

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

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

MINUTES OF THE REGULAR MEETING

December 11, 2025 - 6:00 pm

Members Present: Alba Osorio, Greg Guyette, Amber Mortensen-Hurdle, Lindsay Cutler, and
Dennis Gragnolati

Administrators: Shawn Parkhurst, Rebecca Bissonnette and Robert Stacy

Others: Various Building Level Administrators, staff, students and families

Call to Order

Board Chair Alba Osorio called the Regular Meeting to Order at 6:02 pm in the Windsor Locks High School Library Media Center.

Roll Call

Superintendent Parkhurst conducted roll call with 5 Board members present.

Pledge of Allegiance

All stood for the Pledge of Allegiance

Board of Education and Superintendent Communications

Lindsay Cutler shared she attended the CABE Convention and attended a student panel session and suggested in the future we consider how to have WL students attend and she also attended the finance subcommittee meeting.

Amber Mortensen-Hurdle shared she attended the WLMS play, the CABE Convention and attended sessions on climate and Pathways. She will be attending the Toy Sale at NSS.

Greg Guyette shared that he attended the CABE Convention and enjoyed the keynote of former US Secretary of Education Miguel Cardona, attended a session on AI and encouraged that we consider the speaker to come speak to our students.

Alba Osorio shared she attended the CABE Convention and learned about the Mohegan Tribe Grant, attended the Leadership CABE Board Orientation, the WLMS Play and the Town Holiday Extravaganza and thanked all the HS Volunteers.

Superintendent Parkhurst welcomed back BOE member Dennis Gragnolati. He further commented on the WLMS Play, new Board Member orientation, Winter Sports, the recent CABE Convention, the Town Tree Lighting, Elementary Parent/Teacher Conferences, and reminded everyone of the Lions Holiday Party on Friday and the WLMS Music Performances to be held on Friday the 19th of December.

Student Board of Representative Report

Two student representatives, Ayla and Abby commented on Quarter 2 work, recent Town Hall recognitions, upcoming CCMC PJ Day, Holiday Spirit Week, Book Collection Drive, Alumni Day on the 22nd of December.

Public Audience

None

Student Recognition

Superintendent Parkhurst recognized five students for their achievement in a writing contest.

WLMS Student Writer Recognition: Young Writers Short Story Contest

- Zoe Davis - "The Message"
- Melissa Ortega Diaz - "Dead Inside"
- Nihira Patel - "The Stranger"
- Deven Buckle - "Gotcha"
- Layann Ismael - "Another Driver Lost"

Approval of Minutes

Greg Guyette made a motion to approve the minutes of the November 18, 2025 Special Meeting; seconded by Lindsay Cutler; passed unanimously. Greg Guyette made a motion to approve the minutes of the December 3, 2025 Special Meeting; seconded by Amber Mortensen-Hurdle; passed 4-0; Lindsay Cutler abstained.

FY27 Capital Budget Update

Superintendent Parkhurst provided an update on the action taken by the Board of Finance at the meeting held on 12/9/25. The BOF approved to send the FY27 BOE technology capital items and the FY27 BOE NSS Chimney project to the Board of Selectmen on 12/16/25 to potentially move forward for a town meeting vote to be held at a date yet to be determined.

25-26 Calendar Adjustment

Superintendent Parkhurst informed the Board of the change to the WLHS schedule in January to reflect the mid-term exam schedule. He further informed the Board that this is information and does not require a vote but the board can vote if they feel they need to. The board did not decide to vote but authorized the Superintendent to move forward with this calendar change.

Field and Track Project FY27 Capital Request

Superintendent Parkhurst revisited the Field and Track Project capital request from the previous meeting and provided an updated cost. After discussion, a motion was made by Greg Guyette to approve the FY27 Field and Track Capital Request in the amount of \$7,680,901.09; seconded by Lindsay Cutler; passed unanimously.

Finance Report and Subcommittee Update

Lindsay Cutler provided the Board with a report on the finance subcommittee meeting. She shared that the Operations Specialists position that was part of the original reorganization but was eliminated during the ongoing FY26 budget reductions was discussed and agreed to bring to a future full Board meeting for review including a revised job description and outline of the existing funding how it could be funded. She further commented on the discussion about expectations for the January 10, 2026 Budget Workshop; desire is 1-2 slides that highlight budget changes, what is new and what is reduced; Superintendent Parkhurst asked the other Board members if they had any other requests; all concurred that this is what they wish to see. A request was made for a zoom option for one Board member.

Staff Exit Survey Presentation

Robert Stacy presented the annual staff exit survey results highlighting areas for improvement. Rebecca Bissonnette and Superintendent Parkhurst shared trends noted and next steps as a result of the feedback.

Strategic Planning First Draft Presentation

Superintendent Parkhurst introduced the work of the three task force teams related to Strategic Planning. He further shared that tonight was a first look at the draft and as a result there would be a series of feedback opportunities, along with information posted online. Rebecca Bissonnette highlighted the Student Performance Area, Giovanna Testani highlighted the Culture and Climate Area, and Greg Weigert and Andrew Goodwin highlighted the Facilities and Operations Area.

Old Business

Robert Stacy provided an update on the daily substitute fill rate which continues to be showing

significant increase due to the increase in the daily sub rate.

Superintendent Parkhurst shared that winter invoices for Pay to Participate are being sent out so a more detailed update will be provided in January.

Superintendent Parkhurst shared that the Bond Commission will be meeting on the 19th to approve the Planning Grant and then the next steps will be moving forward with the WLHS Track and Field Project; he further shared that the field will be a multi-use field.

Upcoming Meetings

- A. December 17, 2025 Staff Budget Forums
 - a. WLMS/WLHS/PMA/RISE 2:45 - 3:15 pm
 - b. SES/NSS 3:30 - 4:00 pm
 - a. Discussion occurred on who will attend; agreed that Lindsay Cutler and Amber Mortensen-Hurdle will attend the session at WLHS and Greg Guyette and Lindsay Cutler will attend the session at NSS.
- B. January 10, 2026 9:00 am Board Budget Workshop - Two-Way Communication
- C. January 14, 2026 4:45 pm Board Finance Subcommittee
- D. January 15, 2026 6:00 pm North Street & South School Forum on Budget - Two-Way Communication
- E. January 22, 2026 6:00 pm Community Forum on Budget - Two-Way Communication
- F. January 22, 2026 7:00 pm Board of Education Meeting

Greg Guyette made a motion to move 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. Discussion of Employees Bargaining Unit Negotiations for:
 - Para Educators
 - Nurses
 - Food Service
 - Administrative Assistants

That attendance in the Executive Session shall be limited to:

- Members of the Board of Education
- Superintendent
- Director of Human Resources

Seconded by Lindsay Cutler; passed unanimously. Board entered executive session at 7:26 pm
Board returned to Public Session at 7:44 pm.

Dennis Gragnolati made a motion to adjourn the meeting at 7:47 pm; seconded by Greg Guyette; passed unanimously; meeting adjourned at 7:47 pm.

Respectfully submitted,
Shawn Parkhurst
Superintendent of Schools