

WINDSOR LOCKS PUBLIC SCHOOLS



BOARD OF EDUCATION MEETING

Finance Subcommittee Meeting Minutes

12/10/25 - 4:45 pm

Central Office Meeting Hall

Members Present: Shawn Parkhurst, Superintendent, Greg Guyette, Lindsay Cutler, Bjorn Burke and Robert Stacy

- I. Call to Order
 - A. Meeting was called to order at 5:02 pm
- II. Town Board of Finance 12/9/25 Meeting Capital Requests
 - A. Superintendent Parkhurst reviewed the items that the BOF took action on at the 12/9 meeting which included the WLPS Technology items and the NSS Chimney.
- III. FY27 Capital Budget
 - A. Superintendent Parkhurst reviewed that the BOE will move forward with all of the previously approved capital items with the exception of the Technology Items and the NSS Chimney which was approved at the 12/9 BOF meeting.
- IV. FY 26 Expenditures
 - A. Encumbrances
 - B. YTD Expenditures
 - C. Balances
 1. Bjorn Burke reviewed all the FY26 expenditures. A request was made that in the future to include an encumbered number.
- V. Finance Office Staffing
 - A. Superintendent Parkhurst, Bjorn Burke and Robert Stacy reviewed that when the Central Office restructure was proposed it included a position that was eventually removed due to the budget challenges encountered. After several months with Bjorn in the business office, it has been noticed that the position is needed. A discussion occurred and the Board members agreed that they would like to move this forward for a full BOE discussion to include a revised job description along with where the funding would be coming from for the January BOE meeting.
- VI. FY27 Budget Workshop Format Discussion - January 10, 2026
 - A. Superintendent Parkhurst asked for input and guidance in preparation for the workshop. Board members provided input that they wish to see line items, and want to see the numbers including highlights of changes, reduction and what is new. Further discussion included putting the line items online and being sure to include prior year. There was a brief discussion about including, if possible in the future, some multi-year budgeting on items that we know for the future.

VII. Public Comment - Only on Agenda Items

A. There was no public comment.

VIII. Adjourn

A. Greg Guyette made a motion to adjourn the meeting at 5:45 pm; seconded by Lindsay Cutler; passed unanimously.

Respectfully submitted,

Shawn Parkhurst