

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

**MINUTES OF THE SPECIAL MEETING  
June 4, 2025 at 6:00 p.m.**

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

Members Present:	K. Christianson, L. Cutler, A. Osorio, and G. Guyette
Members Absent:	D. Gragnolati
Administrators:	S. Parkhurst, R. Stacy, R. Bissonnette, M. Warner, J. Robinson, M. Parrette, C. Domler, and Weigert
Student Representatives:	A. Guyette
Students:	A. Gough, H. Farley, J. McAbee, M. Maltese, A. Oberg, J. Dufresme, R. Walton, C. McGinnis, Z Hunt, and X. Angel
Staff:	P. Sibila, D. Bole, and B. Deming
Others:	Many students, parents and grandparents of recognized students
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 other than Mr. Dennis Gragnolati.

**B. Pledge of Allegiance**

All stood up and pledged allegiance to the flag.

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

Board Member Mr. Guyette commented that he attended the Windsor Locks Middle School baseball team vs. the JV baseball team of the Windsor Locks High School. He was proud to say the Windsor Locks Middle School won!

Board Member Ms. Osorio mentioned she attended the Book Awards at the high school. It was a very nice ceremony.

Mr. Shawn Parkhurst, Superintendent of Schools, addressed the Board. As this meeting is the last official meeting of the school year, he wanted to thank the Board Members for all of their conversations, attendance at meetings along with events throughout the district. He realizes it is a volunteer job, which required many, many hours. He reminded the Board graduation is scheduled to take place on Friday, June 13, 2025 at 5:30 p.m.

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

Ms. Abigail Guyette, Student Representative, addressed the Board. She noted Friday is the last day for graduating seniors. Graduation is Friday, June 13, 2025, Project Inspire is scheduled for Thursday, June 12, 2025. The Safe Grad Party will be held at Spare Time. Monday, June 9, 2025, the high school will host Step-Up Day for the incoming freshmen. Spring sports are wrapping up and the Sports Awards Ceremony will be held on Thursday. AP teachers are assigning summer work to prepare for next year.

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

None.

#### **V. Student Recognition**

- **WLHS Class of 2025 Valedictorian and Salutatorian**

Mr. Parkhurst announced the valedictorian and salutatorian for the Class of 2025. He gave a brief bio of each student's accomplishments and future education plans and wished them well in their future endeavors.

- Allison Gough, Valedictorian
- Hunter Farley, Salutatorian

- **WLMS CAS Scholar Leader Awards**

- James McAbee
- Mia Maltese

- **BOE Student Representatives**

Mr. Parkhurst thanked Miss Abigail Guyette, Student Representative, for her attendance at Board of Education meetings and her participation in discussions. Mr. Nicardo Gooden was not in attendance, but he was recognized as well.

- **CAS/CIAC Scholar Athletes**

- Matthew DiPoppo
- Allison Gough

- **WLHS Lady Raiders Track Team – 1<sup>st</sup> Place Recognition, Small School Division**

Mr. Parkhurst welcomed the entire WLHS Lady Raiders Track Team and their coach, Mr. Brian Deming. It has been 30 years since Windsor Locks won the competition, including the following special recognitions:

- Alis Oberg - 1st Place Javelin, Javelin Record at Ellington Invitational
- Julia Dufresne - 1st Place 100 Meter Hurdles at Ellington Invitational
- Ramell Walton - 2nd Place Shot Put at Ellington Invitational

- Caroline McGinnis - 3 Place Triple Jump at Ellington Invitational

- **NCCC All Conference Awards**

- Alis Oberg - NCCC Javelin Champion, Second Consecutive Undefeated Season
- Xavier Hunt - NCCC All-Conference Honors - Baseball
- Xavier Angel - NCCC All-Conference Honors - Baseball

Board Recessed at 6:19 p.m.

Board Reconvened at 6:22 p.m.

## **VI. Approval of Minutes**

- May 15, 2025 Special Meeting

It was **MOVED** (Cutler) and **SECONDED** (Guyette) and **PASSED** (U) that the Board of Education approve the minutes of the May 15, 2025 Special Meeting as presented.

## **VII. Human Resources Report**

### **A. Staff Service Recognition**

Mr. Robert Stacy, Executive Director of Human Resources, addressed the Board. He noted he gave a series of charts recognizing staff for longevity, retirement, and tenure. He commented that staff are recognized in 5-year increments for service to the District. Fifty-two (52) staff are being recognized this year with service from 5 to 30 years. Total years of service to the District equals 770 years. Six (6) staff members are retiring from Windsor Locks this year. Total years of service to the district equals 102 years. Eight (8) educators achieved tenure at the end of this school year. This was the culmination of either 2 years of successful teaching service to the Windsor Locks Public Schools for teachers who had obtained tenure previously in another school district or 4 years of successful teaching service to the Windsor Locks Public Schools for teachers new to teaching or not previously tenured elsewhere.

A brief discussion was held.

### **B. Job Descriptions**

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

1. Second Read
  - a) Coordinator of Pupil Services – Elementary
  - b) Coordinator of Pupil Services – Secondary

A brief discussion was held.

It was **MOVED** (Guyette) and **SECONDED** (Cutler) and **PASSED** (U) that the Board of Education approve the Job Descriptions for the Coordinator of Pupil Services - Elementary and the Coordinator of Pupil Services - Secondary as presented.

2. First Read and Review
  - a) Head Chef
  - b) School Climate Coordinator
  - c) School Climate Specialist

A brief discussion was held.

It was **MOVED** (Guyette) and **SECONDED** (Osorio) and **PASSED** (U) that the Board of Education approve the Job Descriptions for Head Chef, School Climate Coordinator, and School Climate Specialist as presented.

### **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 Review**

#### **A. 5131.911 School Climate**

Mr. Stacy indicated the policy that is being presented for a combined First and Second Read. The reason for his being a combined reading is that the State just release a version of this policy that districts are required to adopt effective July 1, 2025. This policy replaces the current 5131.911 Bullying policy. Ms. Megan Parrette, Direct of STEAM Curriculum, Instruction, and Assessment and Ms. Christine Domler, Assistant Principal of Windsor Locks Middle School addressed the Board explaining the new policy and the State requirements.

A brief discussion was held.

It was **MOVED** (Osorio) and **SECONDED** (Cutler) and **PASSED** (U) that the Board of Education waive a second reading of the new policy 5131.911 School Climate and replace the current policy 5131.911 Bullying with the new School Climate required policy.

### **X. Finance Report**

#### **A. Financials as of 05/23/2025**

Mr. Parkhurst gave the Finance Report update on the May, 2025 Financials and the remaining available funds of the FY 2025 Budget. Mr. Parkhurst gave the Board an update on the RFP for the food services. The posting has been approved and the district had an open vendor visitation. He thanked Mr. Weigert for his assistance during the visitation. There were seven vendors during the visitation.

#### **B. Budget Line-Item Transfers**

Mr. Parkhurst 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. The transfers were as follows:

Budget Transfer 2025-23: Recorded on 05/22/2025. Reclass postage budget to correct expenditure line.

010.DS.130.2500.580.800	CO Mileage	-1,750.00
010.DS.130.2500.532.800	DS Postage	1,750.00

Budget Transfer 2025-24: Recorded on 05/22/2025. Reclass degree change savings to HR /Frontline system contract shortfall.

010.DS.213.2310.111.100	Contingency Degree Changes	-5,303.73
010.DS.130.2500.810.500	Human Resources Dues/Fees	5,303.73

A brief discussion was held.

#### **XI. 2025-2026 Revised Calendar; Parent/Teacher Conference Dates**

Mr. Parkhurst commented that due to the timing of the 2025-2026 Calendar Committee meeting happening after the posting of this agenda/packet, he provided the proposed parent/teacher conference dates before the meeting to all Board Members for review, discussion and potential approval.

A brief discussion was held.

It was **MOVED** (Guyette) and **SECONDED** (Cutler) and **PASSED** (U) that the Board of Education approves the 2025-2026 conference dates as presented.

#### **XII. WLPS System for Educational Leader Evaluation and Support Plan**

Mr. Parkhurst noted that in the spring of 2025, a small team of WLPS Leaders, alongside members of the Professional Development and Evaluation Committee (PDEC), worked diligently to review and revise the WLPS System for Education Leader Evaluation and Support Plan for implementation in the 2025-2026 school year. The plan mirrors the plan in structure, timeline and expectations that the Board previously approved and adopted for the WLPS Educators that was implemented in the 2024-20025 school year. A copy of the plan was been given to the Board Members for review.

A brief discussion was held.

It was **MOVED** (Cutler) and **SECONDED** (Osorio) and **PASSED** (U) that the Board of Education approves the WLPS System for Educational Leader Evaluation and Support Plan as presented.

### **XIII. WLPS System for Educator Evaluation and Development Update**

Mr. Parkhurst noted the Professional Development and Evaluation Committee (PDEC), alongside the district Leadership Team, implemented a new Education Evaluation Plan in 2024-2025. The committee has obtained feedback from Education and Leaders, and as a result have a revised plan for review and approval this evening.

The changes are as follows:

- Professional Growth Plan Requirements
  - District Priorities:
    - **Original:** Goals are clearly linked to and support building and/or district priorities.
    - **Per CT SDE requirements, added:** Goals are connected to standards that guide the work of WLPS Educators: The Connecticut Common Core of Teaching Rubric for Effective Teaching (2017), Learning Forward's Professional Learning Standards (2022) and/or The Windsor Locks Public Schools' Vision of the Graduate.
- Full-Day Professional Learning Timing
  - **Correction:** four (4) to six (6) weeks... full-day
- Tier 2 Awareness
  - **Addition:** This should include a clear and focused area for the teacher to develop, with actionable steps that will best facilitate teacher growth.
- Dispute-Resolution Process
  - **Per CT SDE requirements, added:** Any claims that the district has failed to follow the established procedures of the teacher evaluation and support program shall be subject to the grievance procedures set forth in the then-current collective bargaining agreements between the local or regional board of education and the relevant bargaining unit.

A brief discussion was held.

It was **MOVED** (Guyette) and **SECONDED** (Cutler) and **PASSED** (U) that the Board of Education approves the WLPS System for Educational Evaluation and Development Plan as presented.

### **XIV. WLPS WellSAT Health and Wellness Report 2025**

Mr. Parkhurst announced that every three (3) years, an evaluation of the district's Health and Wellness Policies are required by the State of Connecticut. The goal is to ensure that districts

have a comprehensive plan to support student health. This is compiled through a committee of stakeholders over the course of several meetings. He introduced the Director of Curriculum, Megan Parrette who provided a high level overview of the WLPS results and the work ahead.

A brief discussion was held.

#### **XV. Administrative Structure Presentation**

Mr. Parkhurst explained that Windsor Locks Public Schools prides itself on careful analysis to ensure that structures and supports are in alignment with the district's vision; *All students will meet or exceed grade level standards*. With that as the lens by which the district frames its work, Mr. Parkhurst shared a proposed administrative structure that addresses the district's vision and needs that have changed over the years.

A lengthy discussion was held.

It was **MOVED** (Osorio) and **SECONDED** (Cutler) and **PASSED** (U) that the Board of Education approves the Administrative Structure as presented for July 1, 2025, including the revised job descriptions based on the structure presented.

#### **XVI. Old Business**

##### **A. Food Service RFP**

Mr. Parkhurst reported on the RFP earlier in the meeting.

##### **B. Update on Adjustment to Daily Substitute Rate**

Mr. Stacy noted the adjustment to the daily substitute rate has been met with great results.

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

The job description was approved earlier in the meeting.

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

Mr. Parkhurst gave the Board an update on the track and football field status. Mr. Parkhurst submitted the grant application paperwork for the investment grant. 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.

A brief discussion was held.

#### **XVII. Board and Superintendent Comment**

Board Member Mr. Guyette inquired if there was training in place for the mastery based learning for the newer teachers in the district. Mr. Parkhurst indicated a small group of teachers two from middle school and two from the high school including high school administrators, will

participate in a meeting to discuss training. If Mr. Guyette would like to attend the meeting, he can join in on Zoom. He will send him an invite. He will bring back data in a future meeting.

Chairwoman Ms. Christianson thanked the Board Members for keeping an open minded during the past year, as it has been a tough year. The Board needs to stick together to help and support students and their teachers.

Mr. Parkhurst thanked the Board for their trust in him and the Leadership Team. He reminded everyone of the Board of Finance Meeting on June 5, 2025 at 6:30 p.m. There is a Zoom link to watch the meeting if you cannot attend in person.

## **XVIII. 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. 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 Requested

### **B. Board Self-Evaluation**

1. Members of the Board of Education

Board went into Executive Session at 7:41 p.m.

Board exited Executive Session at 7:59 p.m.

It was **MOVED** (Guyette) and **SECONDED** (Cutler) and **PASSED** (U) that the Board of Education approves the Superintendent of School's contract as outlined through June 30, 2028.

## **XIX. Adjournment**

It was **MOVED** (Guyette) and **SECONDED** (Osorio) and **PASSED** (U) that the Board of Education adjourn the Special Meeting of June 4, 2025 at 8:00 p.m.

Respectfully submitted,

Denise M. Piotrowicz  
Recording Secretary