

WINDSOR LOCKS PUBLIC SCHOOLS



BOARD OF EDUCATION MEETING

Special Meeting

November 18, 2025

6:00 p.m

Windsor Locks High School Library Media Center

[Click Here for Zoom Registration](#)

Windsor Locks Board of Education

Dennis Gragnolati

Lindsay Cutler

Alba Osorio

Greg Guyette

Amber Mortensen-Hurdle

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
Special Meeting - Agenda**

November 18, 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. Election of Officers p. 4 Exhibit I
 - A. *In accordance with WLPS Bylaws of Board 9120 - Organization*
 - a) *Election of Board Chair*
 - b) *Election of Board Vice-Chair*
- III. Board of Education and Superintendent Communications
- IV. Student Board of Education Representative Report
- V. 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.*
- VI. Student Recognition
 - A. Connecticut Association of Public School Superintendents Certificates of Excellence p. 5 Exhibit II A
 - B. WLHS NCCC All-Conference Awards p. 9 Exhibit II B
 - C. WLMS - Lion's Club Art Poster Winners p. 10 EXhibit II C
 - D. WLMS Boys Cross Country p. 11 Exhibit II D
- VII. Brief Recess
- VIII. Approval of Minutes: **Vote Needed** p. 12 Exhibit III
 - October 23, 2025 Regular Meeting
- IX. Policy Priority List p. 17 Exhibit IV
- X. Policy Review and Approval: Second Read: **Vote Needed** p. 18 Exhibit V
 - A. 5131.601 / 4118.236 / 4218.236 Medical p. 19

(Palliative) Use of Marijuana

- B. 5141.25 Students with Special Health Care Needs p. 22
- XI. FY27 Capital Budget Items: **Vote Possible** p. 27 Exhibit VI
- XII. Board of Education SubCommittees p. 63 Exhibit VII
 - A. Finance SubCommittee Membership
 - B. School Liaisons
 - C. Track and Football Field Project Board Liaison(s)
 - D. Representative for OPEB
- XIII. Finance Office Report p. 64 Exhibit VIII
- XIV. Board of Education Member Training p. 67 Exhibit IX
- XV. Old Business
 - A. Pay to Participate
 - B. WLHS Track and Football Field Status
 - C. Strategic Planning Process
 - 1. Student Performance Work Team
 - 2. Culture & Climate Work Team
 - 3. Operations & Facilities Work Team
- XVI. Upcoming Board of Education Meetings
 - A. December 3, 2025 4:30 pm - Finance SubCommittee Meeting
 - B. December 11, 2025 6:00 pm - Regular Board of Education Meeting
- 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 L. PARKHURST, SUPERINTENDENT
DATE: NOVEMBER 18, 2025
RE: ELECTION OF OFFICERS

As per the Board Policy 9120, noted below, I will facilitate the process of electing a Chairperson of the Board of Education who will then in turn facilitate the process of electing a Vice-Chairperson of the Board of Education.

9120

Bylaws of the Board

Officers

The Windsor Locks Board of Education shall, no later than one month after the date of which the newly elected members take office, elect from its number a Chairperson and a Vice-Chairperson, of such Board for the ensuing two years and may prescribe their duties.

How Elected

Each voting Board member shall cast his/her vote for election of officers. The vote of each member shall be reduced to writing and shall be made available for public inspection within forty-eight hours, excluding Saturday, Sunday and legal holidays. The results of the election shall also be recorded in the minutes of the meeting and the minutes shall be available for public inspection at all reasonable times. If such officers are not chosen after one month because of a tie vote of the members, the Town Council shall choose such officers from the membership of the Board.

EXHIBIT II A

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: NOVEMBER 18, 2025

RE: CONNECTICUT ASSOCIATION OF PUBLIC SCHOOL
SUPERINTENDENTS' AWARDS WINNERS

For over twenty years, the Connecticut Association of Public School Superintendents (CAPSS) has sponsored a recognition award program for students throughout the State of Connecticut. CAPSS, the statewide school Superintendents' professional organization, is based in West Hartford and provides professional development, personal support, statewide conferences, legislative information, and educational services to its membership.

The purpose of this program is to strengthen the relationship between the student and school administration. Students are nominated by teachers and selected based on exemplary student leadership, achievement, and demonstrated service to others in the community. The CAPSS awards are generally given during American Education Week in order to highlight the accomplishments of school age students in public schools.

Tonight, I am pleased to announce the recipients of this award.

CAPSS Superintendent Awards - 2025

South Elementary School

Sloane Claffey

Sloane is an incredibly deserving recipient of the CAPSS Award. During her time at South, Sloane has demonstrated numerous qualities that make her a role model for other students. She is hard-working and resilient when faced with challenges. She can problem-solve and advocate for herself. She demonstrates empathy and makes a consistent effort to include a variety of students socially, while still maintaining meaningful friendships. She is a respectful, kind, engaged student and a valued member of our school community.

Royce Williams

Royce is beyond deserving of this award because he is such a well-rounded student. He perseveres through every challenge, doing so with a smile on his face. Royce celebrates every victory, no matter how big or small, and never lets a challenge get in the way of his being successful. He notices when anyone needs something, and he will go out of his way to cheer up another student or staff member. You can always count on Royce to make responsible choices and to be a leader in and out of the classroom. He is a friend to everyone, and he is a student that teachers are fortunate to have in their class.

Windsor Locks Middle School

Maleah Morle

Maleah's teachers describe her as a person who always maintains a positive attitude despite any difficulties. In all her classes, she demonstrates maturity in her thinking and through her actions, and is driven to succeed academically. She is self-reflective and a strong self-advocate. Maleah is the student who is always willing to serve as a positive role model, is kind and empathetic, and can facilitate the process for effective group work. In addition to this, she participates in the school volleyball team and has been a band member for three years. This year, she has been selected to participate in the National Junior Honor Society in its inaugural year at WLMS. Finally, Maleah has been active as a competitive gymnast for 9 years, and regularly travels to competitions around the country. We are proud to recognize Maleah for her service to others, her scholarship and work ethic, and her peer leadership.

Hunter Levesque

Hunter is a respectful, hard-working, and talented 3-sport athlete who is dedicated to his academics, family, and larger community. Hunter is a diligent student who is taking advanced math this year and was recently accepted into the Junior National Honor Society. This comes as no surprise as Hunter takes pride in what he does, while continually working to improve. While balancing school work and sports, he serves as a quiet leader, setting a positive example for his peers, and treats others with kindness and empathy. Hunter respectfully conducts himself and has earned the reputation of being dependable and responsible, and is well deserving of the CAPSS award.

Windsor Locks High School

Peyton Smith

Peyton is a determined, kind-hearted, and collaborative student known for her academic excellence, leadership, and community involvement. Throughout high school, she has demonstrated personal growth, social responsibility, and a strong commitment to success both in and out of the classroom.

Academically, Peyton has excelled in a rigorous course load, earning high honors and recognition such as the Yale Book Award, the University of Rochester Bausch & Lomb Science Award, and AP Scholar with Distinction. Her strong performance in math, science, and research-based courses reflects her dedication and continuous intellectual curiosity.

Beyond academics, Peyton is a multi-sport athlete. She has earned varsity letters in basketball, volleyball, softball, and outdoor track, while serving as JV basketball captain and National Honor Society President. Athletics and school involvement highlight her teamwork, leadership, and time-management skills.

Peyton is also deeply engaged in community service, contributing to projects such as Wishes on Wheels with the Make-A-Wish Foundation and Wreaths Across America. With aspirations to pursue a career in pharmacy or pharmaceutical sciences, Peyton pairs her academic drive with a calm demeanor, attention to detail, and a strong sense of responsibility, qualities that will support her success in college and beyond.

Nathan Nadeau

Nathan is an outstanding Windsor Locks student whose academic prowess, leadership, service, and initiative embody the values of the CAPSS Award. A devoted and compassionate leader, Nathan is an inspiration to all and has made a lasting impact through both his school and community involvement.

Nathan's journey through high school has been characterized by an unwavering commitment to both his personal growth and the betterment of those around him. A quintessential example of this is his involvement in the Boy Scouts of America, where his role as Patrol Leader and his completion of the Eagle Project demonstrated not only his leadership skills but also his ability to inspire and guide others while modeling perseverance. His experiences in scouting have honed his communication skills and taught him the importance of patience.

During the summers, Nathan has served as a Counselor-in-Training with P4G and L.E.A.D through WL Youth Services. His responsibilities included assisting counselors, organizing activities, and supporting children in engaging and safe environments. These experiences additionally reflect his strong sense of responsibility, teamwork, and dedication to helping others grow. Balancing these numerous commitments, Nathan has distinguished himself as a versatile and accomplished student. His participation in the National Honor Society and Track and Field, coupled with his musical talents in the school band, highlights his diverse interests and his ability to excel across multiple disciplines. Whether he is playing the euphonium or sprinting towards the finish line, Nathan approaches each endeavor with the same level of drive and enthusiasm.

Academically, Nathan's strengths lie in his work ethic and his passion for STEM subjects, which have earned him accolades such as the Technology Raider Excellence Award, the Social Studies Grade 11 Achievement Award, the Seal of Biliteracy in ASL, Scholar Athlete recognition every year, and the Bowdoin Book Award. Nathan's character is further personified by his commitment to service, volunteering with Hands on Hartford and representing our school as a Boys State Delegate. He is fueled by a desire to serve others, a quality that aligns perfectly with his aspirations to join the NROTC Marines.

With a blend of innovation, leadership, and service, Nathan Nadeau undoubtedly exemplifies what it means to be a proud member of the Windsor Locks community. The district is honored to recognize him as a CAPSS Award recipient for his commitment to growth, citizenship, and excellence.

EXHIBIT II B

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN L. PARKHURST, SUPERINTENDENT
DATE: NOVEMBER 18, 2025
RE: WLHS NCCC ALL-CONFERENCE AWARDS

With the completion of the Fall Sports Season, it is my honor to recognize two outstanding WLHS student athletes, both members of our Cross Country Team.

First, a freshman who came from WLMS as a highly regarded athlete with incredible talent, skill, and speed. Her work this season continued right where she left off in 8th grade, and in her Freshman season, she was named to the NCCC All Conference Team; quite a feat for a freshman and one that we know is on the pathway for much success in the future. Congratulations to Freshman Jenna Naughton on being awarded NCCC Honors in Cross Country.

Our second recipient of recognition this evening is a highly decorated academic student and athlete. She has gained this reputation and recognition over her four years of success here at WLHS; she continues to amaze so many of us as she does this with grace, calmness, and in a very unassuming manner. Her ability to balance work, school, and being an athlete is a model for so many others. Although she will graduate in June, we know she will carry the Raider Pride with her as she embarks on new adventures. Congratulations to WLHS Senior, Abby Guyette, on being awarded NCCC Honors in Cross Country.

EXHIBIT II C

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN L. PARKHURST, SUPERINTENDENT
DATE: NOVEMBER 18, 2025
RE: WLMS LION'S CLUB ART POSTER WINNERS

Students from Windsor Locks Middle School were part of a large group of artists across the State that created artwork for the local Lion's Club annual peace poster contest. This year's theme was to visually represent "Together as One" with only images. Judges from the Lion's Club selected a winner whose work will now travel to the regional competition. All artwork will be on display at WLMS and then at the public library to spread the message of world peace.

I'm proud to announce the winners:

- Nihira Patel - First Place
- Connor Claffey - Second Place
- Maleah Morle - Third Place

EXHIBIT II D

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: NOVEMBER 18, 2025

RE: WLMS BOYS CROSS COUNTRY RECOGNITION

With the completion of the Fall Sports Season, the WLMS Boys Cross Country Team has so much to be proud of. Not only did they do well at the conference meet, but they for the first time in school history, placed 4th in the State Championship and earned a Trophy for Windsor Locks Middle School.

Tonight, it is my honor to recognize first the Coaches who have guided and mentored these athletes:

Abby Wrinn & Scott Williamson

And now, the student athletes:

Members of the State Championship 4th Place Finishers:

- Aaditya Jhaveri
- Avery Senofante
- Ivan Senofante
- Connor Claffey
- Faris Abidallah
- Lucas Cutler
- Grant Fecinta

Member of the Conference Team 3rd Place Finishers:

- Aaditya Jhaveri
- Avery Senofante
- Ivan Senofante
- Greyson Stevenson
- Lucas Cutler
- Grant Fecinta
- Joseph Natale

Members who place in the top 20 at the Conference Meet

- Aaditya Jhaveri
- Avery Senofante
- Lucas Cutler
- Maddy Leahy
- Kenzie Spera

EXHIBIT III

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN L. PARKHURST, SUPERINTENDENT
DATE: NOVEMBER 18, 2025
RE: APPROVAL OF MINUTES

- October 23, 2025 Regular Meeting

Board Motion: “**Move** that the Board of Education approve the minutes of the October 23, 2025, Regular Meeting.”

WINDSOR LOCKS PUBLIC SCHOOLS



BOARD OF EDUCATION MEETING

October 23, 2025 Minutes

These minutes are not official until approved at a subsequent meeting

Members Present: K. Christianson, A. Osorio, G. Guyette, L. Cutler, D. Gragnolati (via zoom)

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

Student Rep: Abby Guyette

Call to Order

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

Roll Call

- All Board Members were present

Pledge of Allegiance

- Everyone present stood and pledged Allegiance to the Flag

Board of Education and Superintendent Communications

- Greg Guyette commented on his attendance at various senior nights as well as the recent Parent Advisory, additional comments and praise was given for the recent Dollars for Scholars Auction; Alba Osorio commented on her attendance on senior nights as well as Parent Advisory and the discussion and interest in the Football and Track project as well as discussion at Advisory regarding student attendance; Lindsay Cutler thanked everyone for their work on the Dollars for Scholars Auction; she also shared that she attended the MS Parent Night and recommended that it possibly be moved to earlier in the year next year; Kylee Christianson commented her thanks and appreciation to all and the community for showing up and supporting our students at the recent Dollars for Scholars Auction, further she commented on her attendance at Advisory and learned a great deal from the SES breakout room and wants us to consider how to get more of the elementary families involved. Superintendent Parkhurst highlighted the various Senior Night celebrations that have now been completed, reminded everyone about the upcoming Trunk or Treat event on Tuesday, October 28, 2025, and the upcoming Secondary Parent/Teacher Conferences next week, the start of the FY27 budget work, and gave a heartfelt message of thanks to all for the recent Dollars for Scholars Auction.

Student Board of Education Representative Report

- Abby Guyette reported a thank you on behalf of the seniors for the work of the

Dollars for Scholars Auction; college applications are due on 11/1 and the various senior night events that were recently held.

Public Audience (only on Agenda Items)

- None

Approval of Minutes

- October 9, 2025 Regular Meeting
 - Motion was made by G. Guyette; seconded by L. Cutler; passed unanimously.

Policy Priority List

- Mr. Stacy reviewed the list of upcoming policies.

Policy Review

- A. 5131.601/4118.236/4218.236 Medical (Palliative)
Use of Marijuana - New
- B. 5141.25 Students with Special Healthcare Needs - New
- These policies noted above were presented as a first read and will be up for further review and potential board approval at the next BOE meeting.

Finance Report

- Superintendent Parkhurst gave an overview of the FY26 financials YTD and then reviewed the details, highlighting two particular areas. Discussion occurred and the BOE requested that in the future on the cover sheet they would like to see additional information to reflect the % of the budget that has been spent, encumbered and % remaining.

2026-2027 School Calendar

- Superintendent Parkhurst reviewed the recommended 26-27 school calendar that was created in collaboration with Matt Sigall, WLTA President and reviewed with the Leadership Team and WLPS Cabinet. The highlights of the changes were reviewed which included mirroring the start and vacation times of neighboring districts, continuing the practice of having graduation on a Friday, additional time for staff to meet 3 times a year for 1 hour after school PLC meetings whereby students are dismissed at their regular time, and early release days for WLHS on mid-term and final exam days. The board discussed and a motion was made by Lindsay Cutler to approve the calendars as presented; seconded by Alba Osorio; passed unanimously.

2025-2026 Benchmark Assessment Scores

- Executive Director of Curriculum, Instruction and Assessment, Dr. Bissonnette gave a presentation that detailed the various types of benchmark assessments that are administered and what they measure. She further reviewed the beginning of the year scores compared to the previous year's beginning of the year's assessments, in the areas of math and reading. The board discussed the scores and asked questions that engaged additional members of our leadership team, including NSS Principal, Giovanna Testani. The board

expressed a need for the scores to demonstrate growth over time as it appears to be relatively flat in most grades with some outliers and exceptions.

2025-2026 Windsor Locks Public Schools Coaching Model

- Executive Director of Curriculum, Instruction and Assessment, Dr. Bissonnette outlined the newly developed WLPS Student Centered Coaching Model and explained that for the 25-26 school year it will be voluntary on the part of the coaches and those that will be coached. Names were provided to Dr. Bissonnette by the Principals and those individuals have been invited to be a part of the training that will occur on the professional development day, November 4, 2025. Dr. Bissonnette further outlined the vision for year 2 which will be further refined after the year 1 work and feedback has been obtained, and since this is a form of professional development it will also be collaborated on with the district Professional Development and Evaluation Committee (PDEC) in the future.

November 4, 2025 Professional Development Day

- The district plans for the full day of Professional Learning for our staff was outlined and showcased by Dr. Bissonnette.

Old Business

C. WLHS Track and Football Field

1. Superintendent Parkhurst reported that he met with KBA Architects on Monday evening regarding the \$250,000 Planning Grant that was awarded from the Community Investment Fund. At this time, we are in a holding pattern until the state Bond Commission formally approves the grant recipients and then following that the work will be to engage in the development of a Design Fee Proposal to do all the engineering and surveying work, updating drawings and plans to be shovel ready.

D. Pay to Participate

1. Superintendent Parkhurst reported that Fall Sports are completed and a total of \$16,354 was collected with invoices for transportation being processed.

E. Strategic Planning Process

1. Student Performance Work Team
2. Culture & Climate Work Team
3. Operations & Facilities Work Team
 - a) Superintendent Parkhurst reported that all work teams are continuing to meet regularly and that he meets with the facilitators of each group to engage in status checks and ensure that obstacles are not preventing the work from moving forward. The target for December for a first draft and look for the Board is still on track.

Upcoming Board of Education Meetings

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

Public Audience

- None

Board member Greg Guyette commented that he wanted to share one more thing from his earlier report that Jenna Naughton and Abby Guyette were named NCCC All Conference in Cross Country.

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:

G. 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

H. 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

- Motion made by Greg Guyette with a request to shift item B to A and move item A to B; seconded by Alba Osorio to move into executive session at 7:13 pm; passed unanimously. Board entered into Executive Session at 7:13 pm.
- Executive Director of Operations, Mr. Stacy and NSS Principal, Giovanna Testani exited Executive Session at 7:20 pm.
- Board exited executive session at 7:40 pm
- Greg Guyette made a motion to approve the WLTA member request for a leave of absence for the 26-27 school year as presented; seconded by Lindsay Cutler; passed unanimously.

Adjourn Meeting

- Greg Guyette made a motion to adjourn the meeting at 7:41 pm; seconded by Alba Osorio; passed unanimously; meeting adjourned at 7:41 pm.

Respectfully submitted,
Shawn Parkhurst
Superintendent of Schools

EXHIBIT IV

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: ROBERT STACY, EXECUTIVE DIRECTOR OF OPERATIONS

DATE: NOVEMBER 18, 2025

RE: POLICY PRIORITY LIST

Second Read & Possible Approval

- | | | | |
|----------------------------------|---|-------------|-----|
| • 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 CAGE monthly recommended policy packet

- | | | | |
|-----------|--|-----------|----------|
| • 6159 | IEPs | Mandatory | Revision |
| • 6140 | Curriculum | Required | New |
| • 6159 | IEPs | Required | Revision |
| • 6161.12 | Library Material Review & Reconsideration | Required | New |
| • 6161.13 | Library Collection Development & Maintenance | Required | New |
| • 6161.14 | Library Display & Program | Required | New |
| • 6171 | Special Education | Required | Revision |

EXHIBIT V

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: ROBERT STACY, EXECUTIVE DIRECTOR OF OPERATIONS

DATE: NOVEMBER 18, 2025

RE: POLICY REVIEW

The following policies are being presented for a **Second Read and Possible Approval:**

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

Possible Board Motion: “**Move** that the Board of Education approve 5131.601 / 4118.236 / 4218.236 Medical (Palliative) Use of Marijuana and 5141.25 Students with Special Health Care Needs as presented.”

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 uncontrollable 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.; 29C.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

- | | |
|----------------------|--------------|
| 1. _____ | |
| <i>Name/Relation</i> | <i>Phone</i> |
| 2. _____ | |
| <i>Name/Relation</i> | <i>Phone</i> |
| 3. _____ | |
| <i>Name/Relation</i> | <i>Phone</i> |

Trained Staff Members

- | | |
|----------------------|--------------|
| 1. _____ | |
| <i>Name/Relation</i> | <i>Phone</i> |
| 2. _____ | |
| <i>Name/Relation</i> | <i>Phone</i> |
| 3. _____ | |
| <i>Name/Relation</i> | <i>Phone</i> |

EXHIBIT VI

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: NOVEMBER 18, 2025

RE: FY27 CAPITAL BUDGET ITEMS

As the FY27 budget process begins this evening, I present to you the FY27 Capital Budget Requests, which have gone through the following process:

- Review of requests facilitated by the Facilities Director and respective Building Administrator
- Review of the requests compiled by the Facilities Director with the *Facilities and Operations Strategic Plan Work Team*
- Review of the list from the *Facilities and Operations Strategic Plan Work Team* with the Leadership Team

The following items are presented to you for review, discussion, and potential approval for FY27:

<u>Year Requested</u>	<u>District Building</u>	<u>Project</u>	<u>Cost</u>	<u>Contingency</u> <u>(7.5% Cost Increase per Year)</u>	<u>Total</u>
Fiscal Year 2027	North Street School	Parent/Student Drop Off Area	\$90,959.76	\$6,821.98	\$97,781.74
Fiscal Year 2027	North Street School	Chimney Restoration	\$93,000.00	\$6,975	\$99,975.00
Fiscal Year 2027	Windsor Locks Middle School	Partial Roof Replacement	\$2,220,000.00	---	\$2,220,000.00
Fiscal Year 2027	Windsor Locks High School	Sewer Pipe Replacement (W.P.C.A. Mandated)	\$14,500.00	---	\$14,500.00
Fiscal Year 2027	Facilities/South Elementary School	Lawnmower Replacement	\$13,147.51	\$986.06	\$14,133.57

Possible Motion: “Move that the Board of Education approve the FY27 Capital Request to the BOF as presented for approval in the FY27 Board of Education Budget request.

TOWN OF WINDSOR LOCKS CIAC - CAPITAL REQUEST FORMS
FISCAL YEAR ENDING 2026-27

Project Title: North Street School Pre-K/Student Drop Off Area	Department: Windsor Locks Public Schools North Street School/Facilities	PRIORITY (see POLICY for criteria) Table 1 Department Rank: <u>Facilities Infrastructure & Equipment 2 of 5</u> CIAC Committee Rank: _____
Description of Project: The North Street School Pre-K parking lot/student drop off area has long been a safety issue due to traffic backing up onto the main street when young students are being dropped off and picked up during the a.m./p.m. Pre-K sessions. This proposal moves the playground blacktop/basketball courts to the back field behind the school and playgrounds, and utilizes the existing asphalt area to make a large traffic loop so drop-off does not back up into the main street. It also relocates the fencing to separate the playground woodchips from the drop off loop.		Projected purchase date / expected completion date of project: <u>Go out to bid in fall of 2026; work begins in spring of 2027 (following snowplowing season) and is completed by the summer of 2027.</u>

----- ESTIMATED EXPENDITURES BY FISCAL YEAR -----									
Estimated Project / Item Costs	Total Estimated Cost *	Accumulated Reserves Through FY 2026	FY 26-2027	FY 27-2028	FY 28-2029	FY 29-2030	FY 30-2031	Five-Year Total	Table 2 <u>SOURCE OF FUNDS</u> (see policy)
Engineering /Design/ Planning /Inspection									
Site Acquisition/Cost									
Construction/Material & Labor/ Bldg Improvements	\$90,959.76		\$90,959.76						
Equipment & Furniture Purchases									
Other									
Contingency	\$6,821.98		\$6,821.98						
TOTALS	\$97,781.74		\$97,781.74						

*Please note: Requests for 2027 and 2028 must be accompanied by a written cost estimate from an appropriate vendor.

Authorized Signature: _____

Date: _____

Galasso Materials LLC
PO Box 1776 - 60 South Main St.
East Granby, CT 06026
Main (860) 653-2524
Main fax (860) 653-4912



Labor & Material Quote

		Date: January 19, 2024		
Name:	Windsor Locks Public Schools	Job : North School		
Address		Street: 325 North St		
Town		Town: Windsor Locks, CT		
Phone:		Owner:		
FAX:		Specs:		
E-Mail:		Plans:		
GALASSO MATERIALS, L.L.C. is pleased to provide you with a quote for the following items:				
Item	Item Description	Estimated	Unit Price	Estimated Cost
1	Excavate area, dispose of material, furnish and install 6" of 1-1/4" Processed Aggregate. Approx area 35x137, 83x27, 110x83'	(+/-) 1 LS	\$ 31,450.00 /LS	\$ 31,450.00
2	Fine grade and compact the base material	(+/-) 8 HR	\$ 510.00 /HR	\$ 4,080.00
3	Furnish and install a 2" class 1 binder course	(+/-) 207 TON	\$ 118.93 /TON	\$ 24,204.51
4	Furnish and install a 1.5" class 2 surface course	(+/-) 155 TON	\$ 113.83 /TON	\$ 17,643.65
5	Furnish and install 6" bituminous curbing on binder course	(+/-) 247 LF	\$ 5.83 /LF	\$ 1,440.01
6	Furnish and apply liquid tack coat	(+/-) 90 GAL	\$ 8.26 /GAL	\$ 743.40
		(+/-)		\$ -
		(+/-)		\$ -
		(+/-)		\$ -
		(+/-)		\$ -
		(+/-)		\$ -
Liquid Asphalt Base at the time of this Quote:		\$ 585.00	Estimated Subtotal	79,561.57
			6.35% CT Tax	5,052.16
			Estimated Total	84,613.73

Prices valid for FIFTEEN (15) days; void thereafter.

Galasso Materials, L.L.C. hereby provides a quote for Labor and Materials to complete the aforesaid work in accordance with the indicated plans and specifications for the above estimated sum. No other work other than what is specified is included in this quote.

Base material to be left at +/- 1" of grade, if additional material is required it is the Owners responsibility to provide material. Installation by Galasso may constitute an additional charge.

This quote is based on (5) mobilizations, (2) Paving, (1) Grading, (1) Handwork/Curb crew (1) Excavation

Prices are based on normal weekday hours from 7:00 AM to 3:15 PM. Night time and weekend plant availability is available with a plant opening fee and/or increased unit pricing.

Sales tax not included in unit prices. An exemption certificated will need to be provided or sales tax will apply.

HMA: All Bituminous concrete is subject to liquid escalation at the time said work is to be performed using the Asphalt adjustment formula provided by the State of Connecticut. A payment will be made for an increase in cost and a deduction will be made for the decrease in cost. This adjustment shall not be considered as a changed condition of the contract.

Cost Adjustment calculation method:

(Period price - Base price) x % of liquid in asphalt mix = increase or decrease cost

Submittal information is available for all products upon request. It is the Customer's responsibility to get Material submittals delivered to the Owner for approval if necessary.

This proposal is submitted to you and subject to your approval, this is not a binding contract. If a binding contract is desired, additional terms and conditions will be included in the contract.

Jay Koops

Galasso Materials, LLC
Tel 860-653-2524 Ext.

TOWN OF WINDSOR LOCKS CIAC - CAPITAL REQUEST FORMS
FISCAL YEAR ENDING 2026-27

Project Title: North Street School Chimney Restoration	Department: Windsor Locks Public Schools North Street School/Facilities	PRIORITY (see POLICY for criteria) Table 1 Department Rank: <u>Facilities Infrastructure & Equipment 3 of 5</u> CIAC Committee Rank: _____
Description of Project: North Street School received a partial roof replacement during the 2024-2025 fiscal year, which replaced portions of shingled roofing with standing seam metal. This project would complete that project, but repointing the brick chimney and encapsulating it with the matching standing seam metal, in order to protect the chimney from UV and precipitation deterioration, and avoid pieces of brick falling and impacting the recently installed roofing.		Projected purchase date / expected completion date of project: <u>Purchase standing seam metal and roofing materials through vendor in summer of 2026, work is completed in full prior to December 2026</u>

			----- ESTIMATED EXPENDITURES BY FISCAL YEAR -----						
Estimated Project / Item Costs	Total Estimated Cost *	Accumulated Reserves Through FY 2026	FY 26-2027	FY 27-2028	FY 28-2029	FY 29-2030	FY 30-2031	Five-Year Total	Table 2 SOURCE OF FUNDS (see policy)
Engineering /Design/ Planning /Inspection									
Site Acquisition/Cost									
Construction/Material & Labor/ Bldg Improvements	\$93,000.00		\$93,000.00						
Equipment & Furniture Purchases									
Other									
Contingency	\$6,975.00		\$6,975.00						
TOTALS	\$99,975.00		\$99,975.00						

*Please note: Requests for 2027 and 2028 must be accompanied by a written cost estimate from an appropriate vendor.

Authorized Signature: _____

Date: _____

SILKTOWN ROOFING

27 Pleasant Street
Manchester, CT 06040
Office: 860-647-0198 Fax: 860-646-0775
An Equal Opportunity/Affirmative Action Employer

July 26, 2024

Windsor Locks Public Schools
Attn: Greg Weigert

**Project: NORTH STREET SCHOOL – PARTIAL REROOF – WINDSOR LOCKS, CT
REFERENCE CT STATE SOLICITATION 23PSX0243**

The following is our proposal for performing the roofing and sheet metal work for the above referenced project from specifications and drawings dated July 11, 2024, by the Garland Company and the Windsor Locks Public Schools:

SCOPE OF WORK

- Provide proper safety and fall protection plan to meet OSHA and NRCA standards.
- Remove the existing roof system to the deck.
- Examine existing deck for damage—repair as per SF cost below.
- Prime wood plywood with SA primer.
- Install HT SA underlayment over 100% of the field's plywood decking, starting at the eave and working up towards the ridge.
- Overlap head laps a minimum of 6" and side laps a minimum of 3".
- Carry all underlayment up or over directional change that will be covered with metal.
- Install panel clips as per specified spacing and fastening requirements.
- Install R-Mer Span roof system as specified within the specification and drawings.
- Shop fabricate and install new gutters, leaders (to existing sumps) and trim, utilizing Kynar coated flat stock that matches the new roofs.
- Install S-5 snow protection to all new roof sections.
- Repair any scratches/blemishes utilizing touch-up paint.
- Clean and all debris from jobsite.
- Base-bid will carry a 35-year manufacturer's warranty and a 3-year contractor's workmanship warranty.

The total lump sum cost for the above-described scope of work is Eight Hundred Fifty-Eight Thousand Seven Hundred Dollars (**\$858,700.00**)

Add Alternate # 1: Install R-Mer Wall Panel System on existing chimney: **\$93,000.00**

*agreed to
hold in
.25*

Unit Price # 1: SF cost for repair of damaged wood roof deck: **\$6.25/SF**

Estimated Duration for project: (45) days

Exclusions:

a. Price **does not** include the following items, but not limited to;

- Payment and Performance Bonds. (Add 1%)
- Tax.
- Cost of permit.
- Thru-wall flashing.
- Extending of vtr's.
- Disconnect/reconnects of MEP's roof or wall mounted.
- Testing, abatement, or disposal of any asbestos containing roofing material.

If you have any questions regarding any of the above information, please do not hesitate to contact us at (860) 647-0198. Thank you.

Respectfully submitted,



Chris Heimer, Project Manager
Silktown Roofing, Inc.

TOWN OF WINDSOR LOCKS CIAC - CAPITAL REQUEST FORMS
FISCAL YEAR ENDING 2026-27

Project Title: Windsor Locks Middle School Partial Roof Replacement	Department: Windsor Locks Public Schools Windsor Locks Middle School/Facilities	PRIORITY (see POLICY for criteria) Table 1 Department Rank: <u>Facilities</u> Infrastructure & Equipment 1 of 5 CIAC Committee Rank: _____
Description of Project: The middle school roof received an assessment in August of 2025 through The Garland Company, who holds all of the district's roofing warranties. The pitched roof is at the end of its useful life, as several issues are prevalent throughout: the shingles are dried out and cracked, a textile sign of aging; significant mineral loss observed throughout, exposing the asphalt waterproofing material to UV and precipitation, cracks were observed throughout, posing a risk of leaking, nail pops backed out, leaving holes throughout the roof and deck.		Projected purchase date / expected completion date of project: <u>Go out to bid in July of 2026; work begins in October of 2026, and is completed in full spring of 2027.</u>

			----- ESTIMATED EXPENDITURES BY FISCAL YEAR -----						
Estimated Project / Item Costs	Total Estimated Cost *	Accumulated Reserves Through FY 2026	FY 26-2027	FY 27-2028	FY 28-2029	FY 29-2030	FY 30-2031	Five-Year Total	Table 2 <u>SOURCE OF FUNDS</u> (see policy)
Engineering /Design/ Planning /Inspection									
Site Acquisition/Cost									
Construction/Material & Labor/ Bldg Improvements	\$2,220,000.00		\$2,220,000.00						
Equipment & Furniture Purchases									
Other									
Contingency									
TOTALS	\$2,220,000.00		\$2,220,000.00						

*Please note: Requests for 2027 and 2028 must be accompanied by a written cost estimate from an appropriate vendor.

Authorized Signature: _____

Date: _____



THE GARLAND COMPANY, INC.

HIGH PERFORMANCE ROOFING AND BUILDING ENVELOPE SYSTEMS

3800 EAST 91ST. STREET • CLEVELAND, OHIO 44105-2197

PHONE: (216) 641-7500 • FAX: (216) 641-0633

NATIONWIDE: 1-800-321-9336

Matt Menard
169 Summer Hill Rd
Madison, CT 06443
203.535.8600

August 11, 2025

Windsor Locks Public Schools
58 S Elm St
Windsor Locks, CT 06096

Re: Middle School Roof Assets

Greg

Please see the attached asset management report outlining existing conditions, recommended solutions and budgets for future roof and building envelope work. Below, I've included an executive summary of each project, which can be further detailed at your request. Based on inspections executed over the past several weeks, I'd prioritize the following:

- Pitched roofs (shingled) at Windsor Locks Middle School
- Low-slope roof at Windsor Locks Middle School

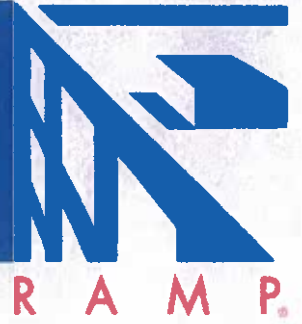
Garland can help the district in developing these projects and guide the district to help streamline these processes. We appreciate the opportunity to work with the Windsor Locks Middle School again, and look forward to helping you manage these assets in years to come.

Sincerely,

Matt Menard
Territory Manager—The Garland Company

The Garland Company, Inc.

Roof Asset Management Program



Prepared By
Matt Menard

Prepared For
Greg Weigert

August 12, 2025

Table of Contents

Windsor Locks Public Schools / Client Data.....	3
Windsor Locks Middle School / Facility Summary.....	4
Windsor Locks Middle School / Facility Drawing.....	6
Windsor Locks Middle School / Low Slope Roofs / Inspection: Aug 07, 2025.....	7
Windsor Locks Middle School / Pitched Roofs / Inspection: Aug 07, 2025.....	12



Client Data



WINDSOR LOCKS PUBLIC SCHOOLS
58 S. ELM ST
WINDSOR LOCKS, CONNECTICUT 06096



Client Data			
Name	Windsor Locks Public Schools		
Address 1	58 S. Elm St		
City	Windsor Locks	State	Connecticut
ZIP	06096	Country	United States
Contact Info			
Contact Person	Greg Weigert	Title	Facilities Director
Mobile Phone:	-	Office Phone:	-
Email:	-		



Facility Summary



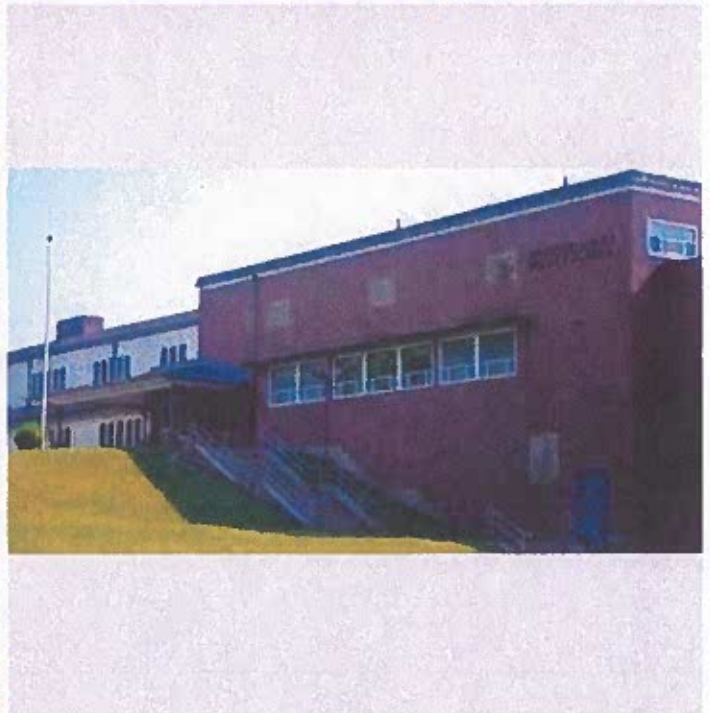
WINDSOR LOCKS PUBLIC SCHOOLS
58 S. ELM ST
WINDSOR LOCKS, CONNECTICUT 06096

FACILITY: Windsor Locks Middle School

Facility Map



Photo



Facility Data

Address 1	7 Center St
City	Windsor Locks
	Connecticut
	06096
Type of Facility	School
Contact Person	Greg Weigert

Notes

The Windsor Locks Middle School is served by 2 different roof systems:

1. Pitched roof (1998-est)– asphalt shingle
2. Low-slope roof (2016)– built-up modified roof system

The low-slope roof is under warranty, and is holding up relatively well. Other than an issue with a an exhaust fan flashing (over the art room), the roof remains water-tight with no issues. The flashings are in good shape and there are no recommended maintenance items at this time.

The pitched roof is at the end of useful life, as several issues are prevalent throughout:

- The shingles are dried out and cracked – a telltale sign of aging
- Significant mineral loss observed throughout, exposing the asphalt (waterproofing material) to UV and precipitation. The minerals are important, as exposed asphalt evaporates and cracks quickly from UV exposure
- Cracks were observed throughout, posing a risk of leaking
- Nail pops– many nails have backed out, leaving nail holes through the roof and deck
- Ongoing leaks have been happening in the front of the building, specifically over the administration offices

It's recommended that the pitched sections be budgeted for replacement in the near future.

Asset Information

Name	Date Installed	Square Footage	Roof Access
Low Slope Roofs	2016	47,600	
Pitched Roofs	1998	37,000	





Inspection Report



WINDSOR LOCKS PUBLIC SCHOOLS
58 S. ELM ST
WINDSOR LOCKS, CONNECTICUT 06096

FACILITY: Windsor Locks Middle School	ROOF SECTION: Low Slope Roofs	DATE: 08/07/2025
---------------------------------------	-------------------------------	------------------

Map



Inspection Information

Inspection Date	08/07/2025	Core Data	No
Inspection Type	Visual Inspection	Leakage	No



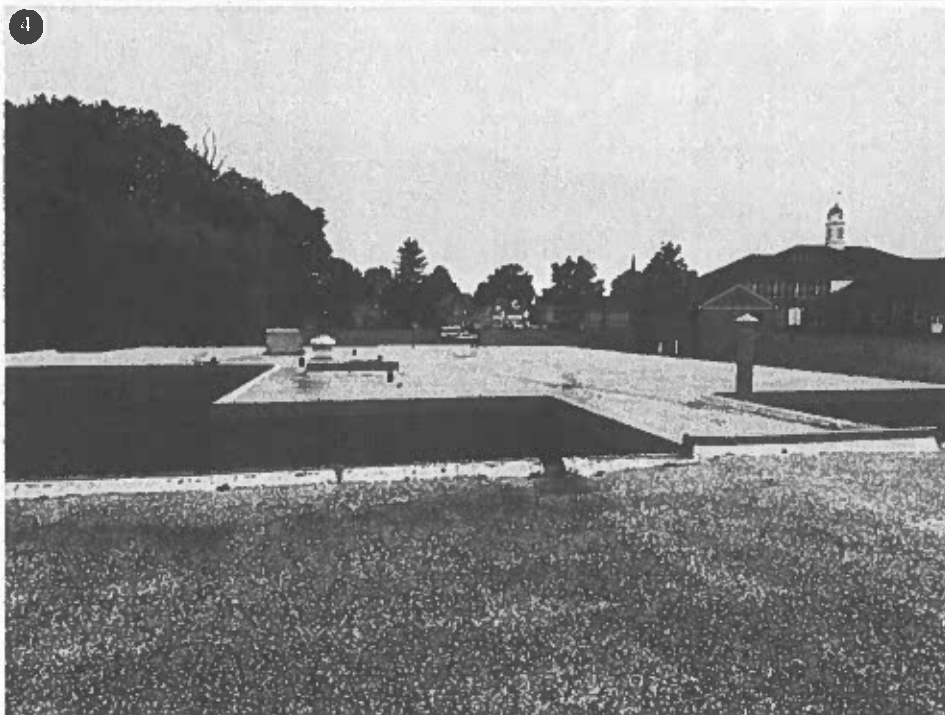
Overview of the low-slope roof. Multi-ply modified roof system in hot asphalt with a gravel surface.



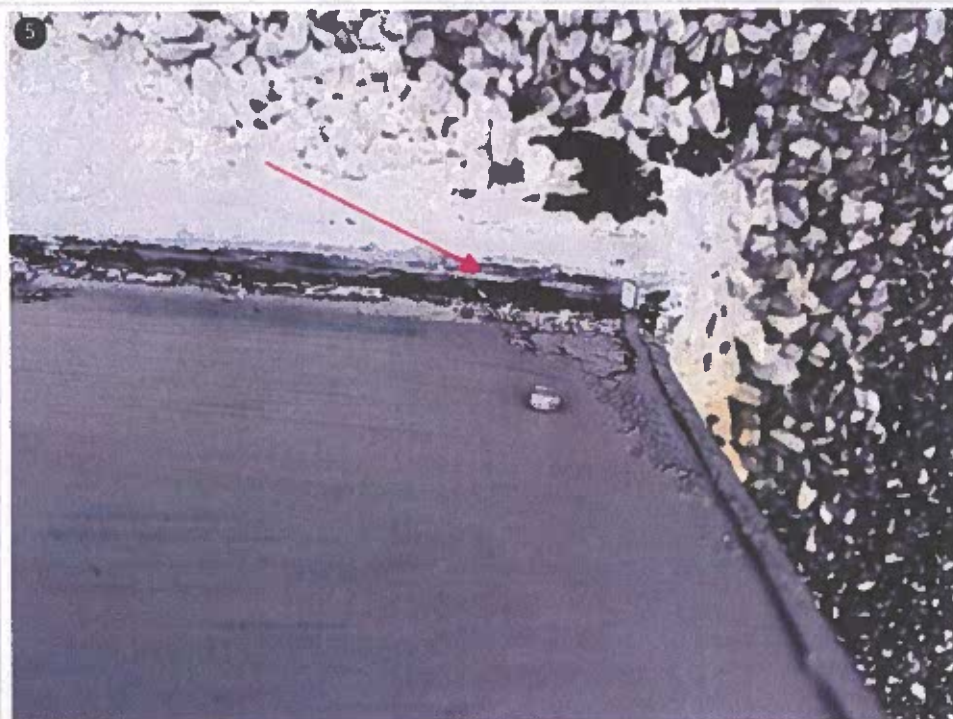
In spite of being 10 years old, the flashings are holding up well. Typically, flashings and perimeters are the first components of a roof to first show signs of issues.



A small section of exposed asphalt below a downspout. It's recommended that the splash pan be adjusted to catch and disperse the water.



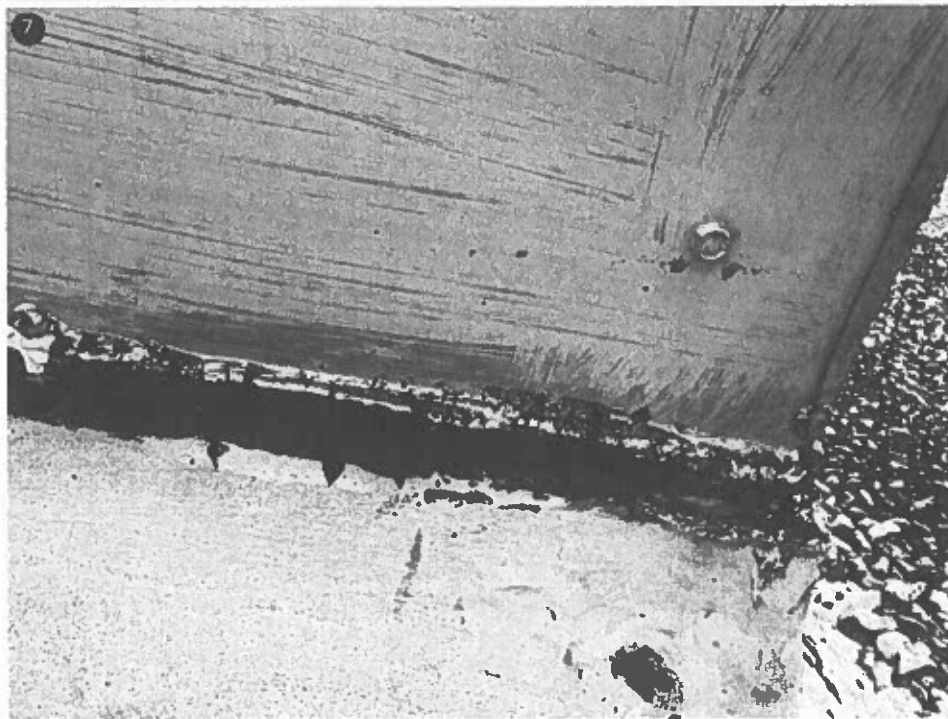
The consistent color of the gravel is a good indication that the roof drains well.



The goose neck exhaust above the art room doesn't have a counter-flashing, and the membrane is open. This should be resealed and counter flashing should be installed.



Open condition -- exhaust fan



Another side of the exhaust fan-- all sides are open to the environment are letting water into the building.



Inspection Report



WINDSOR LOCKS PUBLIC SCHOOLS
58 S. ELM ST
WINDSOR LOCKS, CONNECTICUT 06096

FACILITY: Windsor Locks Middle School	ROOF SECTION: Pitched Roofs	DATE: 08/07/2025
--	------------------------------------	-------------------------

Map



Inspection Information

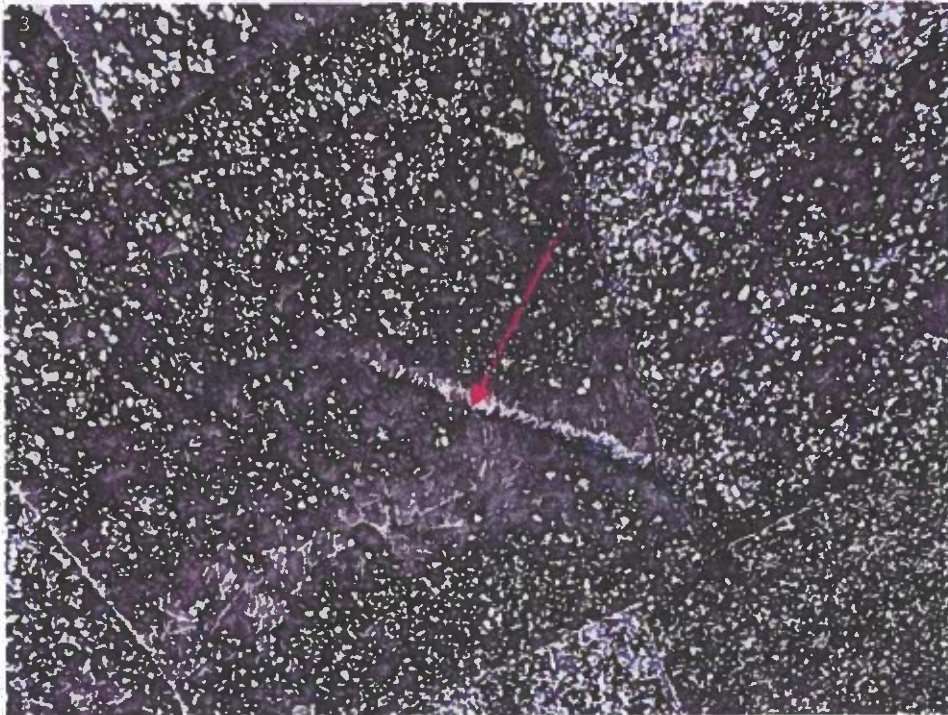
Inspection Date	08/07/2025	Core Data	No
Inspection Type	Visual Inspection	Leakage	No



The pitched sections are served by asphalt shingles, which are estimated to be 25+ years old



Mineral loss is prevalent throughout the roof sections



Crack-- typical throughout



Cracked shingle

5

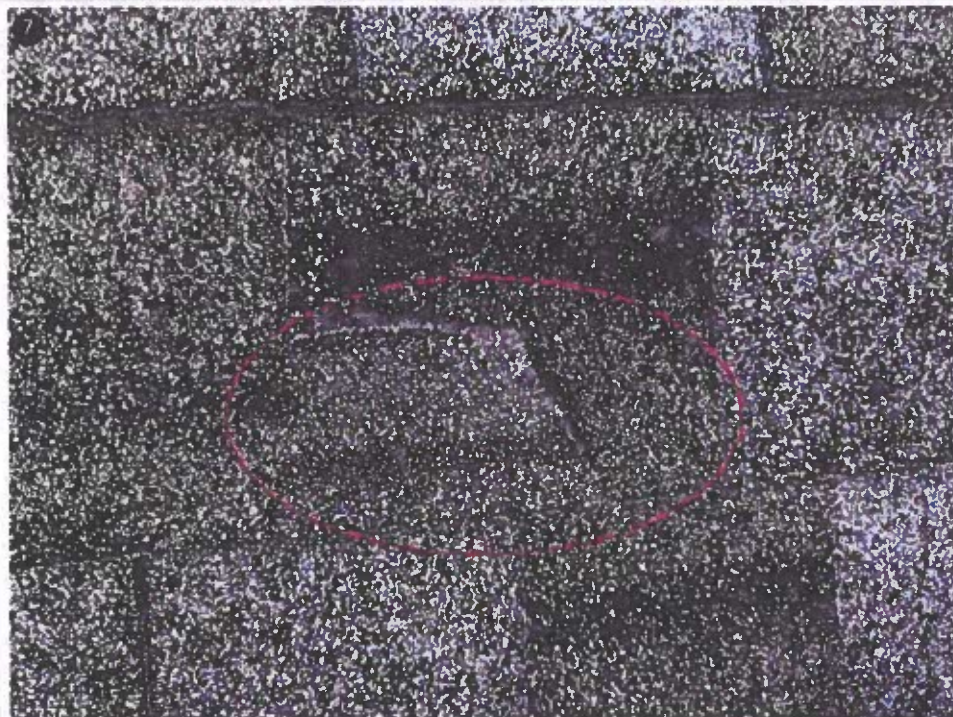


Many shingles were observed with missing pieces-- this is typical with aged/dried shingles

6



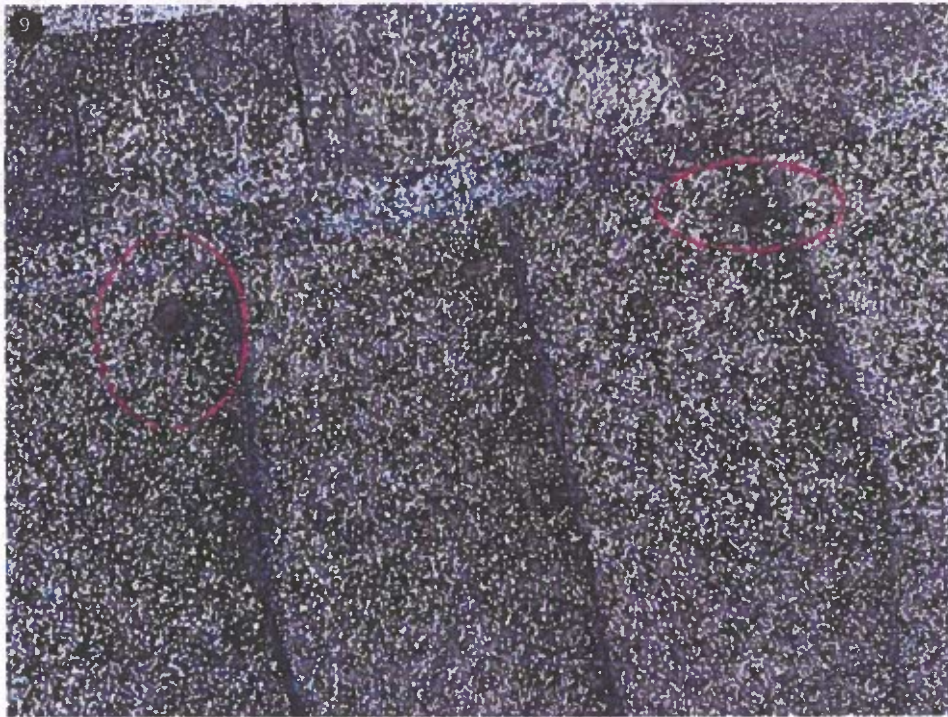
In some areas with significant mineral loss, the asphalt has failed and the backing is exposed.



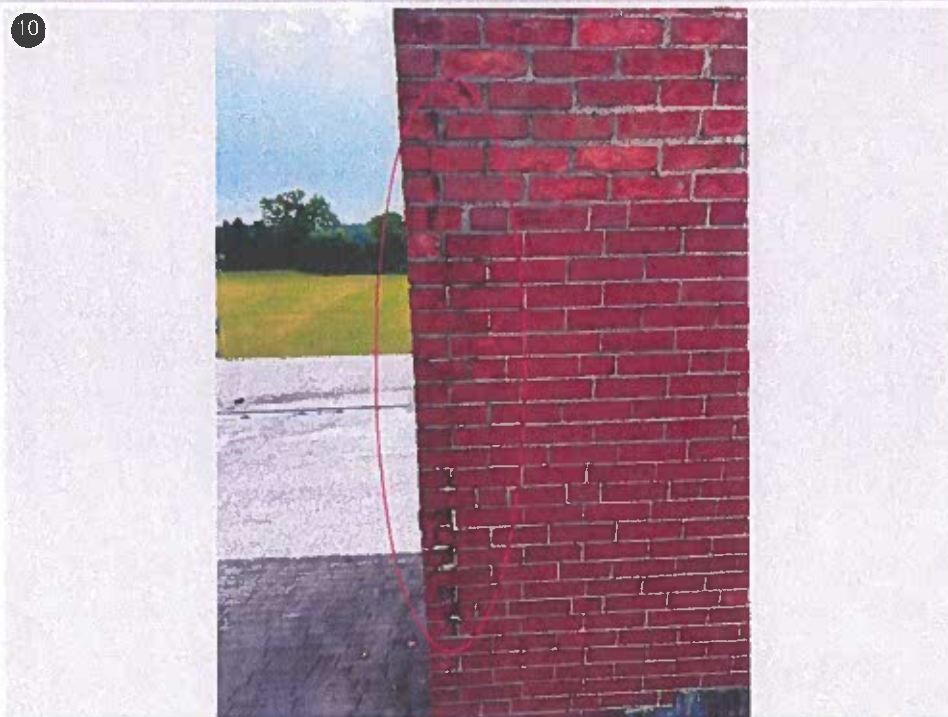
Large crack observed



Multiple broken shingles



Nail pops and missing nails were observed throughout- these are now holes in the roof, and allow water to infiltrate



Large crack observed in the chimney from water infiltration and freeze/thaw cycles.



Closer view of the brick issues on the chimney



Lower roof over the administration offices



About a dozen broken shingles in this small area.



Multiple nail pops/holes observed on the lower roof



The flashing at the brick/roof transition is in bad shape. It's bent, cracked and is likely letting water in beneath the shingles.



Large crack in the flashing--typical

Windsor Locks Middle School

Pitched Roofs – The shingles serving the pitched sections are at the end of useful life and should be replaced in the near future. We agree with the district's concept in replacing the shingles with a standing seam roof system, similar to those installed at North Street and South Street. The standing seam roof systems provide 2-3X the lifespan of a shingle system. The following are budgets to replace the shingles with a standing seam roof system:

Standing Seam Metal Roof: \$2,220,000*

**All budgets are based on 2025 material and labor costs and are subject to change with variations in the markets. Unforeseen conditions, such as rotted structure, cannot be quantified at this stage, and are not included in the budget costs. Referenced DAS Reimbursement rate is based on the published 2025 rate, and is subject to change annually*

TOWN OF WINDSOR LOCKS CIAC - CAPITAL REQUEST FORMS
FISCAL YEAR ENDING 2026-27

Project Title: Windsor Locks High School Main Sewer Pipe Replacement	Department: Windsor Locks Public Schools Windsor Locks High School/Facilities	PRIORITY (see POLICY for criteria) Table 1 Department Rank: <u>Facilities Infrastructure & Equipment 4 of 5</u> CIAC Committee Rank: _____
Description of Project: It was discovered at Windsor Locks High School during the summer of 2025 when catch basins were being replaced that there was a main sewer pipe line that was failing/caving in, that requires replacement per Water Pollution Control Authority. Project to include saw cutting 80' of parking lot, excavating and replacing 80' of sewer pipe, install 3/4" stone over pipe and install 4" of asphalt over area once completed.		Projected purchase date / expected completion date of project: <u>Purchase standing seam metal and roofing materials through vendor in summer of 2026, work is completed in full prior to December 2026</u>

			----- ESTIMATED EXPENDITURES BY FISCAL YEAR -----						
Estimated Project / Item Costs	Total Estimated Cost *	Accumulated Reserves Through FY 2026	FY 26-2027	FY 27-2028	FY 28-2029	FY 29-2030	FY 30-2031	Five-Year Total	Table 2 SOURCE OF FUNDS (see policy)
Engineering /Design/ Planning /Inspection									
Site Acquisition/Cost									
Construction/Material & Labor/ Bldg Improvements	\$14,500.00		\$14,500.00						
Equipment & Furniture Purchases									
Other									
Contingency									
TOTALS	\$14,500.00		\$14,500.00						

*Please note: Requests for 2027 and 2028 must be accompanied by a written cost estimate from an appropriate vendor.

Authorized Signature: _____

Date: _____

36 Michael Ln
Suffield, CT 06078

Date	Estimate #
8/20/2025	1237

Name / Address
T. of Windsor Locks Public schools

			Project
Description	Qty	Rate	Total
Replace Sewer pipe at High School. Work to include: - Saw cut Approximately 80' of Parking lot - Remove Asphalt and haul away. - Upon Excavating drainage pipe it was discovered that sewer pipe had no pitch and had a lot of sewage laying in pipe. - Excavate and remove approximately 80' of sewer pipe. - Install 80' of 6" SDR 35 from building to Manhole. - Install 3/4" stone over pipe. - Backfill trench in 12" lifts and compact. - Install 4" of new asphalt in 2" lifts. - Any Unforeseen issues to be discussed and priced Accordingly. - Price Includes Labor, Material and Machine Work.		14,500.00	14,500.00
		Total	\$14,500.00

TOWN OF WINDSOR LOCKS CIAC - CAPITAL REQUEST FORMS
FISCAL YEAR ENDING 2026-27

Project Title: South Elementary School Lawnmower Replacement	Department: Windsor Locks Public Schools South Elementary School/Facilities	PRIORITY (see POLICY for criteria) Table 1 Department Rank: <u>Facilities Infrastructure & Equipment 5 of 5</u> CIAC Committee Rank: _____
Description of Project: The current Super-Z lawnmower that is located at South Elementary School to maintain the grounds is over 20 years old and has received innumerable repairs. Parts are now difficult to obtain for the mower. This would replace that mower with a Hustler X-Ride with a 60" deck, used to mow both around the school building and the field on property beside the playground.		Projected purchase date / expected completion date of project: <u>Submit purchase order and order from vendor in August 2026, once the fiscal year 2026-2027 budget opens up. Begin using equipment in spring of 2027.</u>

			----- ESTIMATED EXPENDITURES BY FISCAL YEAR -----						
Estimated Project / Item Costs	Total Estimated Cost *	Accumulated Reserves Through FY 2026	FY 26-2027	FY 27-2028	FY 28-2029	FY 29-2030	FY 30-2031	Five-Year Total	Table 2 SOURCE OF FUNDS (see policy)
Engineering /Design/ Planning /Inspection									
Site Acquisition/Cost									
Construction/Material & Labor/ Bldg Improvements									
Equipment & Furniture Purchases	\$13,147.51		\$13,147.51						
Other									
Contingency	\$986.06		\$986.06						
TOTALS	\$14,133.57		\$14,133.57						

*Please note: Requests for 2027 and 2028 must be accompanied by a written cost estimate from an appropriate vendor.

Authorized Signature: _____

Date: _____

Bacher Corp. of Conn.

7 Thompson Road
PO Box 733
East Windsor, CT 06088-0733

Voice: 860-627-5924
Fax: 860-292-6393

QUOTATION

Quote Number: 4986
Quote Date: Aug 15, 2024
Page: 1

Quoted To:

WINDSOR LOCKS, TOWN, BOE
58 SOUTH ELM STREET
WINDSOR LOCKS, CT 06096

Ship To:

WINDSOR LOCKS, TOWN, BOE
58 SOUTH ELM STREET
WINDSOR LOCKS, CT 06096

Customer ID	Good Thru	Payment Terms	Sales Rep
W00015	9/14/24	Net 20 Days	OLIS

Quantity	Item	Description	Unit Price	Amount
1.00		Mower, Hustler X-ride, Model 944074, with a 60" VX4 deck, and 34.5HP Kawasaki FX820 EVO EFI engine	18,035.00	18,035.00
1.00		27.1% Discount ST CT Contract 17PSX0118 Les Hinckley, T: 860.966.9805, E: lhinckley@wlps.org	4,887.49	-4,887.49
This quote is good through Aug. 15, 2024. The manufacturer has the right to change prices, models and specs at any time without notice. If processing a PO after that date, please contact John Olisky at 860-627-5924 to confirm the information on this quote. Thank you.				
agreed to hold price...				

IT'S ALL ABOUT THE SERVICE AFTER THE SALE!

Subtotal	13,147.51
Sales Tax	
Shipping & Handling	
TOTAL	13,147.51

Technology Needs

<u>Year Requested</u>	<u>District Building</u>	<u>Project</u>	<u>Per Unit Cost</u>	<u>Amount Requested</u>	<u>Total</u>
Fiscal Year 2027	North Street School/South Elementary School	Chromebook + Teacher Equivalent Replacement (5-6 Year Cycle)	\$350.00	60	\$21,000.00
Fiscal Year 2027	Windsor Locks Middle School/Windsor Locks High School	Chromebook + Teacher Equivalent Replacement (5-6 Year Cycle)	\$350.00	100	\$35,000.00
Fiscal Year 2027	Windsor Locks Middle School/South Elementary School	8th Grade & 3rd Grade Annual Chromebook Updates	\$295	230	\$67,850.00
Fiscal Year 2027	District	ClearTouch Panel Upgrades (10 Year Cycle - 12 Units)	\$3000	12	\$36,000.00
Fiscal Year 2027	North Street School	2nd Grade Student Chromebook Replacements (6-7 Year Cycle)	\$295	103	\$30,385.00

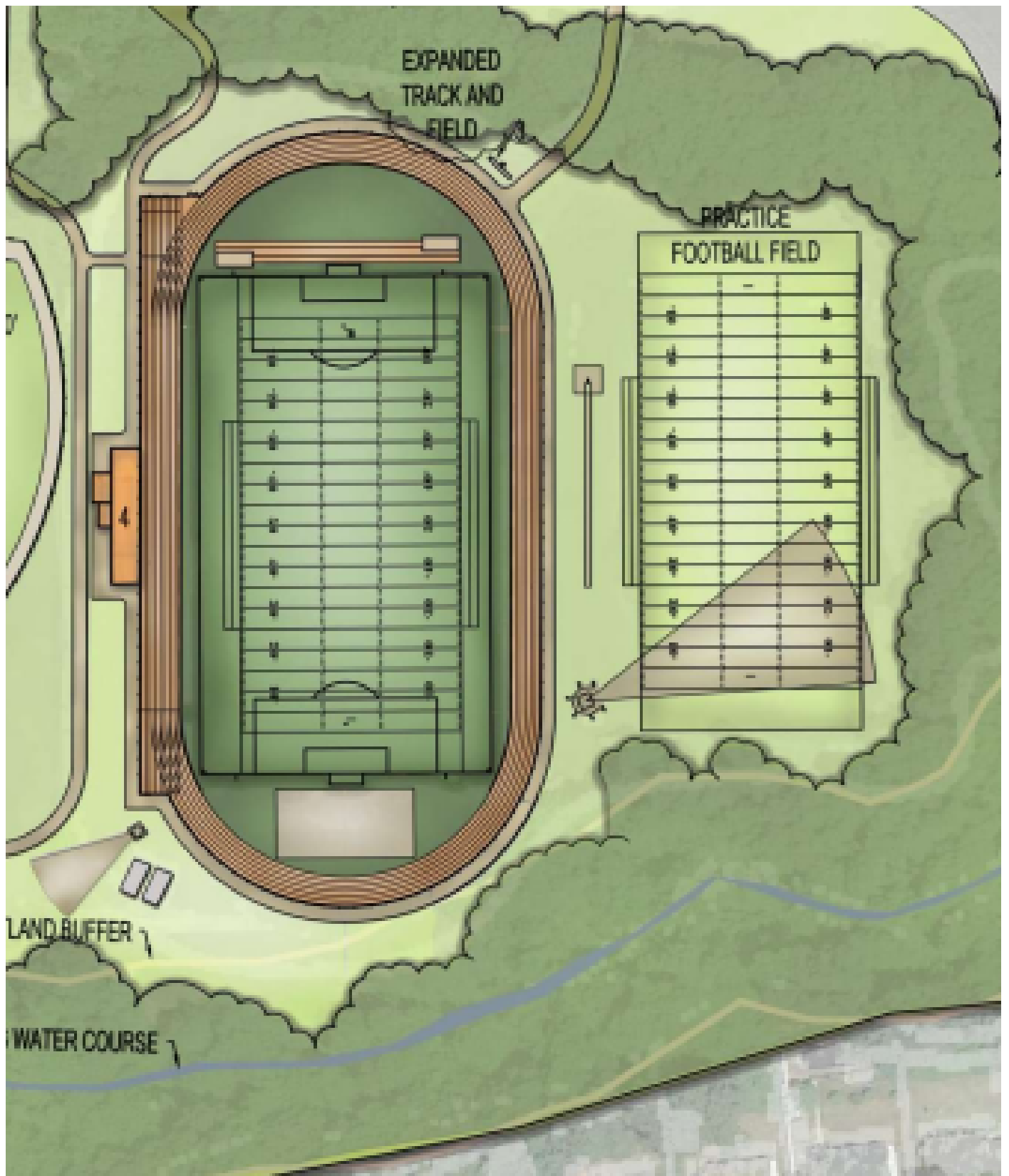
***Per Unit Price is based on an average cost which fluctuates on a month to month basis**

Possible Motion: “**Move** that the Board of Education approve the FY27 Technology Items as Capital Request to the BOF as presented for approval in the FY27 Board of Education Budget request.”

Windsor Locks High School
Track and Football Field Project
Detailed Costs can be found at [WLPS Football Field and Track Project](#)

<u>Item Description</u>	<u>Cost</u>
Demolition and Site Preparation	\$288,022.00
Earthwork	\$1,071,062
Drainage and Utilities	\$234,320
Synthetic Turf Field	\$1,452,332.15
Exterior Improvements	\$256,751.25
Athletic Lighting	\$527,500
Running Track and Field Events	\$525,745.75
Throwing Event Upgrades	\$87,500
Field Event Equipment	\$29,500
Lawns and Landscape	\$101,905
Bleacher Replacement	\$370,500
Miscellaneous Upgrades/Items	\$95,500
Non Fixed Track and Field Equipment	\$120,042
New Concession Building	\$1,436,400
Mobilization and Bonding	\$114,365.95
Construction Adm., Layout and Staking	\$91,492.76
Master Plan Phase Design Contingency 10%	\$457,463.82
Construction Contingency 10%	\$457,463.82
Design and Engineering 9%	\$385,795.45
Testing, Permitting, Bidding and Adm. 3%	\$137,239.14
TOTAL	\$8,240,901.09
District Efforts - Non Lapsing Allocation	(\$310,000)
Community Investment Fund Planning Grant	(\$250,000)
REQUESTED CAPITAL	\$5,430,901.09

Possible Board Motion: “**Move** that the Board of Education approve to move the WLHS Football Field and Track Capital Request in the amount of \$5,430,901.09 to the Board of Finance for FY27 approval.”



MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: NOVEMBER 18, 2025

RE: BOARD OF EDUCATION SUBCOMMITTEES

- Finance Subcommittee
- School Liaisons
- Track and Football Field Project Liaison(s)
- Representative to OPEB (Other Post Employment Benefits)

9130 - Committees

Committees of the Windsor Locks Board of Education (Board) shall be established as needed, by a majority vote of the Board. The Chairperson shall be an ex-officio member of each committee.

Each committee may make a report through its Chairperson at each regular meeting of the Board.

No committee shall have power other than to recommend to the Board. No committee, or member of a committee, is authorized to make any contract or enter into any agreement which involves the expenditure of money.

All committees of the Board shall follow the provisions of the Freedom of Information Act as required by statute. All committees shall keep minutes of business conducted at meetings. The minutes will be kept on file in the Superintendent's office and available at all times to the Board members. The minutes shall include the names of the committee members in attendance, listing of topics discussed and committee recommendations.

The Board shall act as a committee of the whole in final consideration of all matters.

EXHIBIT VIII

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN L. PARKHURST, SUPERINTENDENT
DATE: NOVEMBER 18, 2025
RE: FINANCE OFFICE REPORT

FY 2025-26 Financials

FY 2025-26 GL BUDGET	\$	34,051,186.07
YTD through October 31, 2025	\$	7,563,087.53
FY 2025-26 Budget Balance	\$	26,488,098.45
FY 2025-26 Budget % Spent (YTD)		22.22%
FY 2025-26 Budget % Encumbered		64.92%

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

☐ Include All Encumbrances

From Date: 10/1/2025

To Date: 10/30/2025

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
010.00.100.0000.000.000	Balance Sheet	\$611,587.69	\$39,039.46	\$77,810.15	\$533,777.54	\$71,575.61	\$462,201.93	75.57%
	Account Area: Student Activity - 100	\$611,587.69	\$39,039.46	\$77,810.15	\$533,777.54	\$71,575.61	\$462,201.93	75.57%
010.00.110.0000.000.000	Balance Sheet	\$1,492,188.98	\$120,322.05	\$500,847.27	\$991,341.71	\$1,045,277.39	(\$53,935.68)	-3.61%
	Account Area: Central Administration - 110	\$1,492,188.98	\$120,322.05	\$500,847.27	\$991,341.71	\$1,045,277.39	(\$53,935.68)	-3.61%
010.00.120.0000.000.000	Balance Sheet	\$16,960.00	\$575.00	\$1,475.00	\$15,485.00	\$764.88	\$14,720.12	86.79%
	Account Area: Capital Improv & Equip - 120	\$16,960.00	\$575.00	\$1,475.00	\$15,485.00	\$764.88	\$14,720.12	86.79%
010.00.130.0000.000.000	Balance Sheet	\$234,830.27	\$13,420.68	\$118,725.09	\$116,105.18	\$64,080.74	\$52,024.44	22.15%
	Account Area: Administrative Expenses - 130	\$234,830.27	\$13,420.68	\$118,725.09	\$116,105.18	\$64,080.74	\$52,024.44	22.15%
010.00.140.0000.000.000	Balance Sheet	\$2,166,794.94	\$295,359.60	\$379,303.80	\$1,787,491.14	\$568,967.80	\$1,218,523.34	56.24%
	Account Area: Tuition & Special Services - 140	\$2,166,794.94	\$295,359.60	\$379,303.80	\$1,787,491.14	\$568,967.80	\$1,218,523.34	56.24%
010.00.211.0000.000.000	Balance Sheet	\$975,646.52	\$75,146.66	\$285,176.61	\$690,469.91	\$671,791.26	\$18,678.65	1.91%
	Account Area: Principals - 211	\$975,646.52	\$75,146.66	\$285,176.61	\$690,469.91	\$671,791.26	\$18,678.65	1.91%
010.00.213.0000.000.000	Balance Sheet	\$14,900,195.83	\$1,317,527.47	\$2,619,924.75	\$12,280,271.08	\$12,324,757.55	(\$44,486.47)	-0.30%
	Account Area: Instructional Staff - 213	\$14,900,195.83	\$1,317,527.47	\$2,619,924.75	\$12,280,271.08	\$12,324,757.55	(\$44,486.47)	-0.30%
010.00.214.0000.000.000	Balance Sheet	\$3,185,932.05	\$286,216.56	\$566,290.07	\$2,619,641.98	\$2,547,491.78	\$72,150.20	2.26%
	Account Area: Support Staff - 214	\$3,185,932.05	\$286,216.56	\$566,290.07	\$2,619,641.98	\$2,547,491.78	\$72,150.20	2.26%
010.00.215.0000.000.000	Balance Sheet	\$482,291.68	\$48,258.37	\$128,500.29	\$353,791.39	\$352,033.99	\$1,757.40	0.36%
	Account Area: Secretarial Staff - 215	\$482,291.68	\$48,258.37	\$128,500.29	\$353,791.39	\$352,033.99	\$1,757.40	0.36%
010.00.220.0000.000.000	Balance Sheet	\$472.00	\$0.00	\$0.00	\$472.00	\$239.70	\$232.30	49.22%
	Account Area: Textbooks - 220	\$472.00	\$0.00	\$0.00	\$472.00	\$239.70	\$232.30	49.22%
010.00.230.0000.000.000	Balance Sheet	\$32,435.27	\$3,319.30	\$7,054.20	\$25,381.07	\$2,436.66	\$22,944.41	70.74%
	Account Area: Library - 230	\$32,435.27	\$3,319.30	\$7,054.20	\$25,381.07	\$2,436.66	\$22,944.41	70.74%
010.00.231.0000.000.000	Balance Sheet	\$233,173.64	\$6,283.71	\$108,877.59	\$124,296.05	\$65,191.66	\$59,104.39	25.35%
	Account Area: Technology - 231	\$233,173.64	\$6,283.71	\$108,877.59	\$124,296.05	\$65,191.66	\$59,104.39	25.35%
010.00.240.0000.000.000	Balance Sheet	\$250,915.85	\$41,332.95	\$84,367.17	\$166,548.68	\$36,174.40	\$130,374.28	51.96%
	Account Area: Teaching Supplies - 240	\$250,915.85	\$41,332.95	\$84,367.17	\$166,548.68	\$36,174.40	\$130,374.28	51.96%
010.00.250.0000.000.000	Balance Sheet	\$62,091.75	\$10,330.22	\$17,779.18	\$44,312.57	\$12,085.13	\$32,227.44	51.90%
	Account Area: Instructional Support - 250	\$62,091.75	\$10,330.22	\$17,779.18	\$44,312.57	\$12,085.13	\$32,227.44	51.90%
010.00.300.0000.000.000	Balance Sheet	\$382,383.72	\$33,813.55	\$71,609.69	\$310,774.03	\$300,109.86	\$10,664.17	2.79%
	Account Area: Health Care - 300	\$382,383.72	\$33,813.55	\$71,609.69	\$310,774.03	\$300,109.86	\$10,664.17	2.79%
010.00.520.0000.000.000	Balance Sheet	\$1,888,644.18	\$216,188.41	\$229,472.52	\$1,659,171.66	\$1,544,422.09	\$114,749.57	6.08%
	Account Area: Transportation - 520	\$1,888,644.18	\$216,188.41	\$229,472.52	\$1,659,171.66	\$1,544,422.09	\$114,749.57	6.08%
010.00.610.0000.000.000	Balance Sheet	\$1,438,887.31	\$104,246.31	\$407,205.29	\$1,031,682.02	\$931,031.75	\$100,650.27	7.00%
	Account Area: Custodial Staff - 610	\$1,438,887.31	\$104,246.31	\$407,205.29	\$1,031,682.02	\$931,031.75	\$100,650.27	7.00%
010.00.620.0000.000.000	Balance Sheet	\$473,912.72	\$16,190.99	\$56,728.99	\$417,183.73	\$73,796.17	\$343,387.56	72.46%

Windsor Locks Public Schools

_BOE GF Monthly Expenditures by Acct Area

Fiscal Year: 2025-2026

☐ Subtotal by Collapse Mask

☒ Include pre encumbrance

From Date: 10/1/2025

To Date: 10/30/2025

☐ Print accounts with zero balance ☒ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance

☐ Include All Encumbrances

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
	Account Area: Contracted Service/Plant Op - 620	\$473,912.72	\$16,190.99	\$56,728.99	\$417,183.73	\$73,796.17	\$343,387.56	72.46%
010.00.640.0000.000.000	Balance Sheet	\$1,251,060.21	\$69,647.06	\$248,328.40	\$1,002,731.81	\$892,704.90	\$110,026.91	8.79%
	Account Area: Utilities - 640	\$1,251,060.21	\$69,647.06	\$248,328.40	\$1,002,731.81	\$892,704.90	\$110,026.91	8.79%
010.00.650.0000.000.000	Balance Sheet	\$154,000.00	\$7,465.35	\$10,465.35	\$143,534.65	\$3,000.00	\$140,534.65	91.26%
	Account Area: Custodial Supplies - 650	\$154,000.00	\$7,465.35	\$10,465.35	\$143,534.65	\$3,000.00	\$140,534.65	91.26%
010.00.720.0000.000.000	Balance Sheet	\$186,960.00	\$16,250.69	\$43,987.85	\$142,972.15	\$30,181.10	\$112,791.05	60.33%
	Account Area: Building & Grounds Repairs - 720	\$186,960.00	\$16,250.69	\$43,987.85	\$142,972.15	\$30,181.10	\$112,791.05	60.33%
010.00.721.0000.000.000	Balance Sheet	\$135,674.40	\$18,611.96	\$58,214.26	\$77,460.14	\$63,591.29	\$13,868.85	10.22%
	Account Area: Equip Repair & Rental - 721	\$135,674.40	\$18,611.96	\$58,214.26	\$77,460.14	\$63,591.29	\$13,868.85	10.22%
010.00.730.0000.000.000	Balance Sheet	\$12,200.00	\$0.00	\$0.00	\$12,200.00	\$479.95	\$11,720.05	96.07%
	Account Area: Replacement Equipment - 730	\$12,200.00	\$0.00	\$0.00	\$12,200.00	\$479.95	\$11,720.05	96.07%
010.00.810.0000.000.000	Balance Sheet	\$1,607,000.00	\$145,949.74	\$374,275.92	\$1,232,724.08	\$151,586.41	\$1,081,137.67	67.28%
	Account Area: Retire/Social Security - 810	\$1,607,000.00	\$145,949.74	\$374,275.92	\$1,232,724.08	\$151,586.41	\$1,081,137.67	67.28%
010.00.820.0000.000.000	Balance Sheet	\$1,874,947.06	\$517,529.16	\$1,166,668.09	\$708,278.97	\$353,688.79	\$354,590.18	18.91%
	Account Area: Insurance - 820	\$1,874,947.06	\$517,529.16	\$1,166,668.09	\$708,278.97	\$353,688.79	\$354,590.18	18.91%
Grand Total:		\$34,051,186.07	\$3,403,025.25	\$7,563,087.53	\$26,488,098.54	\$22,107,460.86	\$4,380,637.68	12.86%

End of Report

EXHIBIT IX

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: NOVEMBER 18, 2025

RE: BOARD MEMBER TRAINING

Board Members are required to complete a training by law, (P.A. 23-167, S.3), which covers topics of board member responsibilities, duties of board of education and school district budgeting and finance. The CT Association of Boards of Education (CABE) is the provider of this mandatory training.

The 2025 training is scheduled for Tuesday, December 9, 2025 from 8:00 am - 5:00 pm. There are two tracks, one for members that have not participated in the training and one for newly elected Board Chairs (Leadership Track). The agenda for the training is on the next page.

New
Board
Member

2025 CABE New Board Member Orientation and Leadership Conference

Leadership

Tuesday, December 9, 2025 • 8:00 am - 5:00 pm
Sheraton Hartford South Hotel, Rocky Hill

Morning Agenda

New
Board
Member

NEW BOARD MEMBER TRACK

8:00 – 8:30 am Grand Ballroom Prefunction
Pre-Conference Registration/Continental Breakfast

8:30 – 9:15 am Grand Ballroom
• **Board Member 101**

9:20 – 10:05 am Grand Ballroom
• **Jumping into the Budget Process. What Do I Need to Know?**

Leadership

LEADERSHIP TRACK

8:00 – 8:30 am Grand Ballroom Prefunction
Pre-Conference Registration/Continental Breakfast

8:30 – 9:15 am Nutmeg Ballroom
• **AI Policy**

9:20 – 10:05 am Nutmeg Ballroom
• **Modeling Civility and Leadership**

Joint Sessions

9:45 – 10:30 am **Conference Registration/Continental Breakfast** Grand Ballroom Prefunction

10:30 – 10:35 am **Welcome** Grand Ballroom
Presenter: **Meg Scata**, President, CABE (Portland)

10:35 – 11:05 am **Public Education in Connecticut** Grand Ballroom
Presenter: **Commissioner Charlene Russell-Tucker**, Connecticut State Department of Education

11:05 – 11:45 am **Practical Practices for New Board Members** Grand Ballroom
Presenters: **Paul Grabowski**, Board Chair, Vernon
Joe Macary, Superintendent, Vernon

11:45 am - 12:30 pm **Lunch (All)** Grand Ballroom

12:30 – 1:15 pm **Roles and Responsibilities of Board Members and Superintendents** Grand Ballroom
Moderator: **Patrice McCarthy**, Executive Director and General Counsel, CABE
Presenters: **Meg Scata**, President, CABE (Portland)
Bryan Luizzi, President-Elect, CAPSS, (New Canaan)

New
Board
Member

2025 CABE New Board Member Orientation and Leadership Conference

Leadership

Tuesday, December 9, 2025 • 8:00 am - 5:00 pm



2025 CABE New Board Member Orientation and Leadership Conference



Tuesday, December 9, 2025 • 8:00 am - 5:00 pm
Sheraton Hartford South Hotel, Rocky Hill

Afternoon Agenda



NEW BOARD MEMBER TRACK

1:20 – 2:40 pm

Grand Ballroom

• **Statutory Requirements, Legal Issues and Advocacy**

Presenters: **Patrice McCarthy**, Executive Director and General Counsel, CABE
Sheila McKay, Associate Executive Director for Government Relations, CABE
Conrad Vahlsing, Deputy General Counsel, CABE

2:40 – 3:40 pm

Grand Ballroom

• **The School Board's Policy Role**

Presenter: **Jody Goeler**, Sr. Staff Associate for Policy Services, CABE

3:45 - 3:50 pm Break (ALL)



LEADERSHIP TRACK

1:20 – 2:35 pm

Nutmeg Ballroom

• **Mission and Vision**

Presenters: **Nick Caruso**, Associate Executive Director for Field Services and Technology, CABE
Seth Klaskin, Board Chair, Madison Board of Education

2:45 – 3:45 pm

Nutmeg Ballroom

• **The Anxious Generation Discussion**

We strongly encourage you to read the book before the session, but you are welcome to join this session if you have not read it yet.

Facilitators: **Patrice McCarthy**, Executive Director and General Counsel, CABE
Lisa Steimer, Deputy Executive Director, CABE

Joint Sessions

3:50 – 4:50 pm

5 Common Mistakes Board Members Make

Grand Ballroom

Presenter: **Nick Caruso**, Associate Executive Director for Field Services and Technology, CABE

4:50 – 5:00 pm

Wrap Up

Grand Ballroom

Presenters: **Patrice McCarthy**, Executive Director and General Counsel, CABE
Meg Scata, President, CABE (Portland)



Windsor Locks Public Schools

www.wlps.org

Educational Leadership

Shawn Parkhurst

Superintendent of Schools 860-292-5000

sparkhurst@wlps.org

Rebecca Bissonnette

Executive Director of Curriculum, Instruction and Assessment 860-292-5793

rbissonnette@wlps.org

Giovanna Testani, Principal

North Street School 860-292-5027

gtestani@wlps.org

Monica Briggs, Principal

South Elementary School 860-292-5021

mbriggs@wlps.org

Matthew Warner, Principal, Jennifer Leveille, Assistant Principal

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