

# WINDSOR LOCKS PUBLIC SCHOOLS



## BOARD OF EDUCATION MEETING

### Regular Meeting

### September 11, 2025 Minutes

*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  
Student Representative: A. Guyette  
Others Present: Superintendent Parkhurst, Executive Director Bissonnette & various Administration, Staff and Members of the Public

#### Call to Order

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

#### 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 and Superintendent Communications

- G. Guyette shared that he attended the Freshman Breakfast and brought information back to the BOE with regard to Pay to Participate and the desire to have information shared on what has been collected and how it has been spent. Superintendent Parkhurst shared that he will maintain this as an old business agenda item throughout the year and this will also be an agenda item to be discussed in detail in the upcoming BOE Finance Subcommittee meetings which will be held once a month and reported out at the full Board meetings in the future.
- A. Osorio shared that she attended the Senior Planning meeting and the information was very informative and wished that more families were a part of that; encouraged others to learn and receive the information.
- L. Cutler shared that she has heard from parents about concerns with the calendar and the way that school started with 3 days for students with the Friday before Labor Day being a day off rather than starting on Wednesday and going through Friday.
- Superintendent Parkhurst expressed how smooth the opening of the year has gone, shared that relationships are the foundation of the work with 25-26 being the year to enhance our instructional approaches for all students; provided special thanks to Board Chair Kylee Christianson for her heartfelt message to our staff at Convocation on behalf of the Board of Education; shared that Fall Sports are underway; a series of senior events are upcoming; new staff are settling in; and gave huge amount of thanks and appreciation to Human Resource Specialist Ann Marie Perez for her commitment and dedication to onboarding all our new staff to get them into our schools as soon as possible.

#### Student Board Representative Report

- A. Guyette shared that the year is off to a good start; recent Town Hall meetings were held with each grade level to share expectations; highlighted the upcoming senior

events including the Senior BBQ, Parking Spot Painting and the Week of September 29, with spirit days that week, powderpuff, soccer games, parade, football game and the dance.

#### Public Comment

- None

#### Student Achievement Recognition

- Superintendent Parkhurst recognized the outstanding golf achievements of WLMS 8th grader Connor Claffey and presented him with a gift of appreciation and recognition.

#### Approval of Minutes

- Lindsay Cutler made motion to approve the minutes of August 21, 2025 Regular meeting and August 27, 2025 Special meeting; seconded by Alba Osorio; motion passed Unanimously.

#### Human Resources Report

- Mr. Stacy provided the Board with a report on the staff vacancies as of 9/2 and commended the work of the Leadership Team on their work to ensure vacancies were filled to start the year.
- Mr. Stacy shared that the Windsor Locks Administrators' Association has ratified the tentative agreement which was discussed in Executive Session on 8/21/25. A motion was made by Greg Guyette to approve the WLAA contract as presented; seconded by Lindsay Cutler; motion passed unanimously.

#### CABE Convention

- Superintendent Parkhurst provided the Board with the dates for the upcoming CABE Convention; Lindsay Cutler and Kylee Christianson will attend on Friday, November 21, 2025 and Alba Osorio will attend on Saturday, November 22, 2025. Greg Guyette will review his schedule and let the Superintendent know his availability at a later date.

#### Opening of Schools & Professional Development

- Superintendent Parkhurst and Executive Director Bissonnette reviewed the Opening of School and first three Professional Development Days, including staff feedback survey results. A discussion was held with the Board and the steps that will be taken in the future based on the results of the survey.

#### Proposed 2026 Board of Education Meeting Calendar

- Superintendent Parkhurst presented the draft 2026 meeting calendar that was tabled at the previous meeting. He shared that he did consult with the WLHS Principal with regard to the request to ensure that there are no events the week of the proposed June 2026 Board meeting with the Class of 2026 and assured the Board that there are not. A motion was made by Lindsay Cutler and seconded by Alba Osorio; passed unanimously to approve the meeting calendar as presented.

#### Old Business

- WLHS Track and Football Field Status
  - Superintendent Parkhurst shared that the CIF grant is still awaiting a decision; he did share an additional potential \$250,000 planning grant that may be coming forward to apply for; the T Mobile Sweepstakes is still in the works; still awaiting the Hartford Foundation grant outcome at the current time
- Strategic Planning Process
  - Community and Staff Survey was sent out with about 60 responses thus far; Kickoff meeting set for Monday, 9/15 which will develop work teams in three broad areas; Student Performance, Culture & Climate, and Operations and Facilities; approximately 23 members of our staff and community have signed up to be a part of the work groups; this will be developed over the 25-26 year with implementation to begin in the 26-27 year
- Pay to Participate
  - Waiver request have been posted and nearly 17 have been received and reviewed at this time; donation link has been posted; invoices have been sent and to date \$2800 has been collected; Student BOE Representative suggested

that coaches be reminded to tell students to alert parents that invoices have been sent and they need to be paid; Board discussed who will be responsible to ensuring that the invoices will be paid and this is a responsibility of the Principal's office at WLMS and WLHS.

#### Upcoming Board Meetings

- Reminder of the following:
  - Special Board Meeting - September 15, 2025 7:00 pm
  - Superintendent commented that due to members availability the Finance SubCommittee Meeting scheduled for September 17, 2025 has been cancelled
  - Superintendent shared that the September 25, 2025 Regular Board of Education meeting poses a calendar conflict for enough Board members to hold the meeting and offered three options for the Board to discuss:
    - Monday, September 29, 2025
    - Tuesday, September 30, 2025
    - Cancel the September 25, 2025 meeting and keep the next meeting as the scheduled meeting on October 9, 2025
      - After a brief discussion, the Board agreed to reschedule the September 25, 2025 meeting to Monday, September 29, 2025 at 6:00 pm and to hold it via Zoom.

#### Public Comment

- None

Greg Guyette made a motion at 6:47 pm 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

The motion was seconded by Lindsay Cutler and passed unanimously.

The Board returned from Executive Session at 7:47 pm. A motion was made by Greg Guyette to adjourn the meeting; seconded by Alba Osorio; motion passed unanimously for the meeting to be adjourned at 7:47 pm.

Respectfully submitted

*Shawn Parkhurst*

*Superintendent of Schools*