

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

**MINUTES OF THE SPECIAL MEETING  
May 15, 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, G. Weigert and A. Goodwin
Student Representatives:	None
Students:	S. Pathak, A. Bartolucci, N. Burton and A. Guyette
Staff:	P. Sibila
Others:	Parents and grandparents of recognized students
Press:	None

**I. Call to Order**

Chairwoman Ms. Kylee Christianson called the Special Meeting to Order at 6:00 p.m. held at the Windsor Locks High School Media Center and via Zoom.

**A. Roll Call for Quorum**

All Board Members were present.

**B. Pledge of Allegiance**

All stood up and pledged allegiance to the flag.

**II. Board of Education and Superintendent Communications**

Board Member Mr. Guyette remarked that he attended the Windsor Locks Middle School Eighth Grade play. It was fantastic, well done! He attended a conference at UCONN discussing technology, specifically AI. There were two sessions and both were very good. The conference is set-up for educators and he would recommend teachers attend next year's conference.

Board Member Ms. Osorio mentioned she attended the Parent's Advisory meeting a few weeks ago at the high school. It was well attended. Dr. Bissonnette was able to answer all the questions she was asked. She hopes more parents attend next year's meetings. She attended the Windsor Locks High School Spring Concert. It was an amazing and she was very impressed with students and their talent to perform. She also attended the AI conference. She expressed the district needs to start talking about what platforms will be used to aid and assist teachers while using AI and understanding assessments to match with AI.

Board Member Ms. Cutler also attended the Dollars for Scholars Ceremony. This event is one of her favorite nights of the school year. A great job done by the Dollars for Scholars organization.

Chairwoman Ms. Christianson also commented about attending the Dollars for Scholars Ceremony. It was a magnificent evening! She congratulated all of the students and thanked the Dollars for Scholars organization for all of their hard work. She also thanked all of the donors, including Windsor Locks businesses who have made donations.

Mr. Greg Weigert, Director of Facilities, addressed the Board. He wanted to give a shout-out to Main Lopez, a custodian in the district. He was scheduled for a personal day today as it is his birthday, but he came in to help set-up for the Board meeting. He thanked Mr. Lopez.

Mr. Shawn Parkhurst, Superintendent of Schools, addressed the Board. He noted it is a busy time of year with all of the end of the year events. The prom was held last week and it was an amazing evening. It is now hiring season, and he thanked Mr. Stacy and Ann Marie for all of their work during this busy season. On Tuesday, May 20, 2025, the Town Budget Meeting and

vote will take place; however, a valid petition has been received and a referendum will take place on June 3, 2025. The meeting will establish the date and time of the referendum.

### **III. Student Board Representative(s) Report**

Ms. Abigail Guyette, Student Representative, addressed the Board. She spoke about the prom which took place at the Log Cabin. Everyone enjoyed themselves. The band and chorus spring concert was held and seniors were honored at the end of the show. Dollars for Scholars Ceremony was held on Tuesday. The Senior Outing is scheduled for May 30, 2025. AP testing is wrapping up for the year.

### **IV. Public Audience (only Agenda Items)**

None.

### **V. Student Recognition: CABE Student Leaders**

Mr. Parkhurst explained 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

Windsor Locks Middle School

- Suchit Pathak
- Adalyn Bartolucci

Windsor Locks High School

- Nicholas Burton
- Abigail Guyette

Board Recessed at 6:19 p.m.

Board Reconvened at 6:22 p.m.

### **VI. Approval of Minutes**

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

It was **MOVED** (Cutler) and **SECONDED** (Osorio) and **PASSED** (U) that the Board of Education approve the minutes of the April 22, 2025 Special Meeting and the minute of April 24, 2025 Regular Meeting as presented.

### **VII. Human Resources Report**

#### **A. Resignation/Retirement**

Mr. Robert Stacy, Executive Director of Human Resources, addressed the Board. He indicated that he received a resignation of Ms. 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 nine years.

He also received a retirement notice of Mr. 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 seventeen years.

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

## **B. Job Descriptions**

Mr. Stacy addressed the Board, indicating job descriptions were presented to the Board for the first read and approval. Those job descriptions are as follows:

- 1. Coordinator of Alternative Services – Elementary**
- 2. Coordinator of Alternative Services – Secondary**

It was noted the two job descriptions are for new positions aligned with the proposed budget; however, the budget has not yet been approved by the residents of the town and it was the consensus to table this discussion and approval until after the budget is approved at the referendum.

## **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. Finance Report**

### **A. April Financials**

Ms. Patricia Proctor, Director of Operations and Finance gave the Finance Report update on the April, 2025 Financials and the remaining available funds of the FY 2025 Budget.

### **B. Budget 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. The transfers were as follows:

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

A brief discussion was held.

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

## **X. Grading and Reporting Task Force Presentation**

Mr. Parkhurst noted that 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 the Leadership Team have been engaged in a project to take stock of

where the district is at the current time with grading and reporting. Dr. Rebecca Bissonnette, Principal of Windsor Locks High School and Mr. Mark Warner, Principal of Windsor Locks Middle School shared and discussed their presentation on their findings.

A brief discussion was held.

## **XI. Old Business**

### **A. Chef to Schools Grant Status**

Ms. Proctor gave the Board an update on the Chef to School Grant. She noted the grant is \$150,000 over the next three years. The district is in the process of hiring a chef and should be ready to roll out for the next school year.

### **B. WLHS Track and Football Field Status**

Mr. Parkhurst gave the Board an update on the track and football field status. He has been in contact with the lobbyist who has met with the Windsor Locks Representatives to assist in applying for this grant. The grant is approximately \$4 Million Dollars. Mr. Parkhurst will continue working with the lobbyist and will give another update at the next meeting.

A brief discussion was held.

## **XII. Board and Superintendent Comment**

None.

## **XIII. 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. 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

Board went into Executive Session at 7:34 p.m.

Board exited Executive Session at 8:00 p.m.

It was **MOVED** (Cutler) and **SECONDED** (Guyette) and **PASSED** (U) that the Board of Education approves salary increases presented by the Superintendent for the Executive Assistant

to the Superintendent, Director of IT, Director of Facilities; and Executive Director of Human Resources and Director of Finance and Operators.

**XV. Adjournment**

It was **MOVED** (Gragnolati) and **SECONDED** (Guyette) and **PASSED** (U) that the Board of Education adjourn the Special Meeting of May 15, 2025 at 8:01 p.m.

Respectfully submitted,

Denise M. Piotrowicz  
Recording Secretary