructional Staff	14,890,068.90	203,349.52	1.37%	162,426.52	1.09%	Salary Savings, Contingency Degree Changes, Long-Term Subs, On-call subs.
214	Support Staff	2,903,513.47	81,855.80	2.82%	66,355.80	2.29%	Salary Savings
215	Secretarial Staff	390,361.51	(493.02)	-0.13%	(493.02)	-0.13%	
220	Textbooks	9,104.25	7.95	0.09%	0.00	0.00%	
230	Library	28,514.04	(992.67)	-3.48%	0.00	0.00%	
231	Technology	231,377.72	1,790.49	0.77%	(1,429.47)	-0.62%	
240	Teaching Supplies	223,531.79	(547.69)	-0.25%	(852.66)	-0.38%	
250	Instructional Support	56,168.07	3,886.90	6.92%	2,500.00	4.45%	
300	Health Care	419,336.65	11,290.90	2.69%	10,000.00	2.38%	Nurse Salary Savings
520	Transportation	1,912,847.74	(38,100.06)	-1.99%	72,330.20	3.78%	Decrease in GenEd bus usage and alternative vendor for HS ACC program
610	Custodial Staff	1,424,348.49	13,571.25	0.95%	0.00	0.00%	
620	Contracted Service/Plant Op	419,501.46	68,103.67	16.23%	13,200.00	3.15%	Roof replacement maintenance cost decreased
640	Utilities	1,046,292.38	(30,888.77)	-2.95%	(131,000.00)	-12.52%	The finance office adjusted encumbrances as necessary for all utilities and applying excess cash to the first HVAC loan to reduce outstanding balance.
650	Custodial Supplies	154,000.00	-	0.00%	0.00	0.00%	
720	Building & Grounds Repairs	186,685.00	23,653.97	12.67%	5,000.00	2.68%	No fence repairs needed
721	Equip Repair & Rental	129,850.42	(14,101.87)	-10.86%	(2,088.39)	-1.61%	
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	26,957.39	6,575.73	24.39%	10.00	0.04%	
810	Retire/Social Security	1,575,000.00	276,307.29	17.54%	0.00	0.00%	
820	Insurance	2,283,950.00	99,561.00	4.36%	65,000.00	2.85%	HSA Budget \$425,000 Estimated Actual \$360,000
	Grand Total	34,051,186.00	899,021.96	2.64%	375,208.94	1.10%	
	Reduce FY26 Non-Lapsing Allocation				(157,588.85)		
	Reduce FY26 Non-Lapsing Allocation Appeals				(150,000.00)		
	Adjusted Full-Year Forecast Budget Balance				67,620.09	0.20%	
	*Budget includes all Budget Transfers as of April 30, 2025						

Windsor Locks Public Schools

BOE GF Monthly Expenditures by Acct Area

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

From Date: 4/1/2025

To Date: 4/30/2025

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
010.00.100.0000.000.000	Balance Sheet	\$587,458.60	\$43,823.41	\$361,732.35	\$225,726.25	\$145,626.89	\$80,099.36	13.63%
	Account Area: Student Activity - 100	\$587,458.60	\$43,823.41	\$361,732.35	\$225,726.25	\$145,626.89	\$80,099.36	13.63%
010.00.110.0000.000.000	Balance Sheet	\$1,178,356.49	\$90,612.66	\$917,730.05	\$260,626.44	\$238,714.66	\$21,911.78	1.86%
	Account Area: Central Administration - 110	\$1,178,356.49	\$90,612.66	\$917,730.05	\$260,626.44	\$238,714.66	\$21,911.78	1.86%
010.00.120.0000.000.000	Balance Sheet	\$8,833.38	\$0.00	\$4,989.90	\$3,843.48	\$64.28	\$3,779.20	42.78%
	Account Area: Capital Improv & Equip - 120	\$8,833.38	\$0.00	\$4,989.90	\$3,843.48	\$64.28	\$3,779.20	42.78%
010.00.130.0000.000.000	Balance Sheet	\$264,399.16	\$16,556.15	\$264,700.29	(\$301.13)	\$58,200.68	(\$58,501.81)	-22.13%
	Account Area: Administrative Expenses - 130	\$264,399.16	\$16,556.15	\$264,700.29	(\$301.13)	\$58,200.68	(\$58,501.81)	-22.13%
010.00.140.0000.000.000	Balance Sheet	\$2,531,861.79	\$22,411.95	\$2,966,552.82	(\$434,691.03)	(\$573,735.33)	\$139,044.30	5.49%
	Account Area: Tuition & Special Services - 140	\$2,531,861.79	\$22,411.95	\$2,966,552.82	(\$434,691.03)	(\$573,735.33)	\$139,044.30	5.49%
010.00.211.0000.000.000	Balance Sheet	\$1,092,544.30	\$81,410.32	\$862,143.91	\$230,400.39	\$220,251.93	\$10,148.46	0.93%
	Account Area: Principals - 211	\$1,092,544.30	\$81,410.32	\$862,143.91	\$230,400.39	\$220,251.93	\$10,148.46	0.93%
010.00.213.0000.000.000	Balance Sheet	\$14,890,068.90	\$1,314,316.72	\$10,971,048.95	\$3,919,019.95	\$3,715,670.43	\$203,349.52	1.37%
	Account Area: Instructional Staff - 213	\$14,890,068.90	\$1,314,316.72	\$10,971,048.95	\$3,919,019.95	\$3,715,670.43	\$203,349.52	1.37%
010.00.214.0000.000.000	Balance Sheet	\$2,903,513.47	\$263,503.01	\$2,104,714.88	\$798,798.59	\$716,942.79	\$81,855.80	2.82%
	Account Area: Support Staff - 214	\$2,903,513.47	\$263,503.01	\$2,104,714.88	\$798,798.59	\$716,942.79	\$81,855.80	2.82%
010.00.215.0000.000.000	Balance Sheet	\$390,361.51	\$31,346.83	\$311,748.14	\$78,613.37	\$79,106.39	(\$493.02)	-0.13%
	Account Area: Secretarial Staff - 215	\$390,361.51	\$31,346.83	\$311,748.14	\$78,613.37	\$79,106.39	(\$493.02)	-0.13%
010.00.220.0000.000.000	Balance Sheet	\$9,104.25	\$0.00	\$8,655.80	\$448.45	\$440.50	\$7.95	0.09%
	Account Area: Textbooks - 220	\$9,104.25	\$0.00	\$8,655.80	\$448.45	\$440.50	\$7.95	0.09%
010.00.230.0000.000.000	Balance Sheet	\$28,514.04	\$9,794.45	\$25,455.34	\$3,058.70	\$4,051.37	(\$992.67)	-3.48%
	Account Area: Library - 230	\$28,514.04	\$9,794.45	\$25,455.34	\$3,058.70	\$4,051.37	(\$992.67)	-3.48%
010.00.231.0000.000.000	Balance Sheet	\$231,377.72	\$14,485.50	\$208,450.17	\$22,927.55	\$21,137.06	\$1,790.49	0.77%
	Account Area: Technology - 231	\$231,377.72	\$14,485.50	\$208,450.17	\$22,927.55	\$21,137.06	\$1,790.49	0.77%
010.00.240.0000.000.000	Balance Sheet	\$223,531.79	\$30,637.05	\$171,078.38	\$52,453.41	\$53,001.10	(\$547.69)	-0.25%
	Account Area: Teaching Supplies - 240	\$223,531.79	\$30,637.05	\$171,078.38	\$52,453.41	\$53,001.10	(\$547.69)	-0.25%
010.00.250.0000.000.000	Balance Sheet	\$56,168.07	\$114.27	\$27,708.63	\$28,459.44	\$24,572.54	\$3,886.90	6.92%
	Account Area: Instructional Support - 250	\$56,168.07	\$114.27	\$27,708.63	\$28,459.44	\$24,572.54	\$3,886.90	6.92%
010.00.300.0000.000.000	Balance Sheet	\$419,336.65	\$38,230.01	\$325,078.85	\$94,257.80	\$82,966.90	\$11,290.90	2.69%
	Account Area: Health Care - 300	\$419,336.65	\$38,230.01	\$325,078.85	\$94,257.80	\$82,966.90	\$11,290.90	2.69%
010.00.520.0000.000.000	Balance Sheet	\$1,912,847.74	\$118,051.14	\$1,304,193.32	\$608,654.42	\$646,754.48	(\$38,100.06)	-1.99%
	Account Area: Transportation - 520	\$1,912,847.74	\$118,051.14	\$1,304,193.32	\$608,654.42	\$646,754.48	(\$38,100.06)	-1.99%
010.00.610.0000.000.000	Balance Sheet	\$1,424,348.49	\$112,995.90	\$1,148,965.80	\$275,382.69	\$261,811.44	\$13,571.25	0.95%
	Account Area: Custodial Staff - 610	\$1,424,348.49	\$112,995.90	\$1,148,965.80	\$275,382.69	\$261,811.44	\$13,571.25	0.95%
010.00.620.0000.000.000	Balance Sheet	\$419,501.46	\$13,406.62	\$230,799.43	\$188,702.03	\$120,598.36	\$68,103.67	16.23%

Windsor Locks Public Schools

BOE GF Monthly Expenditures by Acct Area

From Date: 4/1/2025

To Date: 4/30/2025

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	\$13,406.62	\$230,799.43	\$188,702.03	\$120,598.36	\$68,103.67	16.23%
010.00.640.0000.000.000	Balance Sheet	\$1,046,292.38	\$101,593.11	\$843,539.55	\$202,752.83	\$233,641.60	(\$30,888.77)	-2.95%
	Account Area: Utilities - 640	\$1,046,292.38	\$101,593.11	\$843,539.55	\$202,752.83	\$233,641.60	(\$30,888.77)	-2.95%
010.00.650.0000.000.000	Balance Sheet	\$154,000.00	\$11,565.47	\$79,989.22	\$74,010.78	\$74,010.78	\$0.00	0.00%
	Account Area: Custodial Supplies - 650	\$154,000.00	\$11,565.47	\$79,989.22	\$74,010.78	\$74,010.78	\$0.00	0.00%
010.00.720.0000.000.000	Balance Sheet	\$186,685.00	\$25,034.08	\$120,222.19	\$66,462.81	\$42,808.84	\$23,653.97	12.67%
	Account Area: Building & Grounds Repairs - 720	\$186,685.00	\$25,034.08	\$120,222.19	\$66,462.81	\$42,808.84	\$23,653.97	12.67%
010.00.721.0000.000.000	Balance Sheet	\$129,850.42	\$14,515.23	\$105,629.52	\$24,220.90	\$38,322.77	(\$14,101.87)	-10.86%
	Account Area: Equip Repair & Rental - 721	\$129,850.42	\$14,515.23	\$105,629.52	\$24,220.90	\$38,322.77	(\$14,101.87)	-10.86%
010.00.729.0000.000.000	Balance Sheet	\$76,323.00	\$13,102.12	\$72,061.66	\$4,261.34	\$6,551.06	(\$2,289.72)	-3.00%
	Account Area: Lease/Rental - 729	\$76,323.00	\$13,102.12	\$72,061.66	\$4,261.34	\$6,551.06	(\$2,289.72)	-3.00%
010.00.730.0000.000.000	Balance Sheet	\$26,957.39	\$8,845.62	\$17,739.57	\$9,217.82	\$2,642.09	\$6,575.73	24.39%
	Account Area: Replacement Equipment - 730	\$26,957.39	\$8,845.62	\$17,739.57	\$9,217.82	\$2,642.09	\$6,575.73	24.39%
010.00.810.0000.000.000	Balance Sheet	\$1,575,000.00	\$137,217.35	\$1,236,393.56	\$338,606.44	\$62,299.15	\$276,307.29	17.54%
	Account Area: Retire/Social Security - 810	\$1,575,000.00	\$137,217.35	\$1,236,393.56	\$338,606.44	\$62,299.15	\$276,307.29	17.54%
010.00.820.0000.000.000	Balance Sheet	\$2,283,950.00	\$443,088.75	\$4,206,857.36	(\$1,922,907.36)	(\$2,022,468.36)	\$99,561.00	4.36%
	Account Area: Insurance - 820	\$2,283,950.00	\$443,088.75	\$4,206,857.36	(\$1,922,907.36)	(\$2,022,468.36)	\$99,561.00	4.36%
Grand Total:		\$34,051,186.00	\$2,956,657.72	\$28,898,179.64	\$5,153,006.36	\$4,253,984.40	\$899,021.96	2.64%

End of Report

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: PATRICIA PROCTOR, DIRECTOR OF FINANCE AND OPERATIONS

DATE: MAY 15, 2025

RE: FINANCE REPORT - BUDGET LINE-ITEM TRANSFERS

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

Budget Transfer 2025-18: Recorded on 05/01/2025. To purchase a Volleyball System for the Middle School.

010.MS.100.1000.611.190	MS Supplies Co-Curr	-3,767.40
010.MS.120.1000.730.100	MS -Equip	3,767.40
		0.00

Budget Transfer 2025-19: Recorded on 05/01/2025. To purchase volleyball uniforms for the Middle School.

010.MS.250.2213.332.400	MS Building InService	-982.00
010.MS.100.1000.611.190	MS Supplies Co-Curr	982.00
		0.00

Budget Transfer 2025-20: Recorded on 05/02/2025. To reclass Middle School funds from Tech Supplies to Tech Equipment and Supplies to Tech Supplies for accurate expenditure reporting.

010.MS.231.2230.613.125	MS Tech Supplies - Tech Ed	-3,800.00
010.MS.730.1000.730.125	MS Equip - Tech Ed	3,800.00
010.MS.240.1000.611.113	MS Supplies/Math	-778.07
010.MS.730.1000.730.113	MS Equip - Math	778.07
010.MS.230.2220.611.420	MS Library Supplies - Lib/Med	-347.17
010.MS.230.2220.641.420	MS Books/Software- Lib/Med	-699.49
010.MS.231.2220.613.420	MS Tech Supplies- Library/Media	1,046.66
		0.00

Budget Transfer 2025-21: Recorded in May 2025. Reconciliation of Pupil Services Support Salary account lines:

010.DS.214.1200.112.260	Para-Educators	-3,500.00
010.DS.140.1400.112.260	Summer Academy Para-Educators	3,500.00
010.DS.214.1200.166.263	FLEX SpEd Tutors	-15,372.80
010.DS.214.1200.166.261	ABA Tutor	-2,397.51
010.DS.214.1000.166.290	GenEd Tutor-Tutor Center	17,770.31
010.DS.214.1200.112.260	Para-Educators	-9,900.00
010.DS.214.1200.192.260	SpEd Bus Monitor/Aide	4,900.00
010.DS.214.1200.320.260	Contract svcs - para educators	5,000.00
		0.00

Budget Line-item Transfer(s) – VOTE NEEDED

Budget Transfer 2025-22: To be recorded in May 2025. To reclass salary savings to reconcile Xerox Lease Agreement budget shortfall

010.HS.213.1000.111.100	HS Teacher Salary	-3,000.00
010.MS.213.1000.111.100	MS Teacher Salary	-3,000.00
010.NS.213.1000.111.100	NS Teacher Salary	-3,000.00
010.SS.213.1000.111.195	SS Teacher/Interventionist	-3,000.00
010.DS.721.2500.444.800	DS Copier Rental/Copy Costs	12,000.00
		0.00

Board Motion: “Move that the Board of Education accepts the budget transfer request(s) itemized in control number(s) 2025-22, for the Finance Department to execute in May 2025.”

EXHIBIT VI

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: MAY 15, 2025

RE: GRADING AND REPORTING TASK FORCE PRESENTATION

Since the inception of Mastery-Based Learning in Windsor Locks, there have been several staffing changes and shifts. With that in mind, over the past few months two members of our Leadership Team have been engaged in a project to take stock of where we are at the current time with grading and reporting.

Dr. Bissonnette, WLHS Principal and Mr. Warner, WLMS Principal, will share a presentation on their work and findings this evening.

Windsor Locks Public Schools

www.wlps.org

Educational Leadership

Shawn Parkhurst

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Windsor Locks Middle School 860-292-5012

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