

# WINDSOR LOCKS PUBLIC SCHOOLS



## BOARD OF EDUCATION MEETING

**August 21, 2025**

These minutes are not official until approved at a subsequent meeting

Members Present: K. Christianson, A. Osorio, G. Guyette and L. Cutler  
Members Absent: D. Gragnolati  
Others: Administration and staff via Zoom

### Call to Order

- Chairwoman Ms. Kylee Christianson called the Regular Meeting to Order at 6:01 pm via Zoom.

### Roll Call

- Board Members Ms. Kylee Christianson, Ms. Alba Osorio, Mr. Greg Guyette and Mrs. Lindsay Cutler were present.

### Pledge of Allegiance

- Everyone present stood and pledged allegiance to the flag.

### Board of Education and Superintendent Communications

- Ms. Alba Osorio shared the invitation she received for the NSS Picnic and agreed to coordinate a BOE table with Chairwoman Christianson. Ms. Christianson mentioned that there is also a picnic at SES and asked Superintendent Parkhurst to coordinate the calendar and get the dates to the Board members.
- Superintendent Parkhurst commented on a word of thanks to Alba Osorio for participating in the WLAA negotiations and attending the 6th grade orientation. Thanks was extended to the entire Leadership team and their work to be ready to open to students on August 26, 2025. Superintendent Parkhurst thanks Executive Director Ms. Bissonnette for her work on organizing and implementing New Staff orientation. Student celebration was extended to 8th grade student, Connor Claffey, for his remarkable run in golf this summer; he will be publicly recognized at an upcoming meeting.

### Public Comment:

- None

### Approval of Minutes

- Greg Guyette made a motion to approve the minutes of June 4, 2025 (two special meetings), July 22 and July 31, 2025 which was seconded by Lindsay Cutler. Motion passed unanimously.

#### Donation

- Superintendent Parkhurst asked the Board for approval to enter into discussions with Food for the Poor to dispose of no longer used furniture. Greg Guyette made a motion to approve the donation request which was seconded by Lindsay Cutler. The Board approved this unanimously.

#### Food Service Signature

- The Board reviewed the request to remove Patricia Proctor and replace with Robert Stacy as an authorized signer of the ED-099 Agreement for Child Nutrition Programs. Lindsay Cutler made a motion to approve which was seconded by Alba Osorio. The Board approved this unanimously.

#### Job Descriptions

- Robert Stacy presented for a second read the following job descriptions: Head Chef, School Climate Coordinator and School Climate Specialist. After discussion, Greg Guyette made a motion to approve the job descriptions for: Head Chef, School Climate Coordinator and School Climate Specialist as presented which was seconded by Lindsay Cutler and approved unanimously by the Board.

#### Human Resources Report

- Robert Stacy shared the resignations. Alba Osorio made a motion to approve the resignations as presented; seconded by Greg Guyette. The motion passed unanimously.
- Robert Stacy shared the 25-26 hiring list with the Board of Education.

#### Policies

- The following policies were presented for review and potential approval
  - 3524.2 Green Cleaning Policy Revision
  - 3541.5 Transportation Complaints Revision
  - 5144.12 Challenging Behavior New
  - 5138 Pay to Participate
- After discussion the Board moved to approve all policies as presented; motion made by Lindsay Cutler; seconded by Greg Guyette; motion passed unanimously.

#### Food Service Company

- Superintendent Parkhurst and ED Stacy introduced members of Whitson's Food Service who introduced themselves and shared their excitement to be our Food Service Company.

#### 2026 Board of Education Meeting Calendar

- The draft 2026 meeting calendar was presented and after discussion the Board agreed to table this until the 9/11/25 meeting so that a review of any potential Class of 2026

graduation/end of year events don't conflict with the proposed meeting dates.

- Strategic Planning Process
  - Superintendent Parkhurst outlined the process and timeline. The first meeting to kickoff the process is Monday, September 15, 2025 at 5:30 pm.

#### Old Business

- Daily Sub Fill Rate
  - Mr. Stacy shared an update. The Board engaged in discussions about the number of absences, how that compares to other districts and what we are doing to lower the absent rates. Mr. Stacy shared that the numbers are relatively consistent and that the state average is 12 absences per staff member per year and we are right in that zone. Mr. Stacy advised that we may need to adjust this depending what occurs with the minimum wage increase.
- WLHS Track and Football Field
  - Superintendent Parkhurst provided an update on the planning events and exploration of funding sources. Two summer forums have occurred with about 15-20 people at each one. The forums were recorded and shared with the CIF grant funding Board of Directors. The Community Investment Fund is the large grant funding source that we are awaiting to hear in late September/beginning of October. The Community Fund as part of the Hartford Foundation Public Given, was applied for on 8/14/25. STEAP is another grant that is scheduled to open in January of 2026. Outdoor Legacy Partnership is another option however there is no date listed of when applications will be accepted. T-Mobile has a sweepstakes for new fields across the country; Superintendent Parkhurst is a part of this as well. Our non-lapsing account has approximately \$200,000 in the account; which can help to build the beginnings of our funding source for the Football Field and Track.

#### Public Comment

- None

Motion to adjourn to executive session made by Greg Guyette at 6:02 pm and seconded by Lindsay Cutler; passed unanimously for the purposes of discussion of the WLAA negotiations.

The Board moved out of executive session at 6:19 pm.

#### Adjournment

It was MOVED (Guyette) and SECONDED (Cutler) and PASSED (U) that the Board of Education adjourns the August 21, 2025 Regular Meeting at 6:21 pm.

Respectfully Submitted  
Shawn L. Parkhurst