

WINDSOR LOCKS PUBLIC SCHOOLS



BOARD OF EDUCATION MEETING

Regular Meeting

March 26, 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 26, 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 Member Appreciation and Recognition
- III. Board of Education and Superintendent Communications
- IV. Student Board of Education Representative Report
- V. Public Audience (only on Agenda Items)
 - A. *In Accordance with BOE Policy 1100 - The Windsor Locks Board of Education (Board) Chairperson shall recognize speakers, request proper identification and maintain proper order. The Board shall hear only concerns, views, and opinions on topics within the jurisdiction of the Board. The appropriateness of the subject being presented, the suitability of the time for such presentation, the number of speakers, and the time to be allowed for public comment will be determined by the Chairperson. The public is advised that any discussion of specific employees will not be allowed at meetings and should be addressed to the employee's immediate supervisor or the Superintendent.*
- VI. Approval of Minutes: **Vote Needed** p. 4 Exhibit I
 - March 26, 2026 Regular Meeting
- VII. Human Resources Report: **Vote Needed**
 - A. Resignation p. 9 Exhibit II A
 - B. Retirement p. 10 Exhibit II B
- VIII. FY27 Budget p. 11 Exhibit III
 - A. Overview of Grants
 - B. Update on Revised Board of Finance Dates
- IX. Finance p. 12 Exhibit IV
 - A. Subcommittee Report
 - B. Finance Report
- X. 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.

- XI. 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. Superintendent Goals and Evaluation Mid-Year Review

- That in attendance in the Executive Session shall be limited to:

- a) Members of the Board of Education
 - b) Superintendent of Schools

- XII. Adjourn to Public Session
- XIII. Action, if any, on Executive Session Item: **Vote Needed**
- XIV. Adjourn Meeting

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

Exhibit I

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: MARCH 26, 2026

RE: APPROVAL OF MINUTES

- March 12, 2026 Regular Meeting

Board Motion: “**Move** that the Board of Education approve the minutes of the March 12, 2026 Regular Meeting.”

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

3/12/26

Windsor Locks High School Library Media Center

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

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

Administrators: Shawn Parkhurst, Rebecca Bissonnette, Robert Stacy

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

Call to Order

Chair Alba Osorio called the Regular Meeting to order at 6:01 pm in the Windsor Locks High School Library Media Center.

Roll Call

All Board of Education members were present. Pledge of Allegiance was conducted.

XV. Board of Education and Superintendent Communications

- A. Amber Mortensen-Hurdle shared that she appreciated all the opportunities she has been given as a member of the Board of Education; she attended, along with Chair Osorio and Superintendent Parkhurst, CABE Day on the Hill.
- B. Greg Guyette shared he attended various events including one of the two hockey tournament games. He is looking forward to the Musical this coming weekend. He also noted that at the recent South Literacy Night he spoke about the importance of voting regarding the budget.
- C. Chair Osorio noted her attendance at CABE Day on the Hill, looking forward to the upcoming weekend of the Musical (her last one as a parent), and also noted that at the next BOE meeting the Superintendent will be sharing information regarding some questions that have come up regarding the budget. She thanked the Superintendent for his diligence in responding to all of the budget questions that have been asked since the presentation to the Board of Finance.
- D. Superintendent Parkhurst thanked the BOE for their presence at so many events; in fact it was mentioned as one of the Bright Spots from our entire Leadership Team recently; thanks given to Amber and Greg for their involvement in negotiations recently, a call to attend the musical this weekend, and highlighted the CABE Day on the Hill as a time for advocacy for supporting Public Education. Superintendent Parkhurst further shared an update from the most recent Board of Finance meeting that at next week's

meeting on 3/18 the Board will look at the overall budget and may make some changes; he encouraged everyone to attend if they can; that meeting is at Town Hall at 6:30 pm and also available on line via zoom.

- XVI. Student Board of Education Representative Report
 - A. No student report this evening.
- XVII. 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.*
 - *A student from Windsor Locks High School provided public comment on the research she conducted related to Pay to Participate. The Board asked for a copy of her public comment to be provided.*
- XVIII. Student and Staff Recognition
 - A. WLHS Wrestling
 - 1. Superintendent Parkhurst showcased the NCCC Championship of Landon Tuttle and Peter Annis and further recognized the Class S State Championship of Peter Annis; congratulations was offered from all Board Members.
- XIX. Appointment of Director of Pupil Services
 - A. Superintendent Parkhurst provided an introduction to the new Director of PPS, Mrs. Kim Fentress who will be joining us on April 6, 2026. The Board offered their congratulations and welcome to the district. Kim provided some welcoming remarks.
- XX. Approval of Minutes: **Vote Needed**
 - February 19, 2026 Regular Meeting
 - Lindsay Cutler made a motion to approve the 2/19 minutes; seconded by Amber Mortensen-Hurdle; passed unanimously.
- XXI. Policy Priority List
 - 1. Mr. Stacy reviewed the list with the Board and timeline.
- XXII. Policy Review Second Read
 - 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)

- Greg Guyette made a motion to approve the policy above; seconded by Lindsay Cutler; passed unanimously.

XXIII. Policy Review First Read:

- | | | |
|-----------------------------------|-------------|----------|
| - 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 |

- Mr. Stacy and Superintendent Parkhurst reviewed the first read policies noted above. There was discussion among the Board members and some notes made of potential revisions and discussion about enforcement of policies. Mr. Stacy will review these and bring them back at a future BOE meeting.

XXIV. Finance

I

A. Subcommittee Report

B. Finance Report

1. This item was tabled due to no meeting on 3/11/26 due to staff absence/illness.

XXV. Mid-Year Diagnostic and Midterm Results

- A. Executive Director Curriculum, Instruction and Assessment, Rebecca Bissonnette and Superintendent Parkhurst engaged the Board in a review of the mid-year achievement and growth of our students in the areas of reading and math and a review of the reinstatement of midterm exams at WLHS. A thorough discussion occurred. Some additional items will be presented and shared at future items related to how they are used to help our students.

XXVI. Old Business

A. Daily Substitute Rate Update

1. Mr. Stacy gave an update on the fill rate.

B. Pay to Participate

1. No Update at this time.

C. WLHS Track and Field Status

1. Superintendent Parkhurst shared that he is continuing to work on the CIF state documents. He did make a request for help from any BOE members in obtaining support from the First Selectman to allow us to utilize the services of the town lobbyist for obtaining grant information at the state level.

XXVII. 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.

- *No Public Comment*

XXVIII. Adjourn Meeting

- A. Lindsay Cutler made a motion to adjourn the meeting; seconded by Greg Guyette; motion passed unanimously; meeting adjourned at 7:46 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 26, 2026

RE: HUMAN RESOURCES REPORT

Resignation

Kevin Gemmell, a science teacher at Windsor Locks Middle School, has resigned effective June 30, 2026. At the time of his resignation Mr. Gemmell will have served the students of Windsor Locks for 4 years.

Board Motion: “**Move** that the Board of Education accept the resignation of Mr. Gemmell on the date noted, and offer him our appreciation for his efforts on behalf of the students of Windsor Locks.”

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: ROBERT STACY, EXECUTIVE DIRECTOR OF OPERATIONS

DATE: MARCH 26, 2026

RE: HUMAN RESOURCES REPORT

Retirement

Kirsten Ondrush, a Family Consumer Science teacher at Windsor Locks High School, has resigned effective June 30, 2026. At the time of her retirement, Mrs. Ondrush will have served the students of Windsor Locks for 10 years.

Board Motion: “**Move** that the Board of Education accept the retirement of Mrs. Ondrush on the date noted, and offer her our congratulations and appreciation for her efforts on behalf of the students of Windsor Locks.”

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: MARCH 26, 2026

RE: FY27 BUDGET

Tonight, the Superintendent will provide an overview regarding grant funding.

Additionally, there are new dates as revised by the Board of Finance for the FY 2027 Budget Process:

- Wednesday, April 1, 2026 6:30 pm - Board of Finance to finalize all temporarily approved FY 2027 budgets
- Tuesday, April 7, 2026 6:30 pm - Board of Finance to Hold Appeals on the FY 2027 Operating and Capital Budgets

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: MARCH 26, 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

Windsor Locks Public Schools

www.wlps.org

Educational Leadership

Shawn Parkhurst

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Rebecca Bissonnette

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Monica Briggs, Principal

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Matthew Warner, Principal, Jennifer Leveille, Assistant Principal

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Jeffrey Bernabe, Principal, Kristen Krupa, Assistant Principal

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