

WINDSOR LOCKS PUBLIC SCHOOLS



BOARD OF EDUCATION MEETING

Regular Meeting

March 12, 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
March 12, 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. WLHS Wrestling p. 4 Exhibit I
- VI. Appointment of Director of Pupil Services
- VII. Approval of Minutes: **Vote Needed** p. 5 Exhibit II
 - February 19, 2026 Regular Meeting
- VIII. Policy Priority List p. 10 Exhibit III
- IX. Policy Review Second Read: **Vote Needed** p. 11 Exhibit IV
 - A. Second Read and Approval:
 - 6161.12/6161.13/6161.14 Library Material Review & Reconsideration; Library Collection Development & Maintenance; Library Display & Program (3 policies combined into one document)
- X. Policy Review First Read: p. 28 Exhibit V
 - 1316 Conduct on School Property Recommended Revision p. 29
 - 1325 Advertising Recommended Revision p. 32
 - 3280 Gifts, Grants & Bequests Recommended Revision p. 38
 - 3453 Student Activity Fund Recommended Revision p. 40
 - 3517.3 Dogs on School Property Optional New p. 42

- XI. Finance p. 43 Exhibit VI
 - A. Subcommittee Report
 - B. Finance Report
- XII. Mid-Year Diagnostic and Midterm Results p. 46 Exhibit VII
- XIII. Old Business p. 47 Exhibit VIII
 - A. Daily Substitute Rate Update
 - B. Pay to Participate
 - C. WLHS Track and Field Status
- XIV. 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.*
- XV. 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: MARCH 12, 2026

RE: WLHS WRESTLING ACHIEVEMENTS

For the second consecutive year, I am proud to announce that our program has captured the **NCCC Wrestling Championship**, securing back-to-back titles.

Repeating as champions is an extraordinary accomplishment at the high school level. This achievement reflects not only the athletic ability of our student-athletes, but also their discipline, perseverance, sportsmanship, and commitment to representing our school community with pride. Throughout the season, these young men demonstrated resilience, teamwork, and leadership both on and off the mat.

Winning one championship is memorable; winning two in a row speaks to the culture of accountability, hard work, and belief that defines our program.

It is my honor to recognize and celebrate the NCCC Championship in wrestling for 25-26 to Landon Tuttle.

It is my honor to recognize and celebrate not only consecutive NCCC Championships in wrestling but the Class S State Championship Title and 2nd Place Finish in the State Open Wrestling Championship to Peter Annis.

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: MARCH 12, 2026

RE: APPROVAL OF MINUTES

- February 19, 2026 Regular Meeting

Board Motion: “**Move** that the Board of Education approve the minutes of the February 19, 2026 Regular Meeting.”

**Board of Education
Town of Windsor Locks
Regular Meeting - Minutes**

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

February 19, 2026 6:00 pm

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

Administrators: Shawn Parkhurst, Rebecca Bissonnette, and Robert Stacy

Others: Various Members of the Leadership Team, Staff and Public

I. Call to Order

Chair Alba Osorio called the Regular Meeting to order at 6:05 pm in the Windsor Locks High School Library Media Center.

Roll Call

All five BOE members were present and available for voting.

Pledge of Allegiance

All stood for the Pledge of Allegiance.

II. Board of Education and Superintendent Communications

Superintendent Parkhurst highlighted that two members of the WLHS Wrestling team will be recognized at a future BOE meeting as they captured the NCCC Wrestling Championship. NCCC Basketball Playoffs begin next week; Budget Presentation to the BOE is on Wednesday evening at 6:30 pm and a special thanks was extended to the BOE for their engagement and participation in the recent CAFE workshop.

III. Student Board of Education Representative Report

IV. Public Audience (only on Agenda Items)

None

V. Student and Staff Recognition

A. Child Health and Development Institute (CHDI) Grant Award to Staff

Superintendent Parkhurst celebrated and recognized the work of Greg Weigert, Cathi Dellesander and Brittany Kokofsky on their recent work to receive the CHDI grant for NSS.

B. WLHS NCCC Indoor Track Achievements

Superintendent Parkhurst celebrated and recognized the achievement of three members of the WLHS Track Team; NCCC Long Jump Champion, Lucas Silliman, NCCC 2nd place finish Jadain Tinling and NCCC 2nd place in pole vault, Abby Rockwell.

VI. Approval of Minutes

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

A motion was made by Lindsay Cutler; seconded by Amber Mortensen-Hurdle to approve the minutes of January 29, 2026; passed unanimously. A motion was made by Lindsay Cutler; seconded by Greg Guyette to approve the minutes of February 11, 2026 & February 12, 2026; passed unanimously.

Greg Guyette made a motion to add an agenda item to 7B; Resignation; seconded by Lindsay Cutler; passed unanimously.

VII. Human Resource Report

A. Accounting Specialist: New Job Description Review

Mr. Stacy provided an overview of the new job description and potential funding source for the Accounting Specialist. After a discussion, a motion was made by Greg Guyette; seconded by Lindsay Cutler to approve the job description; passed unanimously. A motion was made to transfer lines to cover the above named position for the remainder of the 25-26 year by Greg Guyette; seconded by Lindsay Cutler; passed unanimously.

A resignation of Avery Sherman was presented effective March 13, 2026; motion was made by Lindsay Cutler; seconded by Amber Mortensen-Hurdle; passed unanimously.

VIII. Policy Priority List

Mr. Stacy reviewed the policy priority list with the BOE.

IX. Policy Review:

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)

Mr. Stacy and Ms. Lopes reviewed the above named policy as a first read for the Board. A high level explanation of the changes was outlined for the Board.

X. Finance

- A. Subcommittee Report
- B. Finance Report

Superintendent Parkhurst provided an update on the Finance subcommittee and the finance report. Subcommittee member, Greg Guyette shared that Bjorn Burke has been adjusting based on request of members and has been very helpful.

XI. Exit Survey Results for 1/16/26 PD Day

Executive Director of Curriculum, Dr. Bissonnette shared the exit survey results of the January 16, 2026 professional learning day and indicated the next professional learning day will occur in March.

XII. Old Business

A. Pay to Participate

1. Superintendent Parkhurst shared that year to date a total of \$27,889.16 has been collected. A question was asked about where we sit with the collection for winter and it was stated that we are at 98% collection rate.

B. WLHS Track and Field Status

1. Superintendent Parkhurst shared that he is working with the State and Kastle Boo (architecture firm) to complete the multitude of planning documents in relation to the CIF planning grant that was obtained by the town/district.

XIII. Public Audience

None

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

Greg Guyette made a motion to go into Executive Session at 6:39 pm; seconded by Lindsay Cutler; passed unanimously; the Board entered into Executive Session at 6:39 pm.

XV. Adjourn to Public Session

The Board returned to public session at 6:46 pm.

XVI. Action, if any, on Executive Session Item

A motion was made by Amber Mortensen-Hurdle to approve the request for the out of town student to remain in Windsor Locks for the remainder of the 25-26 school year, that tuition be waived and that transportation be the responsibility of the family; seconded by Greg Guyette; passed unanimously.

XVII. Adjourn Meeting

Greg Guyette made a motion to adjourn the meeting at 6:47 pm; seconded by Lindsay Cutler; passed unanimously. The meeting adjourned at 6:47 pm.

Respectfully submitted,
Shawn Parkhurst
Superintendent of Schools

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: ROBERT STACY, EXECUTIVE DIRECTOR OF OPERATIONS

DATE: MARCH 12, 2026

RE: POLICY PRIORITY LIST

March 26, 2026

- | | | | |
|--------|--|-------------|----------|
| • 3326 | Assistance for Persons w/ Disabilities | Recommended | Revision |
| • 6159 | IEPs | Mandatory | Revision |
| • 6171 | Special Education | Mandatory | Revision |

April 23, 2026

- | | | | |
|-------------|---|-------------|----------|
| • 5123 | Academic Dishonesty-Cheating/Plagiarism | Mandatory | Revision |
| • 6141.3273 | AI (CABE version) | Recommended | New |
| • 6140 | Curriculum | Mandatory | Revision |

May 14, 2026

- | | | | |
|-----------|-----------------------|-------------|----------|
| • 0000 | Mission | Recommended | Revision |
| • 4115.3 | Evaluation of Coaches | Mandatory | Revision |
| • 4118.23 | Personnel Conduct | Recommended | Revision |
| • 6000 | School Philosophy | Recommended | Revision |
| • 6172.4 | Parent Involvement | Mandatory | Revision |

- Review any policies from CABE monthly recommended policy packet

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: ROBERT STACY, EXECUTIVE DIRECTOR OF OPERATIONS

DATE: MARCH 12, 2026

RE: POLICY REVIEW SECOND READ AND APPROVAL

The following policy is being presented for a **Second Read and Approval**.

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

Board Motion: “**Move** that the Board of Education **approve** policy 6161.12/6161.13/6161.14 Library Material Review & Reconsideration; Library Collection Development & Maintenance; Library Display & Program.”

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 TITIEWAVE
- 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 TO THE 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: ROBERT STACY, EXECUTIVE DIRECTOR OF OPERATIONS

DATE: MARCH 12, 2026

RE: POLICY REVIEW

The following policies are being presented for a **First Read**.

March 12, 2026

•	1316	Conduct on School Property	Recommended	Revision
•	1325	Advertising	Recommended	Revision
•	3280	Gifts, Grants & Bequests	Recommended	Revision
•	3453	Student Activity Fund	Recommended	Revision
•	3517.3	Dogs on School Property	Optional	New

POSSIBLE BOARD MOTION:

No motion needed

1316~~5133~~

Community Relations

Relations Between Public and School Personnel

Conduct on School Property and Behavior of Participants in Athletic Events

The Board of Education (Board) expects mutual respect, civility and orderly conduct among all individuals on school property or at school events. District staff will treat parents and other members of the public with respect and expect the same in return. The Board is committed to maintaining orderly educational and administrative processes in keeping schools and administrative offices free from disruptions and preventing unauthorized persons from entering school/district grounds.

This policy promotes mutual respect, civility and orderly conduct among Board members, district employees, sporting officials/referees, parents and the public. It is not intended to deprive any individual of his/her right to freedom of expression, but only to maintain to the extent possible and reasonable, a safe, harassment-free environment for students and staff. Volatile, hostile or aggressive actions and words cannot be tolerated, and individuals who engage in these activities may face legal penalties and/or school sanctions (i.e. exclusion from campus activities for single or multiple events, or for a specified duration of time as determined by school administration). Volatile actions by members of a school community (including staff, students and parents) refer to highly disruptive, aggressive or emotionally charged behaviors that create unsafe environments and often involve or impact the broader public, such as police, community members or neighbors. It also applies to parents or community members reacting with extreme outrage, such as during contentious debates over school policy, actions which may require security and/or administration to intervene.

In the interest of presenting Board members and District employees as positive role models to the students as well as to the community, the Board encourages positive communication and discourages volatile, hostile or aggressive actions. The Board seeks public cooperation with this endeavor.

Based upon the above, the Board expects that no person on school property or at a school event shall:

1. Injure, threaten, harass or intimidate a staff member, Board member or any other person;
2. Curse or use obscenities;
3. Disrupt or threaten to disrupt school or office operations;
4. Damage or threaten to damage another's property;

5. Damage or deface District property;
6. Violate any Connecticut law or town/city ordinance;
7. Smoke, vape or otherwise use tobacco or vape products;
8. Consume, possess, distribute, or be under the influence of alcoholic beverages or illegal drugs.
9. Possess dangerous instruments or weapons;
10. Impede, delay, or otherwise interfere with the orderly conduct of the District's educational program or any other activity occurring on school property;
11. Enter upon any portion of the school premises at any time for purposes other than those which are lawful and authorized by the Board;
12. Operate a motor vehicle in a risky manner or in violation of an authorized District employee's directive; or
13. Violate other District policies or regulations or an authorized District employee's directive (e.g. School principal, assistant principal, athletic director, game official or other authorized district representative).

Any individual who disrupts or threatens to disrupt normal school or office operations; threatens the health and safety of students or staff; willfully causes property damage; uses loud or offensive language which could provoke a violent reaction; or who has otherwise established a continued pattern of unauthorized entry on District property, will be directed to leave the premises by a member of the administrative staff or his/her designee. The Superintendent or his or her designee may exclude the individual from future District sponsored or approved activities.

The Superintendent or his or her designee shall advise the individual of the District's right to exclude the individual from District activities and events for the duration of the exclusion. If the individual disobeys school officials and the District's order, law enforcement authorities may be contacted and request to remove the individual. If an individual has been notified of the exclusion and thereafter attends a District sponsored or approved activity, the individual shall be advised that his or her attendance will result in prosecution for trespass. The District may seek to obtain a court order to bar the individual from future District sponsored or approved activities.

Athletic Events

~~Players are expected to comply fully and wholeheartedly with the intent and spirit of the rules of the game and to respect the dignity of the game, the officials, the opponents, and the institution which they represent. Any display of unsportsmanlike behavior at any time will bring proper penalties and discipline and, if necessary, a forfeiture of a temporary or of a permanent nature of playing privileges for any transgressing student.~~

~~Conduct of the athletic participants during the contest is under the control of the appointed game officials who have jurisdiction to levy any penalties they feel necessary, which penalties may include ejection from the game and suspension from future games.~~

~~Any action taken by a coach to suspend a player from any future games should immediately be communicated in writing to the Athletic Director, giving the name of the student involved, date and reason for suspension.~~

(cf. [1102](#) - Parent Involvement)

(cf. [1100](#) - Public Participation at Board of Education Meetings)

(cf. [1251](#) - Loitering or Causing Disturbances)

(cf. [1330](#) – School Facility Use)

Legal Reference: Connecticut General Statutes

[1-225](#) Meetings of the government agents to be public.

[1-232](#) Conduct of the meeting

[10-221](#) Boards of education to prescribe rule(s), policies, and procedures.

[10-238](#) Petition for hearing by board of education.

[10-239](#) Use of school facilities for other purposes.

[53a-185](#) Loitering in or about school grounds: Class C misdemeanor.

Policy adopted: March 28, 2013 Draft March 2026

Community Relations

1105 ~~1325~~– Advertising and Distribution and Promotion of Products, Services and Informational Materials **Commercial Activities**

The Board of Education (Board) believes that properly regulated opportunities for recognizes its responsibility to protect students and their families from exploitation through outside advertising and promotion of products and services for profit can be a positive partnership between the school system and the community. The Board also recognizes its responsibility to protect its students from exploitation by private interests and to uphold the values of the school system and the community..

The Superintendent or his/her designee must approve advertising in District facilities or on District property. Any approval must state precisely where the advertising is to be located and for the period of time. Advertising shall not be allowed outside the approved location or time span. Advertising, for the purposes of this policy, is defined as allowing for profit-making companies or organizations to utilize school property or facilities to promote their products or services in exchange for money, service, material or other compensation. The Board directs the Superintendent of Schools to adopt regulations containing guidelines for the advertising or promotion of products or services to students, staff, or parents in the schools by the school, staff, or affiliated organizations and outside entities. These guidelines shall be in accordance with state and federal law and applicable Board policies.

Signs of a commercial or political nature are not permitted to be posted on school grounds. Additionally, the use of loudspeakers for commercial or political purposes shall not be permitted on school grounds.

Any permitted advertising and/or promotion shall be in accordance with Board policy, regulations or guidelines as well as state and federal law and will be subject to advance approval by the Superintendent or his/her designee, school principal or the Board.

General Restrictions on Advertising or Promotion

Permitted advertising or promotion shall not:

1. Violate or contradict the standards, values or educational goals of the District or community;
2. Promote hostility, disorder or violence.
3. Attack, discriminate, demean, harass or ridicule defame ethnic, racial or religious groups
4. Discriminate, demean or harass any person or group based on or any other legally protected group or members thereof, including, but not limited to, any person or group of persons on the basis of disability, sex, gender, gender identity or expression or sexual orientation.
5. Be libelous or slanderous.
6. Inhibit the functioning of the school or school district.
7. Override the school or district identity.

8. Involve any political promotion or endorsement; Promote, favor or oppose the candidacy of any candidate for election, adoption of any bond/budget issues or any public questions submitted at any general or municipal election.
9. Be vulgar, obscene or violate prevailing community standards ~~or pornographic or in opposition to the mission of the Windsor Locks Public Schools.~~
10. Promote any religious ~~or political~~ organization.
11. Promote the use of drugs, alcohol, tobacco or tobacco products, firearms or the use or possession of other products or substances deemed unsafe and/or prohibited by Board policy.
12. Appropriate and use any District or school logo without prior approval of the Superintendent nor appropriate the likeness of any student or staff member, school or school district property for use in an advertisement or promotion without the prior knowledge and approval of the Superintendent of Schools or Board as well as the prior written permission of the individual(s) whose image(s) or likeness(es) are to be used.

Funds Management and Allocation

The Board of Education retains the rights to allocate advertising revenue to support District programs unless required to deposit revenue in the General Fund. The Board or its designee shall have the right to enter into partnerships with school related clubs and organizations for the purposes of selling advertising. In these cases, the Board retains the right to allocate a portion of the funds raised to the club or organizational partner. The proposal and approval process in these cases must follow the process described in this policy and any corresponding regulations. Advertising revenues must be accounted for and reported to the Board of Education. All District programs must report advertising revenue and its utilization to the Superintendent. The Superintendent shall submit an annual report to the Board of Education regarding the intake and expenditures of all District and school advertising revenue.

Approval

All proposals for advertising shall be submitted in writing to the Superintendent of Schools. Advertising proposals must be approved by the Superintendent or his/her designee in writing prior to being displayed on school property or facilities. The Superintendent retains the option of referring any proposal for advertising to the Board for its approval. Any arrangement that requires the District to enter into a formal contract must be approved by the Board.

Advertising in school-based publications or activity “programs,” including but not limited to, newspapers, yearbooks, play programs, concert programs, must be approved, in writing, in advance by the school Principal or his/her designee. This advertising is also required to meet the standards described in this policy. The Principal may refer advertising to the Superintendent for approval.

Disclaimer

The approval and sale of advertising by the District does not constitute endorsement of any product, company or organization. The inclusion of advertisements in school district

publications, on school grounds or on school district property or in school facilities should not be construed to constitute explicit endorsement or approval by the Board or District of the advertised product, service, organization, business, entity or activity

Legal Reference: [Connecticut General Statutes](#)
 [7-194 Powers.](#)
 [10-9 Bequests for educational purposes.](#)
 [10-21a Accredited courses offered by employers.](#)
 [10-21b Programs offered jointly by boards of education and business](#)
 [firms; neighborhood assistance.](#)
 [Title IX of the Educational Amendments of 1972.](#)

Policy adopted: June 1973

Revised: November 1984, June 2019, [March 2026](#)

Advertising and Distribution and Promotion of Products, Services and Informational Materials Commercial Activities - Advertising on School Grounds

The purpose of this regulation is to establish guidelines for the advertising, distribution and/or promotion of products, services and informational materials in the Windsor Locks Public Schools to District students and their parents. The goal in creating such guidelines is to protect District students and their parents from potential exploitation by private interests, including, but not limited to, commercial, cultural, economic, environmental, organizational and political exploitation and to protect student privacy.

The Board also believes that the schools have a responsibility to provide instruction pertaining to the critical reading and thought processes necessary to protect students' from such exploitation.

For the purposes of this policy and its regulations, "advertising" means allowing access to students, staff and/or parents in exchange for money, services, materials, or other tangibles.

The following are guidelines for advertising and promotion in the Windsor Locks Public Schools:

1. Permission to post notices and/or distribute materials for one specific school may be granted by that school's principal. The principal shall consult with the Superintendent in instances where the advisability of posting or distributing a particular notice or materials is questionable for any variety of reasons.
2. Materials that will be posted at and/or distributed to more than one school require the specific approval of the Superintendent or his/her designee. Approved materials shall not be directly distributed to schools, but must be distributed to schools through the Superintendent's Office. The Superintendent's Office shall direct a distribution format for such notices/materials.
3. Only the following will be considered for approval by either the school principal or the Superintendent or his/her designees for posting or distribution:
 - a. Advertising and promotion related to school sponsored programs and activities;
 - b. Notices of materials advertising events, programs or services provided by school-affiliated groups (e.g. PTA, Booster Club, etc.);
 - c. Notice of Materials advertising events, programs, or services provided by the Town of Windsor Locks (e.g. Department of Parks and Recreation);
 - d. Notices or materials advertising events, programs or services provided by a non-profit organization. Schools may cooperate in the furthering of the work of any non-profit community-wide social services agency, provided that such cooperation does not

- restrict or impair the educational program of the schools. Any non-profit event or program in conflict with district events or programs will not be approved for posting/and or distribution.
- e. Notices or materials advertising events, programs or services provided by service groups where funds are donated back to the District (e.g, Rotary Club) or are for student scholarships or learning opportunities.
 - f. Acknowledgment of sponsorship in the form of a banner, placard, or other items displaying identification of sponsor without promotional advertisement.
4. This policy and its Regulations should not be construed as preventing a teacher or other certified staff member from using instructional or informational materials even though the materials might include reference to a brand, a product or a service.
 5. A company or outside organization that wishes to supply the District with items of goods, services, or advertisements displaying the company's name or logo must have its proposal submitted to, and accepted by, the benefitting school, Department, or organization, who will submit the propose to the Superintendent for his/her approval.
 6. Recognizing a company or outside organization for its support of the District, a school, or a school activity is appropriate; however, advertising a company or outside organization for the purpose of promoting a specific purpose or product is not allowed.

Windsor Locks Public Schools

**REQUEST FOR PERMISSION TO
DISPLAY OR DISTRIBUTE MATERIALS**

In an effort to maintain a healthy and effective learning environment for our students, Windsor Locks Public Schools reserves the right to regulate all forms of announcements and advertisement made in the schools. Before making application, please refer to Board of Education Policy #1105 on the reverse side of this page.

Date of Application _____

Name _____ Phone _____

Organization Represented _____

Address _____

Permission is requested to (please check all that apply):

Post ☐

Distribute ☐

Announce ☐

Dates: From _____ To _____

Location(s) North Street School ☐

South Elementary School ☐

Windsor Locks Middle School ☐

Windsor Locks High School ☐

Signature _____

ATTACH a copy of the flyer, poster, letter, announcement text, etc.
EXACTLY as it shall appear, if request is granted.

(FOR SCHOOL USE ONLY):

Date Received _____

Permission Granted

Permission Denied

Comments or Restrictions _____

Superintendent of Schools

Date

Non Instructional

3280 – Gifts, Grants and Bequests

The Board of Education (Board) may accept on behalf of and for the schools any bequest or gift of money or property for a purpose deemed by the Board to be suitable and to utilize such money or property so designated.

The ~~Board~~ Superintendent of Schools shall establish criteria to be met in the acceptance of gifts, and the procedure for examining and evaluating offers of gifts to the ~~school-system~~ district.

Generally, gifts shall be accepted for the ~~school-system~~ district and not for a particular school or activity. However, if the gift meets the criteria established by the Board, a gift may be used for a limited purpose or used in a particular school at the discretion of the Superintendent or designee.

Legal References:

Connecticut General Statutes
7-194 Powers
10-9 Bequests for educational purposes
10-237 School activity funds

Adopted: July 2000

Revised: October 2019

R-3280 - Gifts, Grants and Bequests

Any gift presented to the school district may be accompanied by a letter from the donor requesting the gift be used for a specific purpose and any restrictions that may be suggested.

To be accepted, a gift must satisfy the following criteria:

1. Have a purpose consistent with those of the ~~school system~~ district.
2. Will not add to staff load.
3. Will not begin or continue a program; which the Board of Education would be unwilling or unable to continue when the gift or grant funds are exhausted.
4. Would not bring excessive additional costs to the school district.
5. Will place no restrictions on a school program.
6. Will not be inappropriate or harmful to the best education of students.
7. The gift may include the name of the donor or the donor may remain anonymous.

~~Administration~~ Business and Non-Instructional Operations

~~2411~~ 3453– Student Activity Funds

Student activity funds shall be established in Windsor Locks Public Schools and maintained in accordance with Section 10-237 of the Connecticut General state sStatutes. Sub-accounts shall be maintained for each student activity approved by the Board and a general cumulative account ledger shall also be maintained for handling funds collected in the name of the school.

Student activity funds should not be confused with internal school funds such as lunchroom receipts, library fines, text book fines, and similar funds for which the Board of Education is directly responsible. In contrast with internal school funds, student activities funds are typically collected voluntarily by students and spent by them as determined appropriate so long as established regulations and procedures are followed.

The purposes of the raising and expending of activity money by student bodies are to promote the general welfare, education, and morale of the students and to finance the normal authorized extra-curricular activities of the student body organization. Student activity money shall, insofar as possible, be expended in such a way as to benefit those pupils currently in school who have contributed to the accumulation of such money.

Student activity funds may be carried over from year to year and school clubs or other organizations are encouraged to conduct a regular meeting to discuss and determine how unexpended funds should be dispersed at the end of a given school year or upon the disbandment of the club or organization. If a club or organization disbands and no disposition has been made for unused sums, such sums shall be transferred to the respective school's principal student activity account after paying any outstanding debts of the club or organization.

The management of student activity funds shall be in accordance with sound business practices, including sound budgetary and accounting procedures and thorough audits.

The Principal will be designated as the account Treasurer in accordance with Section 10-237.

The following guidelines to student activities financial accounting are established by the Windsor Locks Board of Education to ensure that efficient procedures are available for the creation, operation and culmination of student activities funds.

- a) School activity funds will be considered town accounts and shall be audited by the town auditor in the same manner as all other accounts.
- b) All school activity fund accounts shall be maintained by the Business Office
- c) Separate accounts shall be maintained for student activities.
- d) All bank deposits shall be made by each building's administrative assistant or an authorized activity advisor. Collections should be deposited daily, if reasonable but no later than 10 business days after receipt of funds.

- e) Records of all transactions will be kept by the Business Office and reviewed regularly by the student activity advisor. Supporting documentation for each transaction shall be kept for audit. Disbursements will be made in accordance with the WLBOE Purchasing Policy and Procedures.
- f) Bank statements should be reconciled with the activity fund books as soon as possible after they are received. Reconciliations will be completed by the Business Office.

A class in its senior year, or an organization that is disbanding, shall determine at a regularly called meeting its preference for disposition of any funds remaining after all financial obligations have been discharged. Such disposition shall be subject to the review and approval of the administration. Any sums of money not expended and for which no disposition has been made shall be transferred to the education affairs account of the school activity fund after the first class reunion or the organization has disbanded.

Legal References:

Connecticut General Statutes
10-237 Student Activity Funds

Policy Adopted: December 1989

Revised: October 2019

3517.3

Non-Instructional

Dogs on School Property

Due to health, safety and sanitation concerns, the Board of Education requires that dogs must be leashed at all times while on school grounds. Additionally, owners are responsible for cleaning up waste from their dog efficiently and effectively.

Dogs are not allowed on playing or recreation fields where students, athletes, staff and/or spectators would be exposed to waste.

Notwithstanding the foregoing, service animals trained (or in the process of being trained) for use by an individual with a disability will be permitted on school grounds in accordance with the law. For the purpose of this policy, the term “service animal” means any guide dog, signal dog, or other animal individually trained to do work or perform tasks for the benefit of an individual with a disability, including, but are not limited to, guiding individuals with impaired vision, alerting individuals with impaired hearing to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items.

In addition, the Superintendent of Schools or building Principals may permit law enforcement officials to be accompanied by canine police officers on school grounds.

The District shall post signs advising the public that no dogs are allowed on school property without being on leash. If a dog is allowed to walk or roam school grounds off leash, the proper authorities will be called.

(cf. 6163.32 – Service Animals)

Legal Reference:	<u>Connecticut General Statutes</u>
	<u>10-221 Boards of education to prescribe rules, policies and procedures</u>
	<u>46a-42 Mobility impaired person</u>
	<u>46a-44 through 46a-64 Public accommodations and transportation,</u>
	<u>admittance to. (Access of guide and assistance dogs to modes of public</u>
	<u>transportation and in places of public accommodation)</u>
	<u>Section 504 and the Federal Vocational Rehabilitation Act of 1973, 20 U.S.C.</u>
	<u>706(7)(b)</u>
	<u>American Disability Act of 1989, 1990, #2 U.S.C. §12132</u>
	<u>28 C.F.R. §36.104 Definitions</u>

Policy adopted: Draft March 2026

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: MARCH 12, 2026

RE: FINANCE REPORT

FY 2025-26 Financials

FY 2025-26 GL BUDGET	\$ 34,051,186.07
YTD through February 28, 2026	\$ 20,439,984.87
FY 2025-26 Budget Balance	\$ 13,611,201.20
FY 2025-26 Encumbered (YTD)	\$ 11,804,997.27
FY 2025-26 Budget % Spent (YTD)	60.03%
FY 2025-26 Budget % Encumbered	34.67%

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: 2/1/2026

To Date: 2/28/2026

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	\$29,334.26	\$295,543.20	\$316,044.49	\$82,701.83	\$233,342.66	38.15%
	Account Area: Student Activity - 100	\$611,587.69	\$29,334.26	\$295,543.20	\$316,044.49	\$82,701.83	\$233,342.66	38.15%
010.00.110.0000.000.000	Balance Sheet	\$1,492,188.98	\$116,052.30	\$1,026,159.10	\$466,029.88	\$468,769.08	(\$2,739.20)	-0.18%
	Account Area: Central Administration - 110	\$1,492,188.98	\$116,052.30	\$1,026,159.10	\$466,029.88	\$468,769.08	(\$2,739.20)	-0.18%
010.00.120.0000.000.000	Balance Sheet	\$16,960.00	\$1,637.04	\$14,339.92	\$2,620.08	\$450.00	\$2,170.08	12.80%
	Account Area: Capital Improv & Equip - 120	\$16,960.00	\$1,637.04	\$14,339.92	\$2,620.08	\$450.00	\$2,170.08	12.80%
010.00.130.0000.000.000	Balance Sheet	\$234,330.27	\$53,198.82	\$219,544.31	\$14,785.96	\$44,600.56	(\$29,814.60)	-12.72%
	Account Area: Administrative Expenses - 130	\$234,330.27	\$53,198.82	\$219,544.31	\$14,785.96	\$44,600.56	(\$29,814.60)	-12.72%
010.00.140.0000.000.000	Balance Sheet	\$2,166,794.94	\$334,826.18	\$1,565,313.69	\$601,481.25	\$262,285.60	\$339,195.65	15.65%
	Account Area: Tuition & Special Services - 140	\$2,166,794.94	\$334,826.18	\$1,565,313.69	\$601,481.25	\$262,285.60	\$339,195.65	15.65%
010.00.211.0000.000.000	Balance Sheet	\$975,646.52	\$75,615.80	\$616,846.67	\$358,799.85	\$340,271.20	\$18,528.65	1.90%
	Account Area: Principals - 211	\$975,646.52	\$75,615.80	\$616,846.67	\$358,799.85	\$340,271.20	\$18,528.65	1.90%
010.00.213.0000.000.000	Balance Sheet	\$14,900,195.83	\$1,303,848.21	\$8,546,289.07	\$6,353,906.76	\$6,302,244.67	\$51,662.09	0.35%
	Account Area: Instructional Staff - 213	\$14,900,195.83	\$1,303,848.21	\$8,546,289.07	\$6,353,906.76	\$6,302,244.67	\$51,662.09	0.35%
010.00.214.0000.000.000	Balance Sheet	\$3,185,932.05	\$264,781.27	\$1,803,141.80	\$1,382,790.25	\$1,314,725.23	\$68,065.02	2.14%
	Account Area: Support Staff - 214	\$3,185,932.05	\$264,781.27	\$1,803,141.80	\$1,382,790.25	\$1,314,725.23	\$68,065.02	2.14%
010.00.215.0000.000.000	Balance Sheet	\$482,291.68	\$37,683.06	\$302,089.06	\$180,202.62	\$177,150.09	\$3,052.53	0.63%
	Account Area: Secretarial Staff - 215	\$482,291.68	\$37,683.06	\$302,089.06	\$180,202.62	\$177,150.09	\$3,052.53	0.63%
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	\$3,634.81	\$15,561.94	\$16,873.33	\$6,036.63	\$10,836.70	33.41%
	Account Area: Library - 230	\$32,435.27	\$3,634.81	\$15,561.94	\$16,873.33	\$6,036.63	\$10,836.70	33.41%
010.00.231.0000.000.000	Balance Sheet	\$235,373.64	\$12,289.98	\$170,185.89	\$65,187.75	\$20,169.95	\$45,017.80	19.13%
	Account Area: Technology - 231	\$235,373.64	\$12,289.98	\$170,185.89	\$65,187.75	\$20,169.95	\$45,017.80	19.13%
010.00.240.0000.000.000	Balance Sheet	\$250,015.85	\$15,400.55	\$135,319.62	\$114,696.23	\$25,966.09	\$88,730.14	35.49%
	Account Area: Teaching Supplies - 240	\$250,015.85	\$15,400.55	\$135,319.62	\$114,696.23	\$25,966.09	\$88,730.14	35.49%
010.00.250.0000.000.000	Balance Sheet	\$61,291.75	\$2,174.95	\$29,042.47	\$32,249.28	\$5,519.86	\$26,729.42	43.61%
	Account Area: Instructional Support - 250	\$61,291.75	\$2,174.95	\$29,042.47	\$32,249.28	\$5,519.86	\$26,729.42	43.61%
010.00.300.0000.000.000	Balance Sheet	\$382,383.72	\$34,808.85	\$234,813.23	\$147,570.49	\$142,453.15	\$5,117.34	1.34%
	Account Area: Health Care - 300	\$382,383.72	\$34,808.85	\$234,813.23	\$147,570.49	\$142,453.15	\$5,117.34	1.34%
010.00.520.0000.000.000	Balance Sheet	\$1,888,644.18	\$166,479.45	\$830,821.15	\$1,057,823.03	\$1,017,393.40	\$40,429.63	2.14%
	Account Area: Transportation - 520	\$1,888,644.18	\$166,479.45	\$830,821.15	\$1,057,823.03	\$1,017,393.40	\$40,429.63	2.14%
010.00.610.0000.000.000	Balance Sheet	\$1,438,887.31	\$123,072.32	\$901,376.15	\$537,511.16	\$535,339.86	\$2,171.30	0.15%
	Account Area: Custodial Staff - 610	\$1,438,887.31	\$123,072.32	\$901,376.15	\$537,511.16	\$535,339.86	\$2,171.30	0.15%
010.00.620.0000.000.000	Balance Sheet	\$473,912.72	\$51,340.03	\$198,481.48	\$275,431.24	\$118,633.29	\$156,797.95	33.09%

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: 2/1/2026

To Date: 2/28/2026

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
	Account Area: Contracted Service/Plant Op - 620	\$473,912.72	\$51,340.03	\$198,481.48	\$275,431.24	\$118,633.29	\$156,797.95	33.09%
010.00.640.0000.000.000	Balance Sheet	\$1,251,060.21	\$306,454.66	\$748,378.58	\$502,681.63	\$386,751.09	\$115,930.54	9.27%
	Account Area: Utilities - 640	\$1,251,060.21	\$306,454.66	\$748,378.58	\$502,681.63	\$386,751.09	\$115,930.54	9.27%
010.00.650.0000.000.000	Balance Sheet	\$154,000.00	\$19,155.30	\$67,990.86	\$86,009.14	\$6,236.51	\$79,772.63	51.80%
	Account Area: Custodial Supplies - 650	\$154,000.00	\$19,155.30	\$67,990.86	\$86,009.14	\$6,236.51	\$79,772.63	51.80%
010.00.720.0000.000.000	Balance Sheet	\$186,960.00	\$30,112.89	\$116,639.21	\$70,320.79	\$25,209.69	\$45,111.10	24.13%
	Account Area: Building & Grounds Repairs - 720	\$186,960.00	\$30,112.89	\$116,639.21	\$70,320.79	\$25,209.69	\$45,111.10	24.13%
010.00.721.0000.000.000	Balance Sheet	\$135,674.40	\$6,945.79	\$85,732.34	\$49,942.06	\$42,090.97	\$7,851.09	5.79%
	Account Area: Equip Repair & Rental - 721	\$135,674.40	\$6,945.79	\$85,732.34	\$49,942.06	\$42,090.97	\$7,851.09	5.79%
010.00.730.0000.000.000	Balance Sheet	\$12,200.00	\$0.00	\$479.95	\$11,720.05	\$9,592.00	\$2,128.05	17.44%
	Account Area: Replacement Equipment - 730	\$12,200.00	\$0.00	\$479.95	\$11,720.05	\$9,592.00	\$2,128.05	17.44%
010.00.810.0000.000.000	Balance Sheet	\$1,607,000.00	\$139,381.35	\$1,016,904.41	\$590,095.59	\$70,075.22	\$520,020.37	32.36%
	Account Area: Retire/Social Security - 810	\$1,607,000.00	\$139,381.35	\$1,016,904.41	\$590,095.59	\$70,075.22	\$520,020.37	32.36%
010.00.820.0000.000.000	Balance Sheet	\$1,874,947.06	\$1,879.00	\$1,498,751.07	\$376,195.99	\$400,331.30	(\$24,135.31)	-1.29%
	Account Area: Insurance - 820	\$1,874,947.06	\$1,879.00	\$1,498,751.07	\$376,195.99	\$400,331.30	(\$24,135.31)	-1.29%
Grand Total:		\$34,051,186.07	\$3,130,106.87	\$20,439,984.87	\$13,611,201.20	\$11,804,997.27	\$1,806,203.93	5.30%

End of Report

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: MARCH 12, 2026

RE: MID-YEAR DIAGNOSTIC AND MIDTERM RESULTS

Three times a year the district administers diagnostic/benchmark assessments to determine the growth of our students in the areas of reading and mathematics. Additionally, this year students in grades 9-12 had a return to midterm exams.

This evening, a review of the results of our K-8 reading and math midyear diagnostics will be provided to you along with the short and long-term strategies that are being implemented in each of our buildings.

A review of the results and feedback on the 9-12 midterm exams will be provided for your review and discussion.

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: MARCH 12, 2026

RE: HUMAN RESOURCES REPORT - UPDATE ON ADJUSTMENT
TO DAILY SUBSTITUTE RATE

Background:

On December 12, 2024, the Board of Education approved an increase in the daily substitute rate from \$120 per day to \$150 per day. The Board asked for an update on the impact of this increase on recruitment of candidates to fill vacancies and to improve the fill rate.

Impact

There has continued to be a positive impact on our fill rates at each school, as you can see below.

	# Positions To Fill Daily	2025-2026 Fill Rate	2024-2025 Fill Rate
September, 2025	22.4	31.49%	8.04%
October	31.0	23.64%	7.66%
November	28.3	29.42%	8.41%
December	32.1	24.04%	2.24%
January, 2026	27.9	28.69%	6.20%
February	30.7	26.82%	11.66%
March			16.62%
April			13.08%
May			17.02%
June			21.80%

Windsor Locks Public Schools

www.wlps.org

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