

**Windsor Locks Board of Education  
58 South Elm Street  
Windsor Locks, CT 06096**

**MINUTES OF THE REGULAR MEETING  
February 27, 2025 at 6:00 p.m.**

These minutes are not official until approved at a subsequent meeting.

|                          |                                                                                                            |
|--------------------------|------------------------------------------------------------------------------------------------------------|
| Members Present:         | K. Christianson, D. Gragnolati, L. Cutler, A. Osorio, and G. Guyette                                       |
| Members Absent:          | None                                                                                                       |
| Administrators:          | S. Parkhurst, R. Stacy, P. Proctor, R. Bissonnette, M. Warner, and A. Goodwin                              |
| Student Representatives: | A. Guyette                                                                                                 |
| Students:                | A. Bushnik, C. Castro, A. Gonzalez, K. Mori, J. Scholefield, J. Dufresne, D. Reyes, J. Annis, and P. Annis |
| Staff:                   | P. Sibila                                                                                                  |
| Others:                  | Many Parents and grandparents and some participating on Zoom                                               |
| Press:                   | None                                                                                                       |

**I. Call to Order**

Chairperson Ms. Kylee Christianson called the Regular Meeting to Order at 6:05 p.m. held at the Windsor Locks High School Media Center and via Zoom.

**A. Roll Call for Quorum**

All Board Members were present other than Mr. Gragnolati, who arrived at 6:08 p.m.

**B. Pledge of Allegiance**

All stood up and pledged allegiance to the flag.

It was **MOVED** (Cutler) and **SECONDED** (Osorio) and **PASSED** (U) that the Board of Education add an Agenda Item after VI. Donation Approval, VII. Approval of Field Trip.

**II. Board of Education and Superintendent Communications**

Board Member Mr. Guyette mentioned he will be presenting the space suit and space hardware which are developed at Collins Aerospace in Windsor Locks. The presentation will be at North Street School on Friday, February 28, 2025.

Mr. Shawn Parkhurst, Superintendent of Schools, addressed the Board. Mr. Parkhurst announced both the girls' and boys' basketball teams are beginning the State Tournaments. The boys' will be at Canton and the girls' will be at East Granby. Good luck to the teams! He spoke about next week's Read Across America which is scheduled for Tuesday. Students from North Street School will be traveling to the high school. The students at the high school have been preparing to welcome those younger students. South Elementary School will be hosting a reading night on Friday, February 28, 2025.

**III. Student Board Representative(s) Report**

Miss Abigail Guyette, Student Representative, addressed the Board. She noted the play dates are March 21, 22 and 23 at Windsor Locks High School. The play this year is *Cinderella*. She remarked the Winter Sports are coming to a close and Spring Sports are starting up. The juniors are preparing for the SAT which is scheduled for March 25, 2025. Students are starting to pick their course selections for next school year. She reminded all seniors, Dollars for Scholar applications are due on Friday, February 28, 2025.

**IV. Public Audience (only Agenda Items)**

None.

**V. Student Recognition**

Mr. Parkhurst announced an opportunity to highlight and celebrate the accomplishments of Windsor Locks Winter Athletes and Musicians. The following were recognized:

**Basketball** - Class of 2025 Sincere Monroe 1000 Points

**Wrestling** - Class of 2026 Peter Annis 100 Career Wins

**Music - WLHS Northern Regional Music Festival Qualifications**

- Abigail Bushnik - Treble Choir
- Chloe Castro - Treble Choir
- Aria Gonzalez - Mixed Choir
- Karissa Mori - Treble Choir
- Jack Scholefield - Band Percussion

**Track - Class of NCCC Conference Track Champions**

- Julia Dufresne, 55m Hurdles
- Derek Reyes, High Jump, Long Jump

**Wrestling - NCCC Wrestling Champions**

- Jackson Annis
- Peter Annis

Board Recessed: 6:15 p.m.

Board Reconvened: 6:17 p.m.

**VI. Donation Approval – Riverbank Federal Credit Union**

Mr. Parkhurst and Mr. Warner, Principal of Windsor Locks Middle School, commented that representatives from Riverbank Federal Credit Union have presented a check for \$100 on behalf of their employees to support the Windsor Locks Public Schools Foodbank. Riverbank employees paid to participate in “dress down days” and contacted the Windsor Locks Middle School to inquire how they could support the Windsor Locks community with this monetary donation.

It was **MOVED** (Cutler) and **SECONDED** (Guyette) and **PASSED** (U) that the Board of Education approve the donation from the Riverbank Federal Credit Union, and offer our sincere gratitude.

**VII. Field Trip Approval**

Mr. Parkhurst commented that this request was not in the packet for the meeting as was just received by his office. This is the annual trip to Houston for the Robotics Team. Dr. Bissonnette, Windsor Locks High School Principal, explained the details of the trip. The team needs to start fundraising so they will be able to go to the World Competition that they attend every year.

It was **MOVED** (Guyette) and **SECONDED** (Osorio) and **PASSED** (U) that the Board of Education approve the Robotics Team field trip request to the World Competition in Houston, Texas.

**VIII. Approval of Minutes**

- January 16, 2025 Regular Meeting
- January 23, 2025 Regular Meeting
- February 3, 2025 Special Meetings (2)

It was **MOVED** (Osorio) and **SECONDED** (Guyette) and **PASSED** (U) that the Board of Education approve the minutes of the January 16, 2025 Regular Meeting, the January 23, 2025 Regular Meeting, and the two February 3, 2025 Special Meetings as presented.

**IX. Human Resources Report**

**A. Resignation**

Mr. Robert Stacy, Executive Director of Human Resources, addressed the Board. He noted that Ms. Katrina Torres-Marshall, a Library Media Teacher at Windsor Locks Middle School, resigned effective February 1, 2025. Katrina has served the students of Windsor Locks for the past 1 ½ years.

It was **MOVED** (Cutler) and **SECONDED** (Guyette) and **PASSED** (U) that the Board of Education accepts the resignation on the date noted and offer our appreciation for their service to the Windsor Locks Public Schools.

**X. Finance Report**

**A. FY 25 Update**

Ms. Patricia Proctor, Director of Operations and Finance gave the Finance Report update on the FY25 Budget.

**B. Line Item Transfers**

Ms. Proctor discussed the line items transfers, those transfers that did not have to be approved by the Board because they are under the threshold of \$10,000. She also discussed line item transfers exceeding \$10,000, which have to be approved. Those transfers were as follows:

| Account                 | Description                              | Amount      |
|-------------------------|------------------------------------------|-------------|
| 010.DS.213.2213.580.800 | Undesignated                             | (25,000.00) |
| 010.DS.130.2310.312.800 | Legal                                    | 25,000.00   |
|                         |                                          |             |
| 010.DS.214.2580.176.800 | Technology Support                       | (1,000.00)  |
| 010.DS.130.2580.580.800 | Technology Mileage Reimbursement         | 1,000.00    |
|                         |                                          |             |
| 010.DS.213.2310.111.100 | Contingency Degree Changes               | (3,129.00)  |
| 010.HS.211.2400.142.800 | HS Principal Salary                      | 1,000.00    |
| 010.PM.213.2110.111.210 | PMA Social Worker - 20%                  | 425.56      |
| 010.PM.213.2110.111.280 | PMA Social Worker - 80%                  | 1,703.44    |
|                         |                                          |             |
| 010.DS.213.1200.111.261 | ABA Teacher Salary                       | (73,940.58) |
| 010.DS.213.1200.111.260 | SE Teacher Salary                        | 67,322.70   |
| 010.NS.213.1200.111.260 | Pre-school SPED tchr salary              | 1,525.88    |
| 010.DS.213.1200.111.263 | FLEX SpEd Teacher Salary                 | 5,092.00    |
|                         |                                          |             |
| 010.DS.213.2140.111.210 | Psych/BCBA Salary - 20%                  | (7,441.44)  |
| 010.DS.213.2140.111.280 | Psych/BCBA Salary - 80%                  | (29,765.56) |
| 010.DS.213.2110.111.210 | Social Worker Salary - 20%               | 474.96      |
| 010.DS.213.2110.111.280 | Social Worker Salary - 80%               | 1,900.04    |
| 010.DS.213.2150.111.210 | Speech/Language - 20%                    | 6,966.48    |
| 010.DS.213.2150.111.280 | Speech/Language - 80%                    | 27,865.52   |
|                         |                                          |             |
| 010.NS.213.1000.111.100 | NS Teachers Salary                       | (14,208.82) |
| 010.NS.213.1000.110.129 | Pre-School Tchr School Readiness Program | 9,833.82    |
| 010.NS.213.1000.111.195 | Tchr Special Assignment Extended Day/Yr  | 4,375.00    |
|                         |                                          | 0.00        |

A brief discussion was held.

It was **MOVED** (Guyette) and **SECONDED** (Cutler) and **PASSED** (U) that the Board of Education accepts the budget transfer request(s) itemized in control number(s) 2025-9, for the Finance Department to execute in February 2025.

## **XI. Windsor Locks High School Class of 2025 Fundraising Request**

### **A. Fundraising Policy 5135 Guidelines**

Mr. Parkhurst and Dr. Bissonnette discussed that the Class of 2025 is seeking Board approval as per BOE Policy 5135 item #10. The proposed fundraiser is related to March Madness chances therefore requiring Board review and approval.

A brief discussion was held.

It was **MOVED** (Guyette) and **SECONDED** (Cutler) and **PASSED** (U) that the Board of Education approves the proposed Class of 2025 fundraising request, striking out the first winning option, as there will be no transfer of money as an award.

## **XII. Old Business**

Mr. Parkhurst noted at the next meeting, he will present data from parent conferences.

## **XIII. Board and Superintendent Comment**

None.

## **XIV. Public Audience (General)**

None.

It was **MOVED** (Guyette) and **SECONDED** (Osorio) and **PASSED** (U) that the Board of Education to move an Agenda Item XIV. Executive Session B. Discussion of Personnel Matter: Staff Request for an Unpaid Leave of Absence to be discussed before Executive Session A. Superintendent Goals and Evaluation Mid-Year Review.

## **XV. EXECUTIVE SESSION**

It was **MOVED** (Osorio) and **SECONDED** (Cutler) and **PASSED** (U) that the Board of Education 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:

B. Discussion of Personnel Matter: Staff Request for an Unpaid Leave of Absence.  
That in attendance in the Executive Session shall be limited to:

1. Members of the Board of Education
2. Superintendent of Schools
3. Human Resource Director
4. Others as Requested to Attend

A. Superintendent Goals and Evaluation Mid-Year Review  
That in attendance in the Executive Session shall be limited to:

1. Members of the Board of Education
2. Superintendent of Schools

Board went into Executive Session at 6:40 p.m.  
Board excused Executive Session at 7:05 p.m.

It was **MOVED** (Guyette) and **SECONDED** (Cutler) and **PASSED** (U) that the Board of Education grants WLHS Teacher Reynolds Onderdonk an unpaid leave in the fall of 2025.

**XVI. Adjournment**

It was **MOVED** (Osorio) and **SECONDED** (Cutler) and **PASSED** (U) that the Board of Education adjourn the Regular Meeting of February 27, 2025 at 7:06 p.m.

Respectfully submitted,

Denise M. Piotrowicz  
Recording Secretary