

WINDSOR LOCKS PUBLIC SCHOOLS



BOARD OF EDUCATION MEETING

**Regular Meeting
September 11, 2025
6:00 p.m.**

Windsor Locks High School - Library Media Center

~~Board of Education - Central Office Meeting Hall~~

~~(Please Enter Through Board of Education Entrance)~~

**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
Regular Meeting - Agenda
September 11, 2025 - 6:00 pm

Windsor Locks High School - Library Media Center

~~Board of Education – Central Office Meeting Hall~~
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- I. Call to Order
 - A. Roll Call
 - B. Pledge of Allegiance
- II. Board of Education and Superintendent Communications
- III. Student Board Representative 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 Achievement Recognition p. 4 Exhibit I
- VI. Approval of Minutes: **Vote Needed** p. 5 Exhibit II
 - A. August 21, 2025 Regular Meeting
 - B. August 27, 2025 Special Meeting
- VII. Human Resources Report
 - A. 25-26 Staff Vacancies p. 11 Exhibit III A
 - B. Ratification of Windsor Locks Administrators' Association (WLAA) Bargaining Unit Contract: **Vote Needed** p. 12 Exhibit III B
- VIII. CABA Convention
- IX. Opening of Schools & Professional Development p. 13 Exhibit IV
- X. Proposed 2026 Board of Education Meeting Calendar: **Vote Possible** p. 15 Exhibit V
- XI. Old Business

- A. WLHS Track and Football Field Status
- B. Strategic Planning Process
- C. Pay to Participate Update
- XII. Upcoming Board Meetings
 - A. Special Board Meeting - September 15, 2025 7:00 pm
 - B. Finance SubCommittee Meeting - September 17, 2025 4:30 pm
 - C. Regular Board of Education Meeting - September 25, 2025 6:00 pm
- XIII. Public Audience (General)
 - 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.*
- XIV. Board and Superintendent Comment
- XV. 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. Superintendent Goals and Evaluation
 - 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
- XVI. Action, if any, on Executive Session Items: **Vote Possible**
- XVII. Adjourn Meeting

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

Copy: Town Clerk - Please Post

EXHIBIT I

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN PARKHURST, SUPERINTENDENT OF SCHOOLS

DATE: SEPTEMBER 11, 2025

RE: STUDENT ACHIEVEMENT RECOGNITION

During the summer of 2025, Mr. Connor Claffey, an 8th grade student at WLMS, competed in several golf tournaments with much success.

This evening, I will publicly recognize and celebrate Connor and his achievements.

Some highlights of Connor's achievements and accomplishments:

- Began playing golf at the age of 8
- Has played in several tournaments, including US Kids, Under Armour, CT PGA and Challenge Cup
- Several CT PGA Jr Tournament wins and 2nd this year
- Advanced twice to the regional finals for Notah Begay Tournament; a national tournament
- Shot his best tournament round this season at 75
- Competes in the Drive Chip and Putt competition
- Top 2 out of 30 competitors (14-15 yr old) at Regional at Lyman Orchard
- Represents CT this year at Ridgewood Country Club in New Jersey on September 20; competing against 20 golfers from all over New England; winner advances to the national championships at Augusta National the week before the Masters
- Just this year played in 14 tournaments

Connor's deep passion and love for the sport comes through as he practices almost every day. He does plan to compete in high school and in college, and his dream is to make the PGA tour in the future.

EXHIBIT II

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: SEPTEMBER 11, 2025

RE: APPROVAL OF MINUTES

- August 21, 2025 Regular Meeting
- August 27, 2025 Special Meeting

Board Motion: “**Move** that the Board of Education approve the minutes of the August 21, 2025 Regular Meeting and the August 27, 2025 Special Meeting.”

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

WINDSOR LOCKS PUBLIC SCHOOLS



BOARD OF EDUCATION MEETING August 27, 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 6:00 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.

Chairwoman Christianson asked for a moment of silence for the children who were victims of the most recent school shooting.

Board of Education and Superintendent Communications

- Superintendent Parkhurst gave a shoutout to Bjorn Burke, Assistant Finance Director for his work with the Board of Finance recently; his calm and confidence is evident throughout all he has done thus far.

Public Comment

- None

Policy 5183 Revision

- Superintendent Parkhurst shared the work that has been done collaboratively with regard to revisions for the Pay to Participate policy and waiver request. The highlights of the revisions are:

- Waiver form will be electronic and submitted with proof of financial hardship to the Superintendent of Schools
 - A family cap if paying full price of \$100.00 per athlete, per sport, will be \$600.00 for the year
 - Two criteria charts that outline financial hardship have been established; one resulting in a \$0 fee and the other resulting in a \$50.00 per sport, per athlete fee; these forms mirror the 25-26 State Free/Reduced Lunch criteria
 - A family cap, if paying a reduced rate of \$50 per athlete, per sport, will be \$300.00 for the year
- Board had a discussion about the process for payment through MySchoolBucks which was outlined as invoicing being provided at the school level. Further discussion was about how often families have to fill out the waiver; agreed that the waiver is one per sport; Board agreed to revise the policy to state one per season rather than one per sport.
 - A motion to approve the revisions of Policy 5138 as described, presented and outlined this evening was made by Lindsay Cutler; seconded by Alba Osorio; passed unanimously.

Motion to adjourn at 6:24 pm by Greg Guyette; seconded by Lindsay Cutler; passed unanimously

Respectfully submitted:

Shawn Parkhurst, Superintendent

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: ROBERT STACY, EXECUTIVE DIRECTOR OF HUMAN RESOURCES

DATE: SEPTEMBER 11, 2025

RE: HUMAN RESOURCES REPORT - STAFF VACANCIES

The positions listed below were open as of September 2nd. The hiring process is extremely fluid with hiring managers working hard to fill these vacancies while at the same time opening school. Some positions are in shortage areas and will be challenging to fill.

Last year at this time we had 32 open positions compared to just 13 at this time.

Districtwide

- Custodian/HVAC
- Housekeeper

High School

- Science Teacher
- Building Substitute
- Library Clerk
- Food Service Worker
- Athletic Coaches (3)

Middle School

- ParaEducator

North Street School

- ParaEducator
- Tutor

South Elementary School

- ParaEducator

Several positions were in the final stages of hiring at the time of this memo.

EXHIBIT III B

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: ROBERT STACY, EXECUTIVE DIRECTOR OF HUMAN RESOURCES

DATE: SEPTEMBER 11, 2025

RE: HUMAN RESOURCES REPORT - RATIFICATION OF WINDSOR LOCKS ADMINISTRATORS' ASSOCIATION BARGAINING UNIT CONTRACT

A tentative agreement has been reached on the Windsor Locks Administrators' Association collective bargaining agreement. The union has ratified the agreement.

The tentative agreement is presented to the Board for ratification as reviewed in Executive Session August 21, 2025.

BOARD MOTION:

“MOVE that the Board of Education approve the Windsor Locks Administrators' Association collective bargaining agreement for July 1, 2026 through June 30, 2029 as agreed between the parties.”

EXHIBIT IV

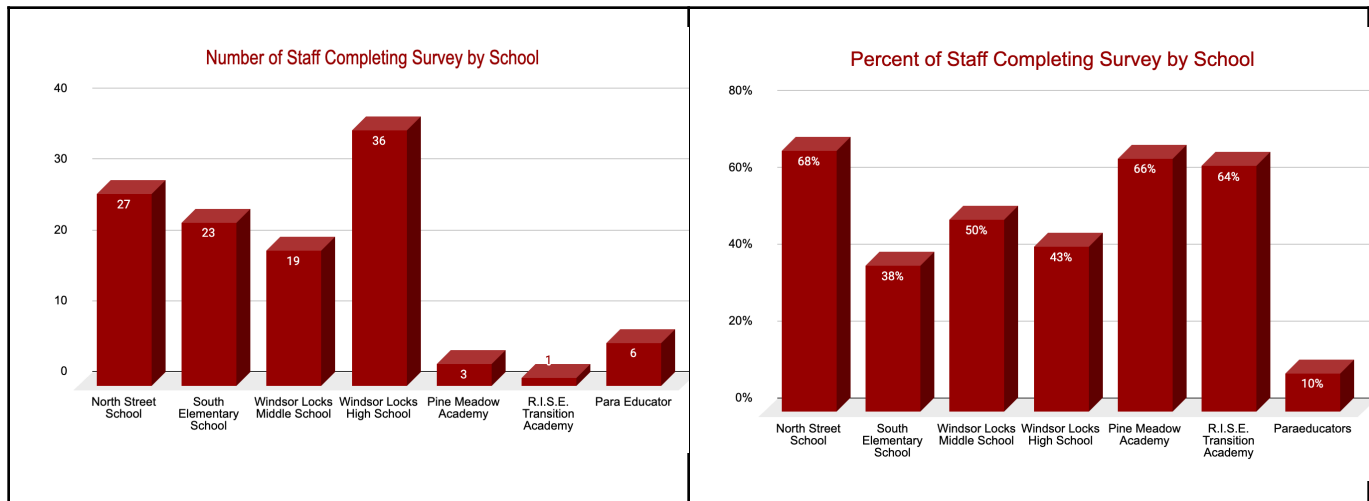
MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN PARKHURST, SUPERINTENDENT OF SCHOOLS

DATE: SEPTEMBER 11, 2025

RE: OPENING OF SCHOOLS & PROFESSIONAL DEVELOPMENT

WLPS Professional Learning Feedback



Overall Experience	Average Rating (Scale of 1 – 5)					
	Average Rating	Score of 1	Score of 2	Score of 3	Score of 4	Score of 5
Relevance of content to my role	4.06		6	21	48	40
Quality of facilitation/presentation	4.18	1	3	16	49	46
Opportunities for collaboration	3.99	2	6	26	38	43
Practical strategies I can apply immediately	3.9	3	6	25	47	34
Overall satisfaction with the professional learning experience	3.92	2	5	24	53	31

Overall Feedback

- Restorative Practices stood out as the most valuable session, repeatedly mentioned for providing staff with tools they can use immediately to build stronger student relationships.
- Staff appreciated the collaborative time and, especially, the dedicated building time, which allowed them to connect, plan, and prepare.
- Many comments reinforced that relationships are at the heart of learning.

Next Steps

- Staff expressed a desire for more hands-on application and direct classroom strategies in future PD.
- A few comments highlighted that while the themes were important, incorporating more variety in formats could help maintain high engagement.
- Desire for AI and technology integration training with real classroom applications in future PD sessions.

EXHIBIT V

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN PARKHURST, SUPERINTENDENT OF SCHOOLS

DATE: SEPTEMBER 11, 2025

RE: PROPOSED 2026 BOARD OF EDUCATION MEETING CALENDAR

Tonight, the Board of Education Meeting Calendar for 2026 will be presented for possible approval. Since our last meeting, I have consulted with Mr. Bernabe, WLHS Principal, and he has confirmed that there are no current conflicts with June and the events of the Class of 2026.

Possible Board Motion: “**MOVE** that the Board of Education approve the 2026 Board of Education meeting calendar as presented.”

Windsor Locks Public Schools
Board of Education Meeting Calendar for 2026

BOE Approved: Draft

January 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

8, 22 Board of Education 6:00 pm LMC

February 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

19 Board of Education 6:00 pm LMC
13 - 16 School Break

March 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

12, 26 Board of Education 6:00 pm LMC

April 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

3 Good Friday Holiday
13 - 17 No School - Spring Break
23 Board of Education 6:00 pm LMC

May 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

14, 28 Board of Education 6:00 pm LMC

June 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

9 Board of Education 6:00 pm LMC

July 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Summer Break - No Meeting

August 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

20 Board of Education 5:00 pm LMC

September 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

10, 24 Board of Education 6:00 pm LMC

October 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

8, 22 Board of Education 6:00 pm LMC

November 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

12 Board of Education 6:00 pm LMC
26 - 27 No School - Thanksgiving Break

December 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

10 Board of Education 6:00 pm LMC
24 - 25 No School December Break

January 2027						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

14, 28 Board of Education 6:00 pm LMC

Meetings are held at 6:00 pm, except where otherwise noted, at Windsor Locks High School, 58 South Elm Street in the Central Office Meeting Hall.

Special Meetings are held as needed and are posted accordingly.

Windsor Locks Public Schools

www.wlps.org

Educational Leadership

Shawn Parkhurst

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