

WINDSOR LOCKS PUBLIC SCHOOLS



BOARD OF EDUCATION MEETING

Regular Meeting
February 19, 2026
6:00 p.m

Windsor Locks High School Library Media Center

[Click Here for Zoom Registration](#)

Windsor Locks Board of Education

Alba Osorio, Chairwoman
Greg Guyette, Vice Chairman
Dennis Gragnolati
Lindsay Cutler
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
Regular Meeting - Agenda
February 19, 2026 6:00 pm**

Windsor Locks High School Library Media Center

[Click Here for Zoom Registration](#)

- I. Call to Order
 - A. Roll Call
 - B. Pledge of Allegiance
- II. Board of Education and Superintendent Communications
- III. Student Board of Education Representative Report
- IV. 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.*
- V. Student and Staff Recognition
 - A. Child Health and Development Institute (CDHI)
Grant Award to NSS Staff p. 4 Exhibit I A
 - B. WLHS NCCC Indoor Track Achievements p. 5 Exhibit I B
- VI. Approval of Minutes: **Vote Needed** p. 6 Exhibit II
 - January 29, 2026 Special Meeting
 - February 11, 2026 Finance Subcommittee Meeting
 - February 12, 2026 Special Meeting - Workshop Retreat
- VII. Human Resource Report: **Vote Possible** p. 12 Exhibit III
 - A. Accounting Specialist: New Job Description Review
- VIII. Policy Priority List p. 16 Exhibit IV
- IX. Policy Review: p. 17 Exhibit V
 - A. First Read and Review:
 - 6161.12/6161.13/6161.14 Library Material Review & Reconsideration; Library Collection Development & Maintenance; Library Display & Program (3 policies combined into one document)

- X. Finance p. 34 Exhibit VI
 A. Subcommittee Report
 B. Finance Report
- XI. Exit Survey Results for 1/16/26 PD Day p. 37 Exhibit VII
- XII. Old Business
 A. Pay to Participate
 B. WLHS Track and Field Status
- XIII. Public Audience
 A. *In Accordance with BOE Policy 1100 - The Windsor Locks Board of Education (Board) Chairperson shall recognize speakers, request proper identification and maintain proper order. The Board shall hear only concerns, views, and opinions on topics within the jurisdiction of the Board. The appropriateness of the subject being presented, the suitability of the time for such presentation, the number of speakers, and the time to be allowed for public comment will be determined by the Chairperson. The public is advised that any discussion of specific employees will not be allowed at meetings and should be addressed to the employee's immediate supervisor or the Superintendent.*
- XIV. Executive Session: To adjourn the meeting to Executive Session as permitted by Connecticut General Statutes Section 1-225(a) for the following purposes as allowed by Section 1-200(6), that is:
 A. Confidential Student Matter - Out of Town Residency Request to Remain in Windsor Locks Public Schools
 That attendance in the Executive Session shall be limited to:
 1. Members of the Board of Education
 2. Superintendent of Schools
 3. Others if Requested to Attend
- XV. Adjourn to Public Session
- XVI. Action, if any, on Executive Session Item: **Vote Needed**
- XVII. Adjourn Meeting

For the Chairperson of the Board of Education
Shawn L. Parkhurst - Superintendent of Schools
Copy: Town Clerk - Please Post

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: FEBRUARY 19, 2026

RE: CHILD HEALTH AND DEVELOPMENT INSTITUTE (CHDI)
GRANT AWARD TO NSS STAFF

Congratulations to NSS on being the recipient of a CHDI grant: Enhancing Outdoor Play and Physical Activity thanks to the efforts of staff members, *Greg Weigert, Brittany Kokofsky, and Cathi Dallesander*. Funds will be used for painted games and mindfulness activities on the NSS blacktop.

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: FEBRUARY 19, 2026

RE: WLHS NCCC INDOOR TRACK ACHIEVEMENTS

The WLHS Indoor Track Team recently attended the NCCC Championship Although small in representation, Windsor Locks showed dominance in many events. Earning the elusive first place finish, all conference title is Lucas Silliman for his win in the Long Jump! In addition, Lucas finished second in the High Jump also earning all-conference in the High Jump. Also earning all-conference and second place in the long jump is Jadain Tinling. Lucas and Jadain went 1 and 2 and dominated the long jump. On the women's side, Abby Rockwell finished second in the pole vault and the title of all conference!

There were also 13 personal best performances, 8 medals won, and one tie of a school record!

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: FEBRUARY 19, 2026

RE: APPROVAL OF MINUTES

- January 29, 2026 Special Meeting
- February 11, 2026 Finance Subcommittee Meeting
- February 12, 2026 Special Meeting - Workshop Retreat

Board Motion: “**Move** that the Board of Education approve the minutes of the January 29, 2026 Special Meeting, the February 11, 2026 Finance Subcommittee Meeting, and the February 12, 2026 Special Meeting.”

**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 SPECIAL MEETING

JANUARY 29, 2026 - 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 Special Meeting to Order at 6:01 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

Greg Guyette thanked WLHS Principal for his presence at the recent track meets. He further thanks everyone for their work on the budget and attendance at forums; he encouraged everyone to get out to vote when the time comes on the budget. He further commented on the amazing learning experience he had attending the recent Wrestling match held here at WLHS. Lindsay Cutler thanked everyone for their work on the budget and the various forum attendance. Amber Mortensen-Hurdle thanked Dr. Bissonnette for her recent meeting to learn about her job. Superintendent Parkhurst spent some time thanking the Board for their hours of time as they are quick to thank everyone else but don't look to thank themselves for the work they do to get this budget across the finish line. He further commented on the recent Youth Night; the midyear Benchmarks which are nearing completion, upcoming Winter Sports Senior Nights and the amazing Art Night held recently at NSS. Superintendent Parkhurst shared that he did receive a resignation from Director of PPS, Mr. Josh Robinson, effective March 5, 2026 and thanked him for his years of service to the district.

Student Board of Education Representative Report

Abby Guyette reported on the recent midterms at WLHS; she commented on a recommendation that more time be spent on teaching students how to study. She further stated that report cards are coming out on February 4, 2026.

Public Audience (only on Agenda Items)

None

WLHS Overnight Field Trip Request

Superintendent Parkhurst presented the Robotics Team World Championship Field Trip request. Team Coach gave an overview and introduced three members of the team who talked about their experiences. The Board had a brief discussion and a motion was made by **Greg Guyette, seconded by Lindsay Cutler; motion passed unanimously.**

Approval of Minutes

- December 10, 2025 Finance Subcommittee Meeting
- December 11, 2025 Regular Meeting
- January 10, 2026 Special Meeting
- January 15, 2026 Special Meeting
- January 20, 2026 Finance Subcommittee Meeting
- January 22, 2026 Special Meeting - Budget Forum

Lindsay Cutler made a motion to approve the minutes listed above; seconded by Amber Mortensen-Hurdle; motion passed unanimously.

Human Resource Report

Superintendent Parkhurst shared the retirement of Linda Zamal effective June 30, 2026. Superintendent Parkhurst celebrated and recognized the midyear retirement of paraprofessionals Kirsten Ireland and Cathy Nolan. **Greg Guyette made a motion to accept the retirements as presented; seconded by Lindsay Cutler; passed unanimously.**

A brief recess was held.

FY27 Revised Budget Presentation & Discussion

Superintendent Parkhurst provided a presentation of the revised FY27 budget that reflected changes/reductions from the 1/10/26 Board of Education Budget Workshop. After much discussion, a **motion was made by Greg Guyette to approve the FY27 BOE budget with a 9.44% increase excluding the \$2,500,000 medical insurance; seconded by Lindsay Cutler; motion passed unanimously.** The FY27 capital budget was presented and discussed; **Lindsay Cutler made a motion to approve the FY27 capital budget by adding the Teacher Devices as a capital item and adjusting the Track and Field capital by \$550,000; seconded by Amber Mortensen-Hurdle; motion passed unanimously.**

Tools For Schools - Indoor Air Quality

Superintendent Parkhurst shared the Tools for Schools documents and introduced Mr. Weigert who fielded questions from the Board.

Old Business

A. Pay to Participate

1. Superintendent Parkhurst indicated that to date for winter sports \$5,727.16

has been received at WLHS and \$3,290 at WLMS.

B. WLHS Track and Field Status

1. Superintendent Parkhurst shared that he recently attended a webinar on the next steps for the CIF Planning Grant and will be moving forward with the necessary paperwork and communicating this at upcoming BOE meetings.

Adjourn Meeting

Dennis Gragnolati made a motion to adjourn at 7:38 pm; seconded by Greg Guyette; meeting adjourned at 7:38 pm.

Respectfully submitted,
Shawn Parkhurst
Superintendent of Schools

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

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MINUTES OF THE FINANCE SUBCOMMITTEE MEETING

FEBRUARY 11, 2026 4:45 PM

Members Present: Greg Guyette & Lindsay Cutler

Administrators: Shawn Parkhurst & Bjorn Burke

Call to Order at 4:46 pm.

Bjorn Burke reviewed the financial expenditures of FY26 including, balances, projections, and areas of concern. A brief discussion occurred.

Superintendent Parkhurst reviewed ideas for the FY27 budget presentation to the Board of Finance; a brief discussion occurred.

There was no public comment.

A motion was made by Greg Guyette; seconded by Lindsay Cutler; passed unanimously to adjourn the meeting at 5:33 pm.

Respectfully Submitted,
Shawn Parkhurst
Superintendent of Schools

**Board of Education
Town of Windsor Locks
Special Meeting - Minutes
02/12/26
Windsor Locks High School Library Media Center**

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

MINUTES OF THE SPECIAL MEETING

FEBRUARY 12, 2026 4:00 pm

Members Present: Alba Osorio, Greg Guyette, Amber Mortensen-Hurdle,
Lindsay Cutler, and Dennis Gragnolati (arrived 4:27 pm)
Administrators: Shawn Parkhurst
Others: Nick Caruso, CABA Representative

I. Call to Order

Chair Alba Osorio called the Special Meeting to order at 4:17 pm in the Windsor Locks High School Library Media Center.

II. Lindsay Cutler made a motion; seconded by Greg Guyette to accept the resignation of Josh Robinson, effective March 5, 2026. Motion passed 4–0 with one Board member absent.

III. CABA Consultant Nick Caruso presented a powerpoint on the roles of members of the Board of Education. Questions and answers followed.

BOE Member Dennis Gragnolati arrived at 4:27 pm.

IV. The meeting adjourned at 5:58 pm.

Respectfully Submitted,
Shawn Parkhurst
Superintendent

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: ROBERT STACY, EXECUTIVE DIRECTOR OF OPERATIONS

DATE: FEBRUARY 19, 2026

RE: HUMAN RESOURCE REPORT

The job description attached is presented for Board review and approval

Review and Approval:

- Accounting Specialist

Embedded in the 2025-2026 budget was a position for an Operations and Benefits Specialist as an integral part of the District Reorganization Plan. Unfortunately, that position was eliminated as part of the budget reductions.

As we have operated under the revised structure it has become apparent that a support position is necessary to ensure the operations of the Financial Office can sufficiently support the district budget. The Assistant Director of Finance worked with the Executive Director of Human Resources to develop a job description that more appropriately meets the requirements of the Business Office (see attached).

It is recommended that the Board approve both the job description and the funding for this position effective upon Board approval.

Funding for FY 26 will come from the following accounts that have been identified as being available for reallocation for the FY 26 budget year. Funding for continuation of this position has been proposed in the FY 27 budget request prepared by the Superintendent of Schools.

Description	Account Type	Budget	YTD Transactions	Balance
Human Resources Tuition Reimb Administrators	EXPENDITURE	\$18,000.00	\$600.00	\$17,400.00
Human Resources Retirement Benefits Payout	EXPENDITURE	\$10,000.00	\$0.00	\$10,000.00
Total		\$28,000.00	\$600.00	\$27,400.00

The position is slotted to be a Grade 4 Step 1 at \$28.19 per hour. Funding needed for the remainder of FY 26 would be approximately \$17,000 by the time we can post and hire a candidate.

Possible Board Motion:

This is a First Read but the Board could consider waiving the Second Read and Vote to Approve.

“MOVE that the Board of Education waive the second read and approve the Accounting Specialist job description.”

“MOVE that the funding sources identified be approved for transfer to fund this position for the FY 26 budget year.”

SUMMARY:

The Accounting Specialist helps to administer the District's accounting and bookkeeping activities to ensure the organization and accuracy of financial records with timely processing and reconciliations in accordance with District policies, practices, and procedures as well as applicable laws and regulations. Additionally, assists with reporting, grant management, and other duties as assigned by the Assistant Director of Finance.

ESSENTIAL DUTIES, FUNCTIONS, AND RESPONSIBILITIES:

1. Manages the District's Student Activity Fund, verifying accuracy of cash receipts processed by schools, third-party payment processors, and receipt of donations.
2. Assists with tasks related to monthly and annual closing, monthly account reconciliations, work papers, and prepares journal entries to the general ledger for review and approval.
3. Assists in performing monthly bank reconciliations and researching open items. Ensures all accounts are reconciled monthly.
4. Assists with weekly bank deposits and entry in the accounting system as needed.
5. Assists with posting grant budgets, revenues, and reporting.
6. Assists in providing analysis, reconciliation, projections, and forecasts for all general ledger accounts in all funds (balance sheet and income/expense accounts).
7. Assists with processing employee benefits, including but not limited to health benefits, life insurance, and 403b plans.
8. Assists with performing pre-audit and post-audit services for all expenditures and accounting records.
9. Responds to inquiries from employee organizations, state and federal officials, and auditors.
10. Performs all duties in accordance with generally accepted accounting practices (GAAP) and local, state, and federal statutes.
11. Maintains confidentiality of information.
12. Ability to establish and maintain positive, cooperative working relationships.
13. Provides other duties which may be required by the Assistant Finance Director, Executive Director of Operations, and/or Superintendent.

SUPERVISORY RESPONSIBILITIES:

None

QUALIFICATION REQUIREMENTS:

1. Experience with School ERP Pro (/Infinite Visions), Frontline, MySchoolBucks, GoFan, PowerSchool, and eGMS preferred.
2. Excellent written and oral communication skills required
3. Ability to multitask and prioritize in a fast-paced environment
4. Has strong financial and organizational skills
5. Proficient in the use of Microsoft Office and Google Suite

EDUCATION AND/OR EXPERIENCE:

Experience with accounting practices (GAAP) and/or a Bachelor's Degree in Accounting

WORKING CONDITIONS: Twelve-month non-exempt position. Finance Department regular working hours are an eight-hour day, plus a thirty-minute (30) unpaid lunch. Hourly range \$28.19 to \$34.57 (Level 4) based on experience

Application Procedures: Apply on-line www.wlps.org

Windsor Locks Public Schools does not discriminate in any employment practice on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability, genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination law. Windsor Locks Public Schools does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction. Windsor Locks Public Schools is committed to a policy of equal opportunity/affirmative action for all qualified persons.

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: ROBERT STACY, EXECUTIVE DIRECTOR OF OPERATIONS

DATE: FEBRUARY 19, 2026

RE: POLICY PRIORITY LIST

February 19, 2026

- 6161.12/6161.13/6161.14 Library Material Review & Reconsideration; Library Collection Development & Maintenance; Library Display & Program (3 policies combined into one document) Mandatory Revision

March 12, 2026

- 1325 Advertising Mandatory Revision
- 3280 Gifts, Grants & Bequests Mandatory Revision
- 3453 Student Activity Fund Mandatory Revision
- 4115.3 Evaluation of Coaches Mandatory Revision
- 5133 Behavior of Participants in Athletic Events Recommended New

March 26, 2026

- 3326 Assistance for Persons w/ Disabilities Mandatory Revision
- 5123 Academic Dishonesty-Cheating/Plagiarism Mandatory Revision
- 6159 IEPs Mandatory Revision
- 6171 Special Education Mandatory Revision
- 6140 Curriculum Mandatory Revision

April 23, 2026

- 0000 Mission Mandatory Revision
- 4118.23 Personnel Conduct Mandatory Revision
- 6000 School Philosophy Mandatory Revision
- 6172.4 Parent Involvement Mandatory Revision

- Review any policies from CAGE monthly recommended policy packet

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: ROBERT STACY, EXECUTIVE DIRECTOR OF OPERATIONS

DATE: FEBRUARY 19, 2026

RE: POLICY REVIEW

The following policy is being presented for a **First Read**.

- 6161.12/6161.13/6161.14 Library Material Review & Reconsideration; Library Collection Development & Maintenance; Library Display & Program (3 policies combined into one document)

Library Material Review and Reconsideration/Library Collection Development and Maintenance/Library Display and Program

Selection of School Library Material

The Windsor Locks Public Schools Library Media Centers play a vital role in carrying out the mission of the district by providing a comprehensive and diverse collection of quality materials to support, implement, and enrich the school curriculum and to meet the information needs of each student, teacher, and staff member. The Library Media Centers seek to provide a safe and innovative learning environment in which students can learn how to retrieve, interpret, synthesize, and present information from a variety of resources in order to develop the skills needed to succeed in an ever-changing world.

Being able to successfully navigate the ever-changing world of information is essential for students' success as they become proactive members in their communities. Students are taught how to properly use dynamic electronic resources to search and retrieve empowering information. The Windsor Locks Public Schools Library Media Centers strive to encourage life-long learning. The Library Media Centers promote the love of reading as endorsed by the American Library Association.

Library Media Center Objectives:

In order to service the Windsor Locks Public Schools learning community and achieve the District mission, the following objectives are established for the Library Media Center Program:

1. The Library Media Center will provide materials that support the individual curricula of the school through a comprehensive selection process that involves library media specialists, administrators, teachers, and students.
2. The Library Media Center will provide materials that support the educational enrichment needs of students. Materials will amplify and expand upon the curriculum.
3. The Library Media Center will provide differentiated materials to students. It will provide for a variety of reading abilities and include high interest materials in addition to research-oriented materials.
4. The Library Media Center will provide for recreational reading interests of students through the provision of materials in fiction and nonfiction and shall include works that fall into many genres, including classics, as well as popular fiction and periodicals.
5. The Library Media Center will provide intellectual access to information through systematic learning activities which develop cognitive strategies for selecting, retrieving, analyzing, evaluating, synthesizing, and creating information at all age levels and in all curriculum content areas.
6. The Library Media Center will provide physical access to information through a carefully selected and systematically organized collection of diverse learning resources, representing a wide range of subjects, levels of difficulty, communication formats, and technological delivery systems. Access to information and materials outside the Library Media Center and the school building is made possible through Library Media Center websites and subscription online

databases. The Library Media Center provides instruction in the operation of equipment necessary to use the information in many formats.

7. The Library Media Center will provide leadership, instruction, and consulting assistance in the use of instructional and information technology.
8. The Library Media Center will provide resources and activities that contribute to lifelong learning, while accommodating a wide range of differences in teaching and learning styles and in instructional methods, interests, and capacities.
9. The Library Media Center will provide a facility which functions as the information center for integrated, interdisciplinary, inter-grade, and school-wide learning activities.
10. The Library Media Center will provide resources and learning activities that represent a diversity of experiences, opinions, and social and cultural perspectives, supporting the concept that intellectual freedom and access to information are prerequisites to effective and responsible citizenship in a democracy.

General Selection Criteria:

Library Media Center staff will collect items that support the curriculum and reflect the interests of the student body. The Library Media Center will purchase items that facilitate learning and support State and National benchmarks for excellence. The Library Media Center will also purchase materials that instill a love of reading and nurture life-long learning. Information presented through various media, including print, non-print, and electronic resources, will inspire students to understand complex ideas and become empowered citizens.

The Library Media Center contains fiction and nonfiction books that have been chosen to teach and excite learning in all students. Materials selected for inclusion in the Library Media Center collections shall be chosen for their relevance to the curriculum and State and National Standards. In doing so, each item will be examined to determine its individual merit and to see how it complements the existing collection.

The following general selection criteria will apply to all materials, including electronic, print, and nonprint resources:

1. Library materials shall support and be consistent with the general educational goals of the state of the CT and the Windsor Locks Public Schools District, as well as address the aims and objectives of the students and staff.
2. Materials must present high standards of quality in physical format, treatment of subject matter, accuracy and currency of information, presentation and organization, readability, and artistic or literary style.
3. Materials shall contribute to a collection that reflects diverse interests, abilities, socioeconomic backgrounds, ethnicities, maturity levels, and students' extracurricular interests. Materials should be free of bias and stereotype.
4. Materials shall be appropriate for the subject area and for the age, emotional development, ability levels, learning styles, culture, and social development of students. The Library Media Center will also provide materials appropriate for students with special needs.

5. Materials shall meet the needs and interests of students and faculty, as well as facilitate parent involvement with their students' studies.
6. Physical format and appearance of library materials shall be suitable for their intended use.
7. Materials shall be current.
8. Materials shall be selected to help students gain an awareness of our diverse society.
9. Materials shall be selected for their strengths rather than rejected for their weaknesses.
10. Materials shall be selected to represent differing viewpoints on controversial issues in order to encourage critical analysis of such issues, exploration of personal beliefs, attitudes, and behaviors, and the development of intelligent judgments.
11. The Library Media Center will follow copyright and fair use policies as established by the American Library Association (ALA).

Selection Criteria by Format:

The general selection criteria discussed above pertain to all Library Media Center materials. The following formats have additional concerns.

Print Materials

Books will be evaluated based on:

- Overall design quality
- Quality and relevance of illustrations
- Type style
- Density of text
- Durability of bindings
- Reading level
- Budget

Newspapers and periodicals that support the curriculum, promote instructional goals, and/or entertain and encourage outside student interests are purchased.

Reference sources will be purchased based on:

- Support of curriculum
- Cost effectiveness
- Accuracy
- Authority
- Ease of use and navigability
- Budget

Non-Print Materials

Electronic Resources such as Websites, online databases, and apps that:

- Support the curriculum
- Allow a diversity of media formats
- Represent appropriate technical and artistic quality

- Allow flexible pacing
- Provide multiple levels of difficulty
- Contain search and navigation tools that promote information retrieval
- Are accurate and current
- Budget

Digital Media that:

- Support curriculum
- Are appropriate for the intended user
- Provide diverse presentation
- Are appropriate in length and pace
- Present clear images and sound
- Budget

Audio/Electronic books that:

- Augment the print collection
- Support the curriculum
- Are appropriate for the intended user
- Provide diverse content
- Budget

Selection Procedures

The library media specialist is responsible for the overall quality and balance of the collection and will select resources through ongoing evaluation procedures. The library media specialist will rely on professional selection aids in order to develop and maintain a comprehensive collection. Library media specialists may also consider the consultation of crowd-sourced reviews.

School Staff: Since the Library Media Center collection is an integral part of the instructional and learning process, faculty are encouraged to provide individual and departmental input.

Students: To ensure that a variety of recreational reading needs are met, students are encouraged to suggest authors and titles to the library media specialist, who will determine if the suggestions are appropriate for the collection.

Selection Resources

The library media specialist will consult reputable selection resources and may consult individual discipline curriculum standards.

Professional review literature may include:

- Book Links
- Booklist
- Follett TITELWAVE
- Kirkus Review
- School Library Journal
- Horn Book
- Junior Library Guild

- Other Professional Journals

Collection Maintenance: Assessment, Weeding, and Preservation

In order to ensure that the library collection is current, comprehensive, and appealing, ongoing evaluation and weeding procedures are implemented. Ongoing weeding procedures help maintain the integrity of the collection and encourage the use of materials. Statistics gathered through the process provide an accurate description of the adequacy of the collection. The library media specialist relies on knowledge of the collection, the curriculum, and the potential for use in the evaluation process, and as a result is the ultimate authority for removal of materials.

Assessment of materials occurs informally through daily use and systematically through inventory and weeding procedures. The process is initiated annually using the automated inventory system to compute the average age of the collection, determine the weight of each Dewey system category, update circulation figures, and identify duplicate and lost copies of materials. The weeding process is ongoing and does not disrupt normal Library Media Center usage.

Criteria for weeding include several factors:

1. **Publication Date:** Copyright date affects materials differently depending on type. For example, reference materials are considered current when they are no more than 5 years old, whereas nonfiction history and literature books have a longer shelf life. The library media specialist is aware of the copyright average age of every Dewey number and purchases and purges materials accordingly.
2. **Content:** Materials will be assessed by their relevance to the collection and current or future curricular needs. Some materials may be removed due to outdated social or cultural content. They will not be removed solely on the basis of challenge. Materials will be culled which are inappropriate for the grade level or provide inaccurate information.
3. **Physical Condition:** Books which are worn, frayed, or cannot be fixed will be removed or replaced. Library Media Center materials that are damaged, inoperable, or missing component parts will similarly be removed.
4. **Circulation:** Materials that have poor circulation (for example, titles that have not been checked out for five years) become candidates for culling.
5. **Obsolescence:** Obsolete material will be culled. Duplicate copies which are no longer in demand will also be removed. Periodicals and newspapers will be recycled according to currency and use.

RECONSIDERATION OF RESOURCES/ CHALLENGES TOTHE COLLECTION

Statement of Policy:

The Windsor Locks Board of Education understands that, on occasion, a member of the public will wish to lodge a complaint against instructional material used in the classroom or available in the school library/media center. Consideration of requests to reconsider and remove material, displays, or student programs is limited to individuals with a vested interest. An individual with vested interest may challenge any library and other educational materials, display or student program by initiating a review of such material via the submission of a request for reconsideration form.

It shall be the policy of the Windsor Locks Board of Education that the removal, exclusion or censoring of any book shall not occur on the sole basis that a person with a vested interest finds such book offensive. No library and other educational material, display, or program shall be removed from library media centers, or programs be canceled, because of the origin, background, or viewpoints expressed in such material, display, or program, or because of the origin, background, or viewpoints of the creator of such material, display, or program. Library and other educational materials, displays, and student programs shall only be excluded for legitimate pedagogical purposes or for professionally accepted standards of collection maintenance practices as adopted in the collection development and maintenance policy or the display and program policy.

Until a final decision is made, any library and other educational material being challenged shall remain available in the school library media center according to such material's catalog record and be available for a student to reserve, check out, or access.

A school district may consolidate any requests for review and reconsideration of the same challenged library and other educational material. Once a decision has been made by **the review committee** on any library and other educational material, such material cannot be subject to a new request for review and reconsideration for a period of three years.

The Windsor Locks Board of Education will review and update this policy as necessary every five years.

Definitions

"Library and other educational material" means any material belonging to, on loan to or otherwise in the custody of a school library media center, including, but not limited to, nonfiction and fiction books, magazines, reference books, supplementary titles, multimedia and digital material, software and other material not required as part of classroom instruction.

"School library staff member" means a school library media specialist, school librarian, ~~any certified or non-certificated staff member whose assignment is in the school library~~ or any individual carrying out or assisting with the functions of a school library media specialist or school librarian.

"Individual with a vested interest" means any school staff member employed by the local or regional board of education, parent or guardian of a student currently enrolled in the school district at the time a reconsideration form is filed, or any student currently enrolled in the school district at the time a reconsideration form is filed.

"Remove" means deliberately taking library material out of a library's collection. **"Remove"** does not include the process of clearing such collection of any materials that are no longer useful.

Material Review and Reconsideration Procedure

The Windsor Locks Board of Education has established the following procedure for addressing complaints regarding the utilization of library and other educational materials by individuals with a vested interest as well as a process for the District to respond to any such challenges:

INITIAL DISCUSSION:

In the event ~~that a parent of a currently enrolled student, teacher, currently enrolled student, or other town resident~~ a person with vested interest expresses a concern over the inclusion of an item in the Library Media Center collection, that person shall be referred to the library media specialist. The library media specialist will attempt to resolve the issue informally through discussion to clarify the specific concern.

1. The library media specialist will describe the purpose of the item within the curriculum and educational framework.
2. The library media specialist will also explain the Windsor Locks Public Schools Library Media Center selection procedures and criteria and the qualifications of persons selecting resources.
3. If needed, the library media specialist and the individual with vested interest will work on alternative selections for the student and find a mutually beneficial resolution.

If the concerned party is still not satisfied, the library media specialist will ask him or her to complete a Request for Reconsideration of School Library Media Materials form, inform the principal, and initiate a formal request for reconsideration protocol.

Formal Request for Reconsideration

1. Individuals with a vested interest may initiate the review or reconsideration of any library and other educational materials, display, or student program by submitting a request for recommendation form to the principal of the school in which the library and other education materials are being challenged.
 - a. If the formal request for reconsideration has not been received in writing by the principal within two (2) weeks, the request shall be considered closed.
2. Upon receipt, the Principal, or the Principal's designee, shall promptly forward the request for reconsideration to the Superintendent of Schools for the school district.
3. The Superintendent, or the Superintendent's designee, shall appoint a review committee consisting of:
 - a. The Superintendent, or the Superintendent's designee;
 - b. the Principal of the school in which the library and other educational material is being challenged, or the Principal's designee;
 - c. the Director of curriculum, or a person in an equivalent position;
 - d. a representative from the local or regional board of education;
 - e. at least one grade-level-appropriate teacher familiar with the library material provided, the teacher selected is not the individual who submitted the form;
 - f. a parent or guardian of a student *age thirteen years or younger* enrolled in the school district, provided the parent or guardian selected is not the individual who submitted the form;

- g. a parent or guardian of a student *aged fourteen years or older* enrolled in the school district, provided the parent or guardian selected is not the individual who submitted the form;
- h. a certified school librarian employed by such board or employed by another board of education in the state.

In cases where such form is submitted by a student enrolled in *grades nine to twelve*, inclusive, and when appropriate and at the discretion of the superintendent, a student enrolled in grades nine to twelve, inclusive, may serve on the review committee if such student did not submit the reconsideration form, provided the superintendent consults with the principal of the school involved in such reconsideration request prior to making this determination whether to include such student on the review committee.

- 4. The **review committee** shall evaluate the request for reconsideration form by reading the challenged material in its entirety and evaluating the challenged material against the school district's *Collection Development and Maintenance Policy*.
- 5. The **review committee** shall make a *written decision* on whether to remove the challenged material *within sixty school days* from the date of receiving such request and provide a copy of the committee's decision and report to *the individual with a vested interest who submitted the form and to the principal of the school*.
- 6. The individual with a vested interest who submitted the *request for reconsideration form* may appeal to the *review committee's decision* to the local or regional board of education for the school district. The Board shall determine whether the reconsideration process was followed and publish the decision on the school district's website.

General Provisions

Any school library media specialist or school library staff member who, in good faith, implements the policies described in this section shall be immune from any liability, civil or criminal, that might otherwise be incurred or imposed and shall have the same immunity with respect to any judicial proceeding that results from such implementation.

Library Display and Program Policy

Library displays and student programs are critical in serving as resources for voluntary inquiry, the dissemination of information and ideas, and promoting free expression and free access to ideas by students.

The Windsor Locks Board of Education recognizes that library displays are provided for the interest, information and enlightenment of all students, represent a wide range of varied and diverging

viewpoints, and provide access to content that is relevant to the research, independent interests and educational needs of students.

The Windsor Locks Board of Education acknowledges that a school library media specialist is professionally trained to curate and develop displays and programs that shall provide students with access to the widest array of age-appropriate and grade-level-appropriate library and other educational materials.

Despite the careful selection of library resources and the qualification of those involved in the selection process, objections to library resources that are deemed offensive or inappropriate may occur. Any resident, employee, or student of the school district may express an informal concern or formal request for reconsideration of a library resource.

In the event that a parent of a currently enrolled student, teacher, currently enrolled student, or other town resident expresses a concern over the inclusion of an item in the Library Media Center collection, that person shall be referred to the library media specialist. The library media specialist will attempt to resolve the issue informally through discussion to clarify the specific concern. The library media specialist will describe the purpose of the item within the curriculum and educational framework. The library media specialist will also explain the Windsor Locks Public Schools Library Media Center selection procedures and criteria and the qualifications of persons selecting resources.

If the concerned party is still not satisfied, the library media specialist will ask him or her to complete a Request for Reconsideration of School Library Media Materials form, inform the principal, and initiate a formal request for reconsideration protocol.

Formal Request for Reconsideration Protocol:

1. Make every effort to resolve the complaint informally, making the complainant aware of the selection procedures.
2. Inform the complainant of the procedures to file a formal Request for Reconsideration request within 10 working days and supply information and forms needed to file the written complaint. During the process and until a final resolution, the challenged material shall be returned and remain in circulation.
3. If a completed Request for Reconsideration form is not submitted within ten business days, the matter is considered closed.
4. Within 10 working days of receipt of the Request for Reconsideration form, the library media specialist will meet with the building principal to discuss the challenge.
5. Results will be conveyed to the complainant.
6. If the issue is not resolved to everyone's satisfaction, the following steps will be taken:
 - Convene a review committee within 15 working days of receipt of the Request for Reconsideration.
 - The committee will be composed of the principal, the library media specialist, and/or the director of curriculum, a reading/language arts consultant, and a teacher.

The committee will be charged with the following tasks:

1. Review the complaint
2. Reexamine the challenged material
3. Survey appraisals of the material and professional reviews
4. Judge the merits of the material on its entirety rather than on isolated parts
5. Discuss the material and prepare a written decision within 15 working days

7. ~~If the complainant is not satisfied with the committee's decision, he or she may appeal this decision within 7 days.~~

Superintendent's Level: ~~The superintendent shall, within 15 working days of receipt of the appeal, review the complaint and the decision of the committee and render a decision with respect to the challenge.~~

1. ~~The District Level Reconsideration Committee will consider any appeals from the school level. The committee will be appointed by the Superintendent or his/her designee as follows:~~

1. ~~Director of school library services~~
2. ~~Director of elementary, middle, or secondary education, as appropriate~~
3. ~~Curriculum coordinator specializing in reading from the appropriate level~~
4. ~~District level library services staff~~
5. ~~School librarian from the appropriate level~~
6. ~~Other district level instructional directors~~
7. ~~A student from the level in which the challenged material resides (middle or high school level only)~~

Board of Education Level: ~~Within 15 working days after receipt of the superintendent's decision, the complainant may appeal to the Board of Education. The Board of Education shall review the decision of the superintendent within 30 working days of receipt of the appeal and render a decision regarding the merits of the challenge. The Board of Education will notify the complainant of its final decision.~~

1. ~~The procedures for an appeal to the Board of Education will be as follows:~~
 1. ~~An appeal of the decision made by the District Level Reconsideration Committee must be made in writing to the superintendent within 10 days of the system level committee decision.~~
 2. ~~A decision on the complaint will be made at the next regular meeting or special meeting within 30 days of the written request to the superintendent.~~
 3. ~~The board reserves the right to use outside expertise if necessary to help in its decision making.~~
 4. ~~The chairperson for the District Level Reconsideration Committee will present the committee's decision to the board.~~
 5. ~~The complainant or designee will present the petitioner's position.~~
 6. ~~The board decision will be final, and the superintendent will implement the decision.~~
 7. ~~Decisions on reconsidered materials will stand for five years before new requests for reconsideration of those items will be entertained.~~

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019. Inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the Library Bill of Rights are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as Interpretations of the Library Bill of Rights (<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations>).

Policy Adopted: May 25, 2023

Windsor Locks Public Schools Request for Reconsideration of School Library Media Materials

The Board of Education has delegated the responsibility for selection and evaluation of library / educational resources to the school library media specialist and has established reconsideration procedures to address concerns about those resources.

Completion of this form is the first step in those procedures. If you wish to request reconsideration of school or library resources, please return the completed form to the library media specialist at your child's school.

Name of person making request (complainant):

Telephone:

Address:

Complainant represents: Himself / herself

Organization (if yes, please name) _____

Name of school owning the challenged material:

Do you have a child in this school? Grade: _____ Title of challenged item: _____

Publisher / producer:

Year of publication / production:

Type of media (book, ebook, audiobook etc.) Author / artist / director, etc.

How did you acquire this item?

Did you read, view, or listen to the entire item?

If not, what parts? (Please be specific - page numbers, exact scenes)

Is this item part of a series or set?

If yes, did you examine other items in the series or set?

What do you believe to be the theme and purpose of this item?

Please identify the parts to which you object. Please be specific and cite pages, chapters, frames, etc. Explain why you feel this is objectionable and why.

Does this item have any instructional value? _____ Please explain.

For what age or grade level would you recommend this item? _____

What do you think might be the result of a student's reading, viewing, or listening to this item?

Are you aware of any evaluations of this item by authoritative sources? _____ If yes, did those sources agree with your opinion? ____

Please list those sources:

What would you like your school to do about this item?

_____ Do not assign or recommend it to my child only

_____ Withdraw it from the school library media collection

_____ Other (please specify)

What specific item would you suggest that the Library Media Center purchase in lieu of this item?

Why is your recommendation a better choice?

Other Comments:

Signature of Complainant: _____ Date: _____

**WINDSOR LOCKS PUBLIC SCHOOLS
WINDSOR LOCKS CONNECTICUT**

Request for Appeal of Reconsideration of Library and Other Educational Materials Decision

Full Legal Name: _____ **Title of Material:** _____

Address: _____ **Telephone Number:** _____

Author: _____ **Publisher:** _____

Date the Reconsideration Decision was communicated to you: _____

Please explain why you are appealing against this decision:

How do you believe the review committee failed to follow the reconsideration process?

Are you submitting any documentation with this appeal? If so, please list/describe supporting documents:

Reconsideration Report Letter

Dear _____,

The Request for Reconsideration committee has reviewed your request for reconsideration of an item in the [Windsor Locks High School/Middle School/South Elementary/North Street School] Media Center. The district regards all concerns seriously. After careful consideration of the material, its relevance to the school curriculum and goals, and its context within the overall Media Center collection, the Committee has reached a decision. A copy of the report is enclosed.

We recognize your right as a parent/guardian to restrict or question any material your child reads, listens to, or views. It is never the intention of the school district to provide students with learning experiences or activities that are in conflict with the values of their parents/guardians. For this reason, we encourage parents to communicate with their children their values and beliefs in selecting reading and other learning materials.

Thank you for your involvement in your child's learning experience. It is through a cooperative effort between the school and parents or guardians that the most effective learning conditions can be obtained.

Should you have any questions about the report, feel free to contact me at any time.

Sincerely,

School Principal

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: FEBRUARY 19, 2026

RE: FINANCE REPORT

FY 2025-26 Financials

FY 2025-26 GL BUDGET	\$	34,051,186.07
YTD through January 31, 2026	\$	17,351,576.03
FY 2025-26 Budget Balance	\$	16,699,610.05
FY 2025-26 Encumbered (YTD)	\$	14,423,360.00
FY 2025-26 Budget % Spent (YTD)		51.96%
FY 2025-26 Budget % Encumbered		42.36%

Windsor Locks Public Schools

_BOE GF Monthly Expenditures by Acct Area

Fiscal Year: 2025-2026

☐ Subtotal by Collapse Mask

☒ Include pre encumbrance

From Date: 1/1/2026

To Date: 1/31/2026

☐ 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
010.00.100.0000.000.000	Balance Sheet	\$611,587.69	\$28,557.12	\$266,208.94	\$345,378.75	\$63,275.10	\$282,103.65	46.13%
	Account Area: Student Activity - 100	\$611,587.69	\$28,557.12	\$266,208.94	\$345,378.75	\$63,275.10	\$282,103.65	46.13%
010.00.110.0000.000.000	Balance Sheet	\$1,492,188.98	\$116,299.88	\$910,106.80	\$582,082.18	\$639,395.92	(\$57,313.74)	-3.84%
	Account Area: Central Administration - 110	\$1,492,188.98	\$116,299.88	\$910,106.80	\$582,082.18	\$639,395.92	(\$57,313.74)	-3.84%
010.00.120.0000.000.000	Balance Sheet	\$16,960.00	\$7,069.00	\$12,702.88	\$4,257.12	\$617.44	\$3,639.68	21.46%
	Account Area: Capital Improv & Equip - 120	\$16,960.00	\$7,069.00	\$12,702.88	\$4,257.12	\$617.44	\$3,639.68	21.46%
010.00.130.0000.000.000	Balance Sheet	\$234,830.27	\$4,409.01	\$166,345.49	\$68,484.78	\$54,752.82	\$13,731.96	5.85%
	Account Area: Administrative Expenses - 130	\$234,830.27	\$4,409.01	\$166,345.49	\$68,484.78	\$54,752.82	\$13,731.96	5.85%
010.00.140.0000.000.000	Balance Sheet	\$2,166,794.94	\$606,178.39	\$1,230,487.51	\$936,307.43	\$310,748.24	\$625,559.19	28.87%
	Account Area: Tuition & Special Services - 140	\$2,166,794.94	\$606,178.39	\$1,230,487.51	\$936,307.43	\$310,748.24	\$625,559.19	28.87%
010.00.211.0000.000.000	Balance Sheet	\$975,646.52	\$75,765.80	\$541,230.87	\$434,415.65	\$415,887.00	\$18,528.65	1.90%
	Account Area: Principals - 211	\$975,646.52	\$75,765.80	\$541,230.87	\$434,415.65	\$415,887.00	\$18,528.65	1.90%
010.00.213.0000.000.000	Balance Sheet	\$14,900,195.83	\$1,310,043.34	\$7,242,440.86	\$7,657,754.97	\$7,675,374.63	(\$17,619.66)	-0.12%
	Account Area: Instructional Staff - 213	\$14,900,195.83	\$1,310,043.34	\$7,242,440.86	\$7,657,754.97	\$7,675,374.63	(\$17,619.66)	-0.12%
010.00.214.0000.000.000	Balance Sheet	\$3,185,932.05	\$235,016.18	\$1,538,360.53	\$1,647,571.52	\$1,587,577.29	\$59,994.23	1.88%
	Account Area: Support Staff - 214	\$3,185,932.05	\$235,016.18	\$1,538,360.53	\$1,647,571.52	\$1,587,577.29	\$59,994.23	1.88%
010.00.215.0000.000.000	Balance Sheet	\$482,291.68	\$36,689.06	\$264,406.00	\$217,885.68	\$215,503.12	\$2,382.56	0.49%
	Account Area: Secretarial Staff - 215	\$482,291.68	\$36,689.06	\$264,406.00	\$217,885.68	\$215,503.12	\$2,382.56	0.49%
010.00.220.0000.000.000	Balance Sheet	\$472.00	\$0.00	\$239.70	\$232.30	\$0.00	\$232.30	49.22%
	Account Area: Textbooks - 220	\$472.00	\$0.00	\$239.70	\$232.30	\$0.00	\$232.30	49.22%
010.00.230.0000.000.000	Balance Sheet	\$32,435.27	\$813.14	\$11,927.13	\$20,508.14	\$6,595.81	\$13,912.33	42.89%
	Account Area: Library - 230	\$32,435.27	\$813.14	\$11,927.13	\$20,508.14	\$6,595.81	\$13,912.33	42.89%
010.00.231.0000.000.000	Balance Sheet	\$233,173.64	\$576.40	\$157,895.91	\$75,277.73	\$31,463.81	\$43,813.92	18.79%
	Account Area: Technology - 231	\$233,173.64	\$576.40	\$157,895.91	\$75,277.73	\$31,463.81	\$43,813.92	18.79%
010.00.240.0000.000.000	Balance Sheet	\$250,915.85	\$21,264.92	\$119,919.07	\$130,996.78	\$35,896.15	\$95,100.63	37.90%
	Account Area: Teaching Supplies - 240	\$250,915.85	\$21,264.92	\$119,919.07	\$130,996.78	\$35,896.15	\$95,100.63	37.90%
010.00.250.0000.000.000	Balance Sheet	\$62,091.75	\$2,319.36	\$26,867.52	\$35,224.23	\$6,952.09	\$28,272.14	45.53%
	Account Area: Instructional Support - 250	\$62,091.75	\$2,319.36	\$26,867.52	\$35,224.23	\$6,952.09	\$28,272.14	45.53%
010.00.300.0000.000.000	Balance Sheet	\$382,383.72	\$36,562.47	\$200,004.38	\$182,379.34	\$174,838.59	\$7,540.75	1.97%
	Account Area: Health Care - 300	\$382,383.72	\$36,562.47	\$200,004.38	\$182,379.34	\$174,838.59	\$7,540.75	1.97%
010.00.520.0000.000.000	Balance Sheet	\$1,888,644.18	\$146,031.18	\$664,341.70	\$1,224,302.48	\$1,194,618.99	\$29,683.49	1.57%
	Account Area: Transportation - 520	\$1,888,644.18	\$146,031.18	\$664,341.70	\$1,224,302.48	\$1,194,618.99	\$29,683.49	1.57%
010.00.610.0000.000.000	Balance Sheet	\$1,438,887.31	\$99,957.63	\$778,303.83	\$660,583.48	\$641,894.85	\$18,688.63	1.30%
	Account Area: Custodial Staff - 610	\$1,438,887.31	\$99,957.63	\$778,303.83	\$660,583.48	\$641,894.85	\$18,688.63	1.30%
010.00.620.0000.000.000	Balance Sheet	\$473,912.72	\$53,755.31	\$147,141.45	\$326,771.27	\$99,456.29	\$227,314.98	47.97%

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: 1/1/2026

To Date: 1/31/2026

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
	Account Area: Contracted Service/Plant Op - 620	\$473,912.72	\$53,755.31	\$147,141.45	\$326,771.27	\$99,456.29	\$227,314.98	47.97%
010.00.640.0000.000.000	Balance Sheet	\$1,251,060.21	\$5,200.98	\$441,923.92	\$809,136.29	\$700,523.15	\$108,613.14	8.68%
	Account Area: Utilities - 640	\$1,251,060.21	\$5,200.98	\$441,923.92	\$809,136.29	\$700,523.15	\$108,613.14	8.68%
010.00.650.0000.000.000	Balance Sheet	\$154,000.00	\$11,576.59	\$48,835.56	\$105,164.44	\$8,217.76	\$96,946.68	62.95%
	Account Area: Custodial Supplies - 650	\$154,000.00	\$11,576.59	\$48,835.56	\$105,164.44	\$8,217.76	\$96,946.68	62.95%
010.00.720.0000.000.000	Balance Sheet	\$186,960.00	\$14,159.71	\$86,526.32	\$100,433.68	\$39,976.85	\$60,456.83	32.34%
	Account Area: Building & Grounds Repairs - 720	\$186,960.00	\$14,159.71	\$86,526.32	\$100,433.68	\$39,976.85	\$60,456.83	32.34%
010.00.721.0000.000.000	Balance Sheet	\$135,674.40	\$6,782.00	\$78,786.55	\$56,887.85	\$46,291.29	\$10,596.56	7.81%
	Account Area: Equip Repair & Rental - 721	\$135,674.40	\$6,782.00	\$78,786.55	\$56,887.85	\$46,291.29	\$10,596.56	7.81%
010.00.730.0000.000.000	Balance Sheet	\$12,200.00	\$479.95	\$479.95	\$11,720.05	\$0.00	\$11,720.05	96.07%
	Account Area: Replacement Equipment - 730	\$12,200.00	\$479.95	\$479.95	\$11,720.05	\$0.00	\$11,720.05	96.07%
010.00.810.0000.000.000	Balance Sheet	\$1,607,000.00	\$129,294.49	\$877,523.06	\$729,476.94	\$68,235.28	\$661,241.66	41.15%
	Account Area: Retire/Social Security - 810	\$1,607,000.00	\$129,294.49	\$877,523.06	\$729,476.94	\$68,235.28	\$661,241.66	41.15%
010.00.820.0000.000.000	Balance Sheet	\$1,874,947.06	\$51,632.79	\$1,538,570.10	\$336,376.96	\$405,267.53	(\$68,890.57)	-3.67%
	Account Area: Insurance - 820	\$1,874,947.06	\$51,632.79	\$1,538,570.10	\$336,376.96	\$405,267.53	(\$68,890.57)	-3.67%
Grand Total:		\$34,051,186.07	\$3,000,434.70	\$17,351,576.03	\$16,699,610.04	\$14,423,360.00	\$2,276,250.04	6.68%

End of Report

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: JANUARY 22, 2026

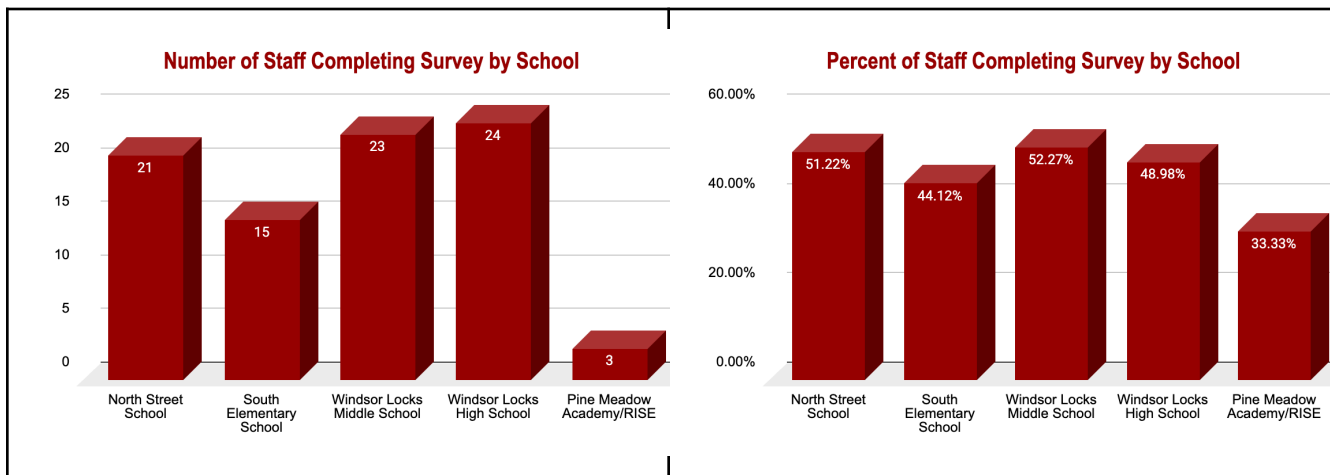
RE: EXIT SURVEY RESULTS FOR 1/16/26 PD DAY

On January 16, 2026, our district provided a full day of Professional Learning for our professional staff. The day was a building based day and included time for a variety of learning opportunities both within the district and visits to other districts.

On the following page is a summary of the exit survey responses from the day provided by our Executive Director of Curriculum, Instruction and Assessment, Dr. Rebecca Bissonnette.

WLPS Professional Learning Feedback

January 16, 2026



Overall Experience	Average Rating (Scale of 1 – 5)					
	Average Rating	Score of 1	Score of 2	Score of 3	Score of 4	Score of 5
Relevance of content to my role	4.19	3	1	11	33	38
Quality of facilitation/presentation	4.37	2	1	8	27	48
Opportunities for collaboration	4.52	0	2	3	29	52
Practical strategies I can apply immediately	4.02	3	2	17	32	32
Overall satisfaction with the professional learning experience	4.19	2	2	11	34	37

Overall Feedback

- Staff overwhelmingly valued Restorative Practices, citing relevance, honest dialogue, and practical strategies that address current behavioral and climate challenges.
- Collaboration time (department, grade-level, cross-role) was seen as meaningful professional learning and critical to improving instruction and assessment practices.
- Site visits and external learning experiences were inspiring and helped staff reflect on and refine their own practice.
- Staff appreciated choice and voice in professional learning, noting increased engagement when sessions aligned to their roles and needs.

Next Steps

- Provide continued instructional support in key focus areas (Structured Literacy, Amplify, Tier 1 strategies) with practical examples and classroom application.
- Continue prioritizing collaboration time within professional learning days, recognizing it as essential, not supplemental, learning.
- Balance future PD agendas with a mix of learning, collaboration, and protected work time to support both growth and sustainability.
- Maintain choice-based professional learning pathways to ensure relevance across roles and increase staff ownership.

Windsor Locks Public Schools

www.wlps.org

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