

WINDSOR LOCKS PUBLIC SCHOOLS



SPECIAL BOARD OF EDUCATION MEETING September 29, 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

Others Present: Superintendent Parkhurst, Executive Director Bissonnette & various Administrators and Staff

Call to Order

- Chairwoman Ms. Kylee Christianson called the Special Meeting to Order at 6:02 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

- Lindsay Cutler and Kylee Christianson commented on the upcoming Dollars for Scholars Auction to be held on October 18, 2025; Superintendent Parkhurst announced that this is Homecoming Week with a variety of activities and it is also Open House week for the two elementary schools; NSS on Wednesday and SES on Thursday. Mr. Parkhurst also shared that a new Student BOE representative will be joining us at an upcoming meeting.

Student Board of Education Representative Report

- No report this evening

Public Audience (only on Agenda Items)

- None

Approval of Minutes

- September 11, 2025 Regular Meeting
 - Motion made by Cutler; seconded by Guyette; passed U
- September 15, 2025 Special Meeting
 - Motion made by Cutler; seconded by Guyette; passed U

Policy Priority List

- Mr. Stacy reviewed the list.

Policy Review

- A. 3542.43 Charging Policy Food Services - Revision
- B. 5114 Suspension and Expulsion - Due Process - New
- C. 5118.2 Educational Opportunities for Military Children - Revision
- D. 5131.911 Bullying - Rescind (Replaced by 5144.12 Challenging Behavior Prevention on 8/21/25)

- Mr. Stacy and Dr. Bissonnette reviewed the above policies and the Board will review these and revisit them for a second read at the October 9, 2025 BOE meeting. These are also posted on our website as policies under review. Motion was made by Alba Osorio; to rescind 5131.911 and seconded by Lindsay Cutler; passed unanimously.

Special Education Report

- Superintendent Parkhurst explained that a new requirement is to annually provide the BOE with a Special Education Annual Report by September 30th of each year. The report was shared with the Board and Mr. Josh Robinson provided the Board with some highlights of what to look for as they read the report. Superintendent Parkhurst shared that he would like the Board to take the time to read this report and then the Special Education Administrators will be present at the next meeting to answer any questions that the Board may have.

II. Old Business

A. WLHS Track and Football Field Status

- Superintendent Parkhurst shared that earlier this evening he learned that the district was awarded a \$250,000 Planning Grant from the Community Investment Fund to further refine the planning and development of the project to be ready for the new round of grant funding. Mr. Parkhurst will work with KBA and the First Selectman to further refine this based on the grant.

B. Pay to Participate

- Superintendent Parkhurst shared that to date a total of \$14,439.98 has been collected; to date no transportation bills have been received yet. There are 15 students with outstanding bills at WLHS and 2 at WLMS. A total of 26 waivers were submitted with 22 being granted.

C. Strategic Planning Process

- Superintendent Parkhurst shared that the three work teams are well underway; the work teams are **Student Performance, Climate & Culture, and Facilities and Operations**. The Facilitators of each work team meet with the Superintendent monthly. In addition, Mr. Parkhurst and Dr. Bissonnette have prepared a slide deck for each respective administrator to review the process and steps with their staff at their October faculty meeting. Superintendent Parkhurst further shared that although the strategic plan will be a 5 year plan, each building will create from the 5 year plan a yearly school improvement plan that will be developed by the building based team through facilitation of the building administrator(s) in alignment with the District Strategic Plan.

Upcoming Board of Education Meetings

D. October 9, 2025 6:00 pm - Regular Board of Education Meeting

Adjourn Meeting

- Motion was made by G. Guyette to adjourn the meeting at 6:42 pm; seconded by A. Osorio; passed unanimously; meeting adjourned at 6:42 pm.

Respectfully submitted,
Shawn Parkhurst
Superintendent of Schools