

WINDSOR LOCKS PUBLIC SCHOOLS



BOARD OF EDUCATION MEETING

Regular Meeting

October 23, 2025

6:00 p.m

Windsor Locks High School Library Media Center

[**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

All 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**

October 23, 2025 6:00 pm

Windsor Locks High School Library Media Center

[Click Here for Zoom Registration](#)

- I. Call to Order
 - A. Roll Call
 - B. Pledge of Allegiance
- II. Board of Education and Superintendent Communications
- III. Student Board of Education Representative Report
- III. 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.*
- IV. Approval of Minutes: **Vote Needed** p. 4 Exhibit I
 - October 9, 2025 Regular Meeting
- V. Policy Priority List p. 8 Exhibit II
- VI. Policy Review - First Read p. 9 Exhibit III
 - A. 5131.601/4118.236/4218.236 Medical (Palliative) Use of Marijuana - New p. 10
 - B. 5141.25 Students with Special Healthcare Needs - New p. 13
- VII. Finance Report p. 18 Exhibit IV
- VIII. 2026-2027 School Calendar: **Vote Possible** p. 21 Exhibit V
- IX. 2025-2026 Benchmark Assessment Scores p. 24 Exhibit VI
- X. 2025-2026 Windsor Locks Public Schools Coaching Model p. 28 Exhibit VII
- XI. November 4, 2025 Professional Development Day p. 30 Exhibit VIII
- XII. Old Business
 - A. WLHS Track and Football Field
 - B. Pay to Participate
 - C. Strategic Planning Process
 - 1. Student Performance Work Team

2. Culture & Climate Work Team
3. Operations & Facilities Work Team

XIII. Upcoming Board of Education Meetings

- A. November 13, 2025 6:00 pm - Regular Board of Education Meeting

XIV. Public Audience

- 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.*

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 Update

That in attendance in the Executive Session shall be limited to:

- a) Members of the Board of Education
- b) Superintendent of Schools

- B. Discussion of Personnel Matter: Staff Request for an Unpaid Leave of Absence

That in attendance in the Executive Session shall be limited to:

- a) Members of the Board of Education
- b) Superintendent of Schools
- c) Executive Director of Operations
- d) Others as Requested to Attend

XVI. 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 L. PARKHURST, SUPERINTENDENT
DATE: OCTOBER 23, 2025
RE: APPROVAL OF MINUTES

- October 9, 2025 Regular Meeting

Board Motion: “**Move** that the Board of Education approve the minutes of the October 9, 2025 Regular Meeting.”

WINDSOR LOCKS PUBLIC SCHOOLS



REGULAR BOARD OF EDUCATION MEETING October 9, 2025 Minutes

These minutes are not official until approved at a subsequent meeting

Members Present: K. Christianson, A. Osorio, G. Guyette & L. Cutler

Members Absent: D. Gragnolati

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

Call to Order

- Chairwoman Mrs. Kylee Christianson called the Regular Meeting to order at 6:01 pm.

Roll Call

- Board Members Mrs. Kylee Christianson, Mrs. 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

- Greg Guyette expressed appreciation for the HS Parent Information Night format and structure; Alba Osorio echoed the HS Parent Information Night appreciation and commented on the Dollars for Scholars tables at the NSS and SES Parent Nights. Superintendent Parkhurst thanked everyone for their participation in Homecoming, the administering of the PSATs, the various Open House evenings and reminded folks about Trunk or Treat on 10/28 and the upcoming Board of Finance State of our Schools Report on October 30, 2025.

Student Board of Education Representative Report

- Superintendent Parkhurst introduced Ayla Roman, Class of 2027, as a new student representative to the Board of Education who gave a full detailed report to the Board of Education

Public Audience (only on Agenda Items)

- None

Approval of Minutes

- September 29, 2025 Special Meeting
 - Motion was made by L. Cutler; seconded by A. Osorio; passed unanimously.

Human Resource Report

- Resignation
 - Mr. Stacy announced the resignation of Ms. Domler, MS AP effective October 24, 2025; the Board expressed thanks and appreciation. Motion made by A. Osorio, seconded by L. Cutler; passed unanimously.

Policy Priority List

- Mr. Stacy reviewed the list; Superintendent Parkhurst commented that the upcoming Library related policies are being reviewed in collaboration with M. Lopes, a member of our Library/Media staff.

Policy Review

- 3542.43 Charging Policy Food Services - Revision
- 5114 Suspension and Expulsion - Due Process - New
- 5118.2 Educational Opportunities for Military Children - Revision

These policies were discussed and a motion was made by G. Guyette; seconded by A. Osorio to approve all three named policies; passed unanimously.

Special Education Report - Q & A

- Superintendent Parkhurst introduced Mr. Robinson, Ms. Parrette and Ms. March who provided an overview to the Board and answered the Board's related questions.

26-27 School Calendar Proposed Process

- Superintendent Parkhurst shared the Board Policy that states the Superintendent will develop the annual calendar; he further outlined that he will use the Board policy as the process to develop the 26-27 school calendar and will review with cabinet, leadership and the President and Vice-President of WLTA before bringing to the BOE for review and approval prior to December 1, 2025. A discussion was had about the shift away from the previous committee work; Board reached consensus on the process to be used as recommended by the Superintendent for 26-27 and recommended that it be done earlier if possible.

FY27 Budget Calendar

- Superintendent Parkhurst reviewed the draft FY27 budget timeline and calendar. Superintendent Parkhurst further discussed this will shift to a zero based budgeting process for FY27. A discussion was had which included a few adjustments:
 - Board Workshop and Public Forum on Budget to be held on Saturday 1/10/26
 - Shift the 1/22/26 Board of Education Meeting to 7:00 pm and put a Community Forum on the Budget prior to that meeting to be held from 6:00 pm - 6:45 pm; suggestion is to provide babysitting to allow more parents and community members to be a part of this process.
 - Several other options to include opportunities for community involvement early and throughout were discussed and will be a part of the Superintendent's process for FY27 budget.
- A motion was made by G. Guyette to approve with the changes discussed;

seconded by A. Osorio; approved unanimously.

ReadConn 2.0 Partnership with WLPS

- Superintendent Parkhurst introduced ReadConn 2.0 and the work of Executive Director Bissonnette who outlined the kickoff meeting and the goal. This work now includes K-12 and focuses on modules for best practices in reading instruction and is a two year partnership.

Old Business

- WLHS Track and Football Field Status
 - 1. Dedicated Website with Information
 - a) Superintendent Parkhurst outlined the meetings that have already started with CIF and the \$250,000 planning grant that was awarded to the district.
- Pay to Participate
 - a) Superintendent Parkhurst provided an update and indicated that the remaining 12 fall athletes that have not yet paid, in collaboration with Principal Bernabe, will not be able to participate in any additional sports this year without clearing this outstanding fee first; the Board was in consensus with this plan.
- Strategic Planning Process
 - 1. Student Performance Work Team
 - 2. Culture & Climate Work Team
 - 3. Operations & Facilities Work Team
 - a) Superintendent Parkhurst shared that the teams are well underway; visions have been drafted and action steps are being put into place and on track to meet the first milestone date of a draft by December 1, 2025.

Upcoming Board of Education Meetings

- October 23, 2025 6:00 pm - Regular Board of Education Meeting

Public Audience

- *None*

Board Comments:

- G. Guyette stressed that although Homecoming was great he wants to see it grow into something bigger and get more students and community involvement. A lengthy discussion of ideas was had.
- L. Cutler expressed a desire to have a financial report at least monthly at BOE meetings.
- K. Christianson shared about the upcoming Dollars for Scholars Auction and Raffle to be held on Saturday, October 18, 2025 and encouraged everyone to be a part of this great event.

Adjourn Meeting

A motion to adjourn was made by G. Guyette; seconded by L. Cutler; passed unanimously; meeting adjourned at 7:28 pm.

EXHIBIT II

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: ROBERT A. STACY, EXECUTIVE DIRECTOR OF OPERATIONS
DATE: OCTOBER 23, 2025
RE: POLICY PRIORITY LIST

October 23, 2025

First Read

- 5131.601/4118.236/4218.236 Medical (Palliative) Use of Marijuana Recommended New
- 5141.25 Students with Special Health Care Needs Recommended New

Future Board Meetings

- Review any policies from CABE monthly recommended policy packet

- 6159 IEPs Mandatory Revision
- 6161.12 Library Material Review & Reconsideration Mandatory New
- 6161.13 Library Collection Development & Maintenance Mandatory New
- 6161.14 Library Display & Program Mandatory New
- 6171 Special Education Mandatory Revision

EXHIBIT III

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: ROBERT A. STACY, EXECUTIVE DIRECTOR OF OPERATIONS
DATE: OCTOBER 23, 2025
RE: POLICY REVIEW

The following policies are being presented for a **First Read**:

• 5131.601 / 4118.236 / 4218.236 Medical (Palliative) Use of Marijuana	Recommended	New
• 5141.25 Students with Special Health Care Needs	Recommended	New

Students/Staff

Medical (Palliative) Use of Marijuana

This policy sets forth the prohibited use of medical marijuana (palliative use) in the District's schools and on its property.

Definitions

"Palliative use" means the acquisition, distribution, transfer, possession, or transportation of marijuana or paraphernalia relating to marijuana, including the transfer of marijuana and paraphernalia relating to marijuana from the patient's primary caregiver to the qualifying patient, to alleviate a qualifying patient's symptoms of a debilitating medical condition or the effects of such symptoms, but does not include any such use of marijuana by any person other than the qualifying patient.

"Qualifying patient" means a person who is a resident of Connecticut, has been diagnosed by a physician as having a debilitating medical condition, is eighteen years of age or older, is an emancipated minor, or has written consent from a custodial parent/guardian or other person having legal custody of such person that indicates that such person has permission from such parent, guardian or other person for the palliative use of marijuana for a debilitating medical condition and that such parent, guardian or other person will serve as a primary caregiver for the qualifying patient and control the acquisition and possession of marijuana and any related paraphernalia for palliative use on behalf of such person.

"Primary caregiver" means a person, other than the qualifying patient and the qualifying patient's physician, who is eighteen years of age or older and has agreed to undertake the responsibility for managing the well-being of the qualifying patient with respect to the palliative use of marijuana, provided in the case of a qualifying patient under eighteen years of age and not an emancipated minor or otherwise lacking legal capacity, such person shall be a parent, guardian or person having legal custody of such qualifying patient and in the case of a qualifying patient eighteen years of age or older or an emancipated minor, the need for such person shall be evaluated by the qualifying patient's physician and such need shall be documented in the written certification, issued by a physician (does not include a physician assistant).

"Debilitating medical condition" means cancer, glaucoma, positive status for human immunodeficiency virus or acquired immune deficiency syndrome, Parkinson's Disease, multiple sclerosis, damage to the nervous tissue of the spinal cord with an objective neurological indication of intractable spasticity, epilepsy, or uncontrolled intractable seizure disorder, cachexia, wasting syndrome, Crohn's disease, post-traumatic stress disorder, irreversible spinal cord injury with an objective neurological indication of intractable spasticity, cerebral palsy, cystic fibrosis or terminal illness requiring end-of-life care, except, if the qualifying patient is under eighteen years of age. "debilitating medical condition" means terminal illness requiring end-of-life care, irreversible spinal

cord injury with objective neurological indication of intractable spasticity, cerebral palsy, cystic fibrosis, severe epilepsy or incontrollable seizure disorder

“Research program” means a study approved by the Department of Consumer Protection (DCP) and undertaken to increase information or knowledge regarding the growth, processing, medical attributes, dosage forms, administration, or use of marijuana to treat or alleviate symptoms of any medical conditions or the effects of such symptoms.

Consistent with federal law, including the Controlled Substances Act and the Drug-Free Schools and Communities Act, the use and/or possession of marijuana is prohibited while a student or employee is on campus, riding a school bus, or at school-sponsored activities.

To qualify for medical marijuana use, a minor must have written consent from a custodial parent/guardian or other person with legal custody, indicating that the person has given permission for the minor to use marijuana for a debilitating condition, as defined. The written consent must state that the person will serve as the minor’s primary caregiver and control the acquisition and possession of marijuana and any related paraphernalia on the minor’s behalf.

The minor via the person with legal custody, must provide DCP with a letter from the minor’s primary care provider in addition to another letter from a physician certified in an area involved in the treatment of the minor’s debilitating condition. Such written certification shall not be for marijuana in a dosage form that requires that the marijuana be smoked, inhaled, or vaporized.

It is the Board’s intent, via this policy, to maintain compliance with state and federal laws with regard to the prohibited use of marijuana in schools, on school property, and at school-related activities. This policy is also intended to maintain compliance with the aforementioned federal legislation. The Board directs the Superintendent and staff to continue to enforce its current policies regarding controlled substances. Any student or employee who violates District policies prohibiting the manufacture, distribution, dispensation, possession, or use of illegal drugs in District schools, on District property, or as part of any District activities will be subject to disciplinary and criminal action up to and including suspension, expulsion or termination of employment.

No District school may refuse to enroll any person or discriminate against any student solely on the basis of such person’s or student’s status as a qualifying patient or primary caregiver, per sections 1 to 15, inclusive, of P.A. 12-55, as amended by P.A. 16-23.

The District shall not refuse to hire a person nor discharge, penalize, or threaten an employee solely on the basis of such person’s or employee’s status as a qualifying patient or primary caregiver, as described in P.A. 12-55, as amended. However, the Board retains its ability to prohibit the use of intoxicating substances during work hours and its ability to discipline an employee or student for being under the influence of intoxicating substances during work hours, while on school property or at a school-sponsored activity.

(cf. 4118.231/4218.231 – Alcohol, Drugs and Tobacco)

(cf. 4118.232/4218.232 – Drug-Free Workplace)

(cf. 4118.235/4218.235 – Medical Marijuana Standards)

(cf. 5114 – Suspension/Expulsion)

(cf. 5131 – Conduct)

(cf. 5131.61 – Inhalant Abuse)
(cf. 5131.62 – Steroid Use)
(cf. 5131.612 – Surrender of Physical Evidence Obtained from Students)
(cf. 5131.8 – Out of School Grounds Misconduct)
(cf. 5131.92 – Corporal Punishment)
(cf. 5144 – Discipline/Punishment)
(cf. 5145.12 – Search and Seizure)
(cf. 5145.121 – Vehicle Searches on School Grounds)
(cf. 5145.122 – Use of Dogs to Search School Property)
(cf. 5145.124 – Breathalyzer Testing)
(cf. 5145.125 – Drug Testing-Extracurricular Activities)
(cf. 6164.11 – Drugs, Alcohol, Tobacco)

Legal Reference: Connecticut General Statutes
1-21b Smoking prohibited in certain places.
10-19 Teaching about alcohol, nicotine or tobacco, drugs and acquired immune deficiency syndrome. Training of personnel.
10-154a Professional communications between teacher or nurse and student. Surrender or physical evidence obtained from students.
10-220b Policy statement on drugs.
10-221(d) Boards of education to prescribe rules, policies and procedures re sale or possession of alcohol or controlled drugs.
21a-240 Definitions dependency producing drugs.
21a-240(8) Definitions “Controlled Drugs,” dependency producing drugs.
21a-240(9) Definitions “controlled substance.”
21a-243 Regulation re schedules of controlled substances.
21a-408 Palliative Use of Marijuana (as amended by P.A. 16-23)
53-198 Smoking in motor buses, railroad cars and school buses.
P.A. 11-73 An Act Regulating the Sale and Possession of Synthetic Marijuana and Salvia Divinorum.
P.A. 12-55 An Act Concerning the Palliative Use of Marijuana.
P.A. 16-23 An Act Concerning the Palliative Use of Marijuana.
Federal Regulation 34 CFR Part 85 Drug-free Schools & Communities Act.
20 U.S.C. Section 7181 et. seq., No Child Left Behind Act.
Synthetic Drug Abuse Prevention Act of 2012. (part of s.3187, the Food and Drug Administration Safety and Innovation Act).
New Jersey v. T.L.O., 469 U.S. 325 (1985).
Veronia School District 47J v. Acton, 515 U.S. 646. (1995).
Board of Education of Independent School District No 92 of Pottawatomie County v. Earls 01-332 U.S. (2002).
SB 1201 passed in 2021 paving the way for minors to gain access to HB 5329, passed in 2022 prohibiting cannabis gifting and giving CT municipalities the right to regulate cannabis businesses within their jurisdiction
P.A. 21-1 An Act Concerning Responsibility and Equitable Regulation of Adult-Use Cannabis.

Policy Adopted:

Students

Students with Special Health Care Needs

The focus of a Districtwide Food Allergy Management Plan shall be prevention, education, awareness, communication and emergency response. The management plan shall strike a balance between the health, social normalcy and safety needs of the individual student with life threatening food allergies and the education, health and safety needs of all students. The District Food Allergy Management Plan shall be the basis for the development of the procedural guidelines that will be implemented at the school level and provide for consistency across all schools within the district.

The goals for the Districtwide Plan include:

1. To maintain the health and protect the safety of children who have life-threatening food allergies in ways that are developmentally appropriate, promote self-advocacy and competence in self-care and provide appropriate educational opportunities.
2. To ensure that interventions and individual health care plans for students with life-threatening food allergies are based on medically accurate information and evidence-based practices.
3. To define a formal process for identifying, managing, and ensuring continuity of care for students with life-threatening food allergies across all transitions. (Pre-K-Grade 12)

It is the policy of the Board of Education to follow the guidelines developed and promulgated by the Connecticut Department of Public Health and Department of Education for students within the District with life-threatening food allergies and glycogen storage disease. Such guidelines include:

- (1) education and training for school personnel on the management of students with life-threatening food allergies and glycogen storage disease, including training related to the administration of medication with a cartridge injector and the provision of food or dietary supplements,
- (2) procedures for responding to life threatening allergic reactions to food,
- (3) a process for the development of individualized health care and food allergy action plans for every student with a life-threatening food allergy,
- (4) a process for the development of individualized health care and glycogen storage disease action plans for every student with glycogen storage disease and such plan shall include, but not be limited to, the provision of food or dietary supplements by the school nurse or by any school employee approved by the school nurse, to a student with glycogen storage disease provided such plan does not prohibit a parent/guardian or a person they so designate, to provide food or dietary supplements on school grounds during the school day, and
- (5) protocols to prevent exposure to food allergens.

It is the Board's expectation that specific building-based guidelines/actions will take into account the health needs and well-being of all children without discrimination or isolation of any child. It is the

Board's belief that education and open and informative communication are vital for the creation of an environment with reduced risks for all students and their families. In order to assist children with life-threatening allergies to assume more individual responsibility for maintaining their safety as they grow, it is the policy of the Board that guidelines shift as children advance through the primary grades and through secondary school.

(cf. 5141 - Student Health Services)

(cf. 5141.21 - Administering Medication)

(cf. 5141.23 - Students with Special Health Care Needs)

(cf. 5141.3 - Health Assessments)

(cf. 5145.4 - Nondiscrimination)

Legal Reference: Connecticut General Statutes

[10-15b](#) Access of parent or guardian to student's records.

[10-154a](#) Professional communications between teacher or nurse and student.

[10-207](#) Duties of medical advisors.

[10-212a](#) Administrations of medications in schools

[10-212c](#) Life threatening food allergies; Guidelines; district plans, ass amended by P.A. [12-198](#)

[10-212a\(d\)](#) Administration of medications in schools by a paraprofessional

[10-220i](#) Transportation of students carrying cartridge injectors

[52-557b](#) Good Samaritan Law. Immunity from liability for emergency medical assistance, first aid or medication by injection

PA 05-104 An Act Concerning Food Allergies and the Prevention of Life-Threatening Incidents in Schools

PA 05-144 and 05-272 An Act Concerning the Emergency Use of Cartridge Injectors

The Regulations of Connecticut State Agencies section [10-212a](#) through [10-212a-7](#)

Federal Legislation

Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794 § 504; 34 C.F.R. § 104 et seq.)

Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. § 12101 et seq.; 29 C.F.R. § 1630 et seq.)

The Family Education Rights and Privacy Act of 1974 (FERPA)

The Individuals with Disabilities Education Act of 1976 (IDEA) (20 U.S.C. § 1400 et seq.); 34 C.F.R. § 300 et seq.

FCS Instruction 783-2, Revision 2, Meal substitution for medical or other special dietary reasons.

P.A. 09-155 An Act Concerning the Use of Asthmatic Inhalers and Epinephrine Auto-Injectors While at School

Land v. Baptist Medical Center, 164 F3d 423 (8th Cir. 1999)

Policy Adopted:

EMERGENCY HEALTH CARE PLAN

Place

Child's Picture Here

ALLERGY TO: _____

Student's Name _____

DOB: _____

Teacher: _____

Asthmatic

YES *

No

*Denotes **HIGH RISK** for severe reaction**SIGNS OF AN ALLERGIC REACTION INCLUDE**

Systems:	Symptoms:
MOUTH	itching and swelling of the lips, tongue, or mouth
THROAT	itching and/or a sense of tightness in the throat, hoarseness, and hacking cough
SKIN	hives, itchy rash, and/or swelling about the face or extremities
GUT	nausea, abdominal cramps, vomiting and/or diarrhea
LUNG	shortness of breath, repetitive coughing, and/or wheezing
HEART	“thready” pulse, “passing out”

The severity of symptoms can quickly change.

*All above symptoms can potentially progress to a life-threatening situation!

Action:

1. If ingestion is suspected, give (*medication/dose/route*) _____ **immediately!**
2. CALL RESCUE SQUAD: _____
3. CALL: Parent/Guardian (or emergency contacts) _____
4. CALL: Dr. _____ at: _____

DO NOT HESITATE TO ADMINISTER MEDICATION OR CALL RESCUE SQUAD EVEN IF PARENTS OR DOCTOR CANNOT BE REACHED!

Parent Signature

Date

Doctor's Signature

Date

Emergency Contacts		Trained Staff Members	
1. _____	<i>Name/Relation</i>	1. _____	<i>Phone</i>
2. _____	<i>Name/Relation</i>	2. _____	<i>Phone</i>
3. _____	<i>Name/Relation</i>	3. _____	<i>Phone</i>
<i>Name/Relation</i>	<i>Phone</i>	<i>Name/Relation</i>	<i>Phone</i>

Exhibit IV

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT OF SCHOOLS

DATE: OCTOBER 23, 2025

RE: FINANCE REPORT

FY 2025-26 Financials

FY 2025-26 GL BUDGET	\$	34,051,186.07
YTD through September 30, 2025	\$	4,160,062.28
FY 2025-26 Budget Balance	\$	29,891,123.79

Windsor Locks Public Schools

BOE GF Monthly Expenditures by Acct Area

Fiscal Year: 2025-2026

Subtotal by Collapse Mask Include pre encumbrance Print accounts with zero balance Filter Encumbrance Detail by Date Range
 Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
010.00.100.0000.000.000	Balance Sheet Account Area: Student Activity - 100	\$611,587.69 \$611,587.69	\$23,178.69 \$23,178.69	\$38,770.69 \$38,770.69	\$572,817.00 \$572,817.00	\$44,409.05 \$44,409.05	\$528,407.95 \$528,407.95	86.40% 86.40%
010.00.110.0000.000.000	Balance Sheet Account Area: Central Administration - 110	\$1,492,188.98 \$1,492,188.98	\$127,788.60 \$127,788.60	\$380,525.22 \$380,525.22	\$1,111,663.76 \$1,111,663.76	\$1,163,849.31 \$1,163,849.31	(\$52,185.55) (\$52,185.55)	-3.50% -3.50%
010.00.120.0000.000.000	Balance Sheet Account Area: Capital Improv & Equip - 120	\$16,960.00 \$16,960.00	\$900.00 \$900.00	\$900.00 \$900.00	\$16,060.00 \$16,060.00	\$0.00 \$0.00	\$16,060.00 \$16,060.00	94.69% 94.69%
010.00.130.0000.000.000	Balance Sheet Account Area: Administrative Expenses - 130	\$234,830.27 \$234,830.27	\$5,498.09 \$5,498.09	\$105,304.41 \$105,304.41	\$129,525.86 \$129,525.86	\$75,966.47 \$75,966.47	\$53,559.39 \$53,559.39	22.81% 22.81%
010.00.140.0000.000.000	Balance Sheet Account Area: Tuition & Special Services - 140	\$2,166,794.94 \$2,166,794.94	\$693.62 \$693.62	\$83,944.20 \$83,944.20	\$2,082,850.74 \$2,082,850.74	(\$1,017,938.98) (\$1,017,938.98)	\$3,100,789.72 \$3,100,789.72	143.10% 143.10%
010.00.211.0000.000.000	Balance Sheet Account Area: Principals - 211	\$975,646.52 \$975,646.52	\$75,596.66 \$75,596.66	\$210,029.95 \$210,029.95	\$765,616.57 \$765,616.57	\$751,466.57 \$751,466.57	\$14,150.00 \$14,150.00	1.45% 1.45%
010.00.213.0000.000.000	Balance Sheet Account Area: Instructional Staff - 213	\$14,900,195.83 \$14,900,195.83	\$1,301,505.28 \$1,301,505.28	\$1,302,397.28 \$1,302,397.28	\$13,597,798.55 \$13,597,798.55	\$13,534,049.45 \$13,534,049.45	\$63,749.10 \$63,749.10	0.43% 0.43%
010.00.214.0000.000.000	Balance Sheet Account Area: Support Staff - 214	\$3,185,932.05 \$3,185,932.05	\$231,383.50 \$231,383.50	\$280,073.51 \$280,073.51	\$2,905,858.54 \$2,905,858.54	\$2,759,071.06 \$2,759,071.06	\$146,787.48 \$146,787.48	4.61% 4.61%
010.00.215.0000.000.000	Balance Sheet Account Area: Secretarial Staff - 215	\$482,291.68 \$482,291.68	\$31,519.03 \$31,519.03	\$80,241.92 \$80,241.92	\$402,049.76 \$402,049.76	\$387,488.88 \$387,488.88	\$14,560.88 \$14,560.88	3.02% 3.02%
010.00.220.0000.000.000	Balance Sheet Account Area: Textbooks - 220	\$472.00 \$472.00	\$0.00 \$0.00	\$0.00 \$0.00	\$472.00 \$472.00	\$0.00 \$0.00	\$472.00 \$472.00	100.00% 100.00%
010.00.230.0000.000.000	Balance Sheet Account Area: Library - 230	\$32,435.27 \$32,435.27	\$3,048.90 \$3,048.90	\$3,734.90 \$3,734.90	\$28,700.37 \$28,700.37	\$3,233.53 \$3,233.53	\$25,466.84 \$25,466.84	78.52% 78.52%
010.00.231.0000.000.000	Balance Sheet Account Area: Technology - 231	\$233,173.64 \$233,173.64	\$45,576.27 \$45,576.27	\$102,593.88 \$102,593.88	\$130,579.76 \$130,579.76	\$71,156.55 \$71,156.55	\$59,423.21 \$59,423.21	25.48% 25.48%
010.00.240.0000.000.000	Balance Sheet Account Area: Teaching Supplies - 240	\$250,915.85 \$250,915.85	\$35,084.68 \$35,084.68	\$43,034.22 \$43,034.22	\$207,881.63 \$207,881.63	\$79,573.99 \$79,573.99	\$128,307.64 \$128,307.64	51.14% 51.14%
010.00.250.0000.000.000	Balance Sheet Account Area: Instructional Support - 250	\$62,091.75 \$62,091.75	\$4,818.87 \$4,818.87	\$7,448.96 \$7,448.96	\$54,642.79 \$54,642.79	\$12,562.29 \$12,562.29	\$42,080.50 \$42,080.50	67.77% 67.77%
010.00.300.0000.000.000	Balance Sheet Account Area: Health Care - 300	\$382,383.72 \$382,383.72	\$37,796.14 \$37,796.14	\$37,796.14 \$37,796.14	\$344,587.58 \$344,587.58	\$332,378.39 \$332,378.39	\$12,209.19 \$12,209.19	3.19% 3.19%
010.00.520.0000.000.000	Balance Sheet Account Area: Transportation - 520	\$1,888,644.18 \$1,888,644.18	\$9,104.11 \$9,104.11	\$13,284.11 \$13,284.11	\$1,875,360.07 \$1,875,360.07	\$1,634,790.36 \$1,634,790.36	\$240,569.71 \$240,569.71	12.74% 12.74%
010.00.610.0000.000.000	Balance Sheet Account Area: Custodial Staff - 610	\$1,438,887.31 \$1,438,887.31	\$106,367.90 \$106,367.90	\$302,958.98 \$302,958.98	\$1,135,928.33 \$1,135,928.33	\$1,038,381.78 \$1,038,381.78	\$97,546.55 \$97,546.55	6.78% 6.78%
010.00.620.0000.000.000	Balance Sheet	\$473,912.72	\$18,381.52	\$40,538.00	\$433,374.72	\$63,226.83	\$370,147.89	78.10%

Windsor Locks Public Schools

BOE GF Monthly Expenditures by Acct Area

Fiscal Year: 2025-2026

Subtotal by Collapse Mask Include pre encumbrance Print accounts with zero balance Filter Encumbrance Detail by Date Range
 Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
	Account Area: Contracted Service/Plant Op - 620	\$473,912.72	\$18,381.52	\$40,538.00	\$433,374.72	\$63,226.83	\$370,147.89	78.10%
010.00.640.0000.000.000	Balance Sheet	\$1,251,060.21	\$73,354.78	\$178,681.34	\$1,072,378.87	\$962,351.96	\$110,026.91	8.79%
	Account Area: Utilities - 640	\$1,251,060.21	\$73,354.78	\$178,681.34	\$1,072,378.87	\$962,351.96	\$110,026.91	8.79%
010.00.650.0000.000.000	Balance Sheet	\$154,000.00	\$3,000.00	\$3,000.00	\$151,000.00	\$0.00	\$151,000.00	98.05%
	Account Area: Custodial Supplies - 650	\$154,000.00	\$3,000.00	\$3,000.00	\$151,000.00	\$0.00	\$151,000.00	98.05%
010.00.720.0000.000.000	Balance Sheet	\$186,960.00	\$21,392.86	\$27,737.16	\$159,222.84	\$29,633.83	\$129,589.01	69.31%
	Account Area: Building & Grounds Repairs - 720	\$186,960.00	\$21,392.86	\$27,737.16	\$159,222.84	\$29,633.83	\$129,589.01	69.31%
010.00.721.0000.000.000	Balance Sheet	\$135,674.40	\$23,889.37	\$39,602.30	\$96,072.10	\$79,094.03	\$16,978.07	12.51%
	Account Area: Equip Repair & Rental - 721	\$135,674.40	\$23,889.37	\$39,602.30	\$96,072.10	\$79,094.03	\$16,978.07	12.51%
010.00.730.0000.000.000	Balance Sheet	\$12,200.00	\$0.00	\$0.00	\$12,200.00	\$0.00	\$12,200.00	100.00%
	Account Area: Replacement Equipment - 730	\$12,200.00	\$0.00	\$0.00	\$12,200.00	\$0.00	\$12,200.00	100.00%
010.00.810.0000.000.000	Balance Sheet	\$1,607,000.00	\$130,437.46	\$228,326.18	\$1,378,673.82	\$147,585.46	\$1,231,088.36	76.61%
	Account Area: Retire/Social Security - 810	\$1,607,000.00	\$130,437.46	\$228,326.18	\$1,378,673.82	\$147,585.46	\$1,231,088.36	76.61%
010.00.820.0000.000.000	Balance Sheet	\$1,874,947.06	\$585,704.35	\$649,138.93	\$1,225,808.13	\$623,474.50	\$602,333.63	32.13%
	Account Area: Insurance - 820	\$1,874,947.06	\$585,704.35	\$649,138.93	\$1,225,808.13	\$623,474.50	\$602,333.63	32.13%
Grand Total:		\$34,051,186.07	\$2,896,020.68	\$4,160,062.28	\$29,891,123.79	\$22,775,805.31	\$7,115,318.48	20.90%

End of Report

EXHIBIT V

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: OCTOBER 23, 2025

RE: 2026 - 2027 SCHOOL CALENDAR

The 2026-2027 school calendar is presented this evening for your review and potential vote.

Possible Board Motion: “Move that the Board of Education approve the 2026-2027 school calendar as presented.”

Windsor Locks Public Schools
2026-2027 School Calendar
Elementary
North Street School - South Elementary School
www.wlps.org

August 2026						
20 - 21	New Staff Orientation					
24-26	Staff PD - No School					
27	First Day of School - Grades 1 - 5					
31	First Day of School - Kindergarten					

AUGUST 2026 - 6/3						
S	M	T	W	Th	F	S
						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					

FEBRUARY 2027 - 17/17						
S	M	T	W	Th	F	S
						1
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

February 2027						
3, 24	PLC PK - 5					
10	Regular Dismissal for Students - PLC One Hour Meeting for Staff					
12	Holiday Break - No School					
15	Presidents Day - No School					
16	Holiday Break - No School					

September 2026						
1	PK First Day of School					
2, 16, 30	PLC PK - 5					
7	Labor Day - No School					
23	Early Release - Staff PD					
30	SES Parent Information Night 5:00 - 7:00 pm					

SEPTEMBER 2026 - 21/21						
S	M	T	W	Th	F	S
			1	2	3	4
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			

MARCH 2027 - 22/22						
S	M	T	W	Th	F	S
			1	2	3	4
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			

March 2027						
3, 10, 17	PLC PK - 5					
25	Early Release - Staff PD					
26	Good Friday - No School					

October 2026						
1	NSS Parent Information Night 5:00 - 7:00 pm					
12	Columbus Day - No School					
7, 21, 28	PLC PK - 5					

OCTOBER 2026 - 21/21						
S	M	T	W	Th	F	S
			1	2	3	4
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

APRIL 2027 - 17/17						
S	M	T	W	Th	F	S
			1	2	3	4
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

April 2027						
7	Early Release - Conferences					
7	SES Evening Conferences 5:00 pm - 7:00 pm					
8	2 Hour Delayed Opening - Conferences					
8	NSS Evening Conferences 5:00 pm - 7:00 pm					
12 - 16	Spring Break - No School					
21, 28	PLC PK - 5					

November 2026						
3	Election Day - Staff PD No School for Students					
4	Regular Dismissal for Students - PLC One Hour Meeting for Staff					
11	Veterans Day - No School					
18	PLC PK - 5					
25 - 27	Thanksgiving Break No School					

NOVEMBER 2026 - 17/16						
S	M	T	W	Th	F	S
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					

MAY 2027 - 20/20						
S	M	T	W	Th	F	S
						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					

June 2027						
2	PLC PK - 5					
10	Early Release (Tentative)					
11	Early Release (Tentative) Last Day of School					
*	Emergency/Snow Day Reserve: If it exceeds days in June, April Vacation will be shortened if necessary					

January 2027						
1	New Year's Day Holiday - No School					
6, 27	PLC PK - 5					
15	Staff PD - No School					
18	MLK Holiday - No School					
20	Regular Dismissal for Students - PLC One Hour Meeting for Staff					
24 - 31	December Break No School					

Windsor Locks Public Schools

2026-2027 School Calendar

Secondary

Windsor Locks Middle School - Windsor Locks High School - Pine Meadow Academy - RISE

www.wlps.org

August 2026						
20-21	New Staff Orientation					
24-26	Staff PD - No School					
27	First Day of School - Grades 6 - 12					

AUGUST 2026 - 6/3						
S	M	T	W	Th	F	S
						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					

FEBRUARY 2027 - 17/17						
S	M	T	W	Th	F	S
						1
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

February 2027						
3, 24	PLC 6 - 12					
10	Regular Dismissal for Students - PLC One Hour Meeting for Staff					
12	Holiday Break - No School					
15	Presidents Day - No School					
16	Holiday Break - No School					

September 2026						
2, 16, 30	PLC 6 - 12					
7	Labor Day - No School					
17	MS Parent Information Night 6:00 - 8:00 pm					
23	Early Release - Staff PD					
23	HS Parent Information Night 5:00 pm - 7:00 pm					

SEPTEMBER 2026 - 21/21						
S	M	T	W	Th	F	S
			1	2	3	4
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			

MARCH 2027 - 22/22						
S	M	T	W	Th	F	S
			1	2	3	4
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			

March 2027						
3, 10, 17,	PLC 6 - 12					
25	Early Release - Staff PD					
26	Good Friday - No School					

October 2026						
7, 21	PLC 6 - 12					
12	Columbus Day - No School					
28	½ Day Early Release - Conferences					
28	WLMS Evening Conferences 5:00 pm - 7:00 pm					
29	2 Hour Delayed Opening - Conferences					
29	WLHS Evening Conferences 5:00 pm - 7:00 pm					

OCTOBER 2026 - 21/21						
S	M	T	W	Th	F	S
			1	2	3	4
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

APRIL 2027 - 17/17						
S	M	T	W	Th	F	S
			1	2	3	4
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	

April 2027						
7, 21	PLC 6 - 12					
12-16	Spring Break - No School					
28	½ Day Early Release - Conferences					
28	WLHS Evening Conferences 5:00 pm - 7:00 pm					
29	2 Hour Delayed Opening - Conferences					
29	WLMS Evening Conferences 5:00 pm - 7:00 pm					

November 2026						
3	Election Day - Staff PD No School for Students					
4	Regular Dismissal for Students - PLC One Hour Meeting for Staff					
11	Veterans Day - No School					
18	PLC 6 - 12					
25-27	Thanksgiving Break No School					

NOVEMBER 2026 - 17/16						
S	M	T	W	Th	F	S
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					

MAY 2027 - 20/20						
S	M	T	W	Th	F	S
						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					

May 2027						
5, 12, 19,	PLC 6 - 12					
31	Memorial Day - No School					

January 2027						
1	New Year's Day Holiday - No School					
6, 27	PLC 6 - 12					
12 - 14	WLHS ½ Day Early Release Mid Terms Exams					
15	Staff PD - No School					

EXHIBIT VI

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: OCTOBER 23, 2025

RE: BENCHMARK ASSESSMENT SCORES

At the start of each school year, the district administers beginning of the year Benchmark Assessments in reading and mathematics to students in grades K-8 to measure a starting point of where students are in relation to the specific grade level standards for that particular year. This evening, Dr. Bissonnette, Executive Director of Curriculum, Instruction and Assessment, will provide you with an overview of the types of assessments that are administered, what they measure and the scores for the start of the 25-26 school year.

K - 5 Reading Assessment Results: mCLASS/DIBELS

North Street School

Benchmark performance

Well below Below At Above

Population	Measure	Levels	Students			
Population selected	Composite Score	2025-2026		257		
		2024-2025		293		

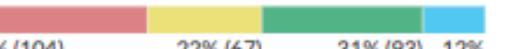
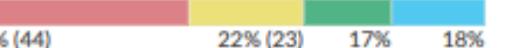
View: By grade

Population	Measure	Levels	Students			
Grade K	Composite Score	2025-2026		72		
		2024-2025		87		
Grade 1	Composite Score	2025-2026		92		
		2024-2025		98		
Grade 2	Composite Score	2025-2026		93		
		2024-2025		108		

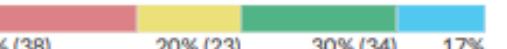
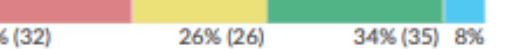
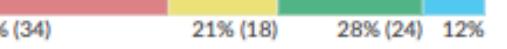
South Elementary School

Benchmark performance

Well below Below At Above

Population	Measure	Levels	Students			
Population selected	Composite Score	2025-2026		35% (104)	22% (67)	31% (93)
		BOY		43% (44)	22% (23)	17%
		2024-2025		43% (44)	22% (23)	17%
		BOY		43% (44)	22% (23)	18%

View: By grade

Population	Measure	Levels	Students			
Grade 3	Composite Score	2025-2026		33% (38)	20% (23)	30% (34)
		BOY		43% (44)	22% (23)	17%
Grade 4	Composite Score	2025-2026		32% (32)	26% (26)	34% (35)
		BOY		43% (44)	No data to display yet	8%
Grade 5	Composite Score	2025-2026		39% (34)	21% (18)	28% (24)
		BOY		43% (44)	No data to display yet	12%

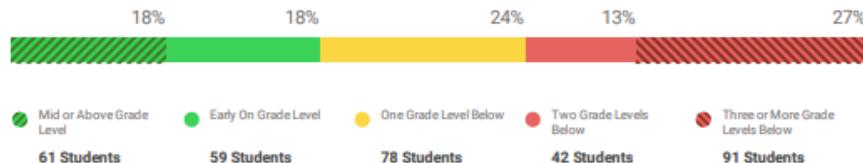
6 - 8 Reading Assessment Results: i-Ready

Windsor Locks Middle School

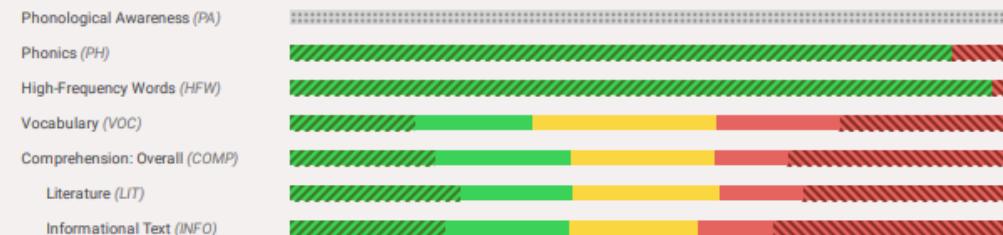
Criterion Referenced

Overall Placement

Students Assessed/Total: 331/335



Placement by Domain



ⓘ Not assessed (due to grade or domain exempted)

Switch Table View Choose to Show Results By

Placement Summary Grade Showing 3 of 3

Grade	Overall Grade-Level Placement	●	●	●	●	●	Students Assessed/Total
		14%	11%	27%	20%	29%	
Grade 6		14%	11%	27%	20%	29%	101/105
Grade 7		18%	25%	21%	13%	23%	126/126
Grade 8		23%	16%	23%	6%	32%	104/104

EXHIBIT VII

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: OCTOBER 23, 2025

RE: WINDSOR LOCKS PUBLIC SCHOOLS COACHING MODEL

With the creation of the Executive Director of Curriculum, Assessment and Instruction, the goal was to establish a coaching model that would provide a student-centered coaching model to improve the academic outcomes for our students. Through the collaborative work with Dr. Bissonnette, this evening we will share with you that Coaching Model for Windsor Locks Public Schools that will be the backbone of our work.

Districtwide Coaching Model Overview

Purpose & Vision

WLPS is launching a research-based, Student-Centered Coaching Model to strengthen instruction and accelerate student learning. This model shifts the focus from teaching behaviors to student outcomes, ensuring that every classroom is driven by evidence of learning.

Coaching is not about fixing teachers. It's about improving student learning.

What is different about Student-Centered Coaching?

Traditional Coaching

- Focuses on teacher performance
- Teacher goals
- Often evaluative
- Observation of the teacher

Student-Centered Coaching

- Focuses on student learning
- Student learning goals
- Collaborative
- Analysis of student evidence

Core Components

- **Coaching Cycles**
 - Coaches partner with teachers in 4–6 week cycles centered on a specific student learning goal. Together, they co-plan, co-teach, and analyze student work to adjust instruction and measure growth.
- **Student Evidence**
 - The model emphasizes real-time evidence (student work, formative assessments, classroom conversations, observations) as the primary indicator of success.
- **Collaboration**
 - Coaches serve as thought partners, not evaluators. Their work is rooted in trust, reflection, and shared ownership of student success.
- **Standards Alignment**
 - Every coaching cycle is directly connected to standards and district curriculum priorities, ensuring coherence across classrooms and grade levels.
- **PLC Connection**
 - Coaching supports are embedded within existing PLC structures to reinforce collective efficacy, instructional alignment, and data-driven decision-making.

Expected Outcomes	Implementation Timeline
<ul style="list-style-type: none">• Improved student learning outcomes through targeted instructional shifts.• Greater teacher efficacy and collaboration within and across grade levels.• Aligned instructional practices grounded in data, standards, and common goals.• A sustainable professional learning system that builds capacity from within.	<p>Year 1 (2025 - 2026)</p> <ul style="list-style-type: none">• Launch building-level coaches at each school.• Establish district coaching norms and common tools• Begin coaching cycles with volunteer teachers to model the process and build momentum.
	<p>Year 2 (2026 - 2027)</p> <ul style="list-style-type: none">• All core content area teachers will participate in at least one coaching cycle• Coaching integrated into PLCs and PD Days.• Data dashboards track cycle participation and student growth across the district.

EXHIBIT VIII

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: OCTOBER 23, 2025

RE: NOVEMBER 4, 2025 PROFESSIONAL DEVELOPMENT DAY

On November 4, 2025, the district will have a Full Day of Professional Learning for staff; school will be closed for students.

Some of the topics for professional learning on this day will include the following:

- AI Breakout Sessions
- WLPS Coaching Model Training
- Automaticity in Math & Reading
- Assistive Technology
- Vertical Teaming
- Early Start CT Coaching
- Safety Care Training
- CPR/AED Refresher
- Restorative Practices
- Amplify CKLA Training
- Curriculum Planning
- Behavior Strategies

As a subsequent BOE meeting, we will report back to you on the feedback of the day from the exit surveys.

Windsor Locks Public Schools

www.wlps.org

Educational Leadership

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