

WINDSOR LOCKS PUBLIC SCHOOLS



BOARD OF EDUCATION MEETING

Regular Meeting

April 23, 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
April 23, 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. WLMS Music Recognition p. 4 Exhibit I A
- VI. Approval of Minutes: **Vote Needed** p. 5 Exhibit II
 - March 26, 2026 Regular Meeting
- VII. Policy Priority List p. 9 Exhibit III
- VIII. Policy Review
 - A. Second Read and Approval: **Vote Needed** p. 10 Exhibit IV A
 - 1316 Conduct on School Property Recommended Revision p. 11
 - 1325 Advertising Recommended Revision p. 17
 - 3280 Gifts, Grants & Bequests Recommended Revision p. 23
 - 3453 Student Activity Fund Recommended Revision p. 25
 - 3517.3 Dogs on School Property Optional New p. 27
 - B. First Read and Review p. 29 Exhibit IV B
 - 6140 Curriculum Mandatory Revision p. 30
- IX. Finance p. 32 Exhibit V
 - A. Subcommittee Report

- B. Finance Report
- X. Department of Economic and Community Development (DECD)
Selection Committee: **Vote Possible** p. 35 Exhibit VI
- XI. Old Business
 - A. Pay to Participate p. 36 Exhibit VII A
 - B. WLHS Track and Field Status p. 37 Exhibit VII B
- XII. 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.*
- XIII. Adjourn Meeting

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

Exhibit I A

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: APRIL 23, 2026

RE: STUDENT AND STAFF RECOGNITION

It is a pleasure to recognize and celebrate the musical talents of our students this evening who are led by two talented staff members at Windsor Locks Middle School.

It is quite impressive that a district of our size continues to have much to celebrate. This evening, congratulations is extended to two of our WLMS students who were recently awarded the CMEA Northern Regional Honors:

- Genevieve Levine
- Reid Mason

None of this would be possible without the work of two incredible staff members, Ms. St. Sauveur-Dandurand and Mr. Gladstein.

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN L. PARKHURST, SUPERINTENDENT
DATE: APRIL 23, 2026
RE: APPROVAL OF MINUTES

- March 26, 2026 Regular Meeting

Board Motion: “**Move** that the Board of Education approve the minutes of the March 26, 2026 Regular Meeting.”

**Board of Education
Town of Windsor Locks
Regular Meeting - Minutes
3/26/26**

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 (via zoom)
Members Absent: Dennis Gragnolati
Administrators: Shawn Parkhurst, Rebecca Bissonnette, Robert Stacy
Others: Members of the Leadership Team, Staff, and Public

Call to Order

Chair Alba Osorio called the Regular Meeting to order at 6:04 pm in the Windsor Locks High School Library Media Center.

Roll Call

Present were Alba Osorio, Greg Guyette, Amber Mortensen-Hurdle in person; Lindsay Cutler via zoom; Dennis Gragnolati was absent.

Pledge of Allegiance

All stood as the Pledge of Allegiance was conducted.

Board Member Appreciation and Recognition

Giovanna Testani, President of WLAA and Matt Warner, Vice President of WLAA gave thanks and appreciation to the members of the Board in honor of Board Member Appreciation Month. Each school provided gifts of appreciation and thanks. Superintendent Parkhurst shared individual works of thanks and appreciation to each Board member, personalizing their contributions to the board and provided a gift of appreciation and thanks.

Board of Education and Superintendent Communications

Communications included highlights of the recent negotiations that have taken place, the SAT administration at WLHS, recent collaboration and meetings with the Board of Finance, Spring Sports and special thanks to all involved in the Bradley Road Race. A request was made that in the future during finance reports to see account balances for gate fees and expenses.

Student Board of Education Representative Report

No student representatives were present this evening.

Public Audience (only on Agenda Items)

No public comment

Approval of Minutes: **Vote Needed**

- March 12, 2026 Regular Meeting
 - Motion was made by Greg Guyette; seconded by Amber Mortensen-Hurdle; motion passed 4-0.

Human Resources Report

Resignation

A motion was made by Amber Mortensen-Hurdle to accept the resignation of Kevin Gemmell; seconded by Greg Guyette; motion passed 4-0.

Retirement

A motion was made by Greg Guyette to accept the retirement of Kirsten Ondrush; seconded by Amber Mortensen-Hurdle; motion passed 4-0.

FY27 Budget

Overview of Grants

Superintendent Parkhurst provided an overview of the grants and how they are used to align and offset items in the operating budget. After a brief discussion it was agreed that these would be posted on the website for public viewing and transparency.

Superintendent Parkhurst updated the Board on the recent approval by the Board of Finance of the BOE FY27 budget at 6%. As a result of that, Superintendent Parkhurst presented a reduction list that was done in collaboration with the leadership team to get to the 6% increase number for Board review and discussion. After discussion, the Board agreed to not move forward with an appeal to the Board of Finance.

A motion was made by Greg Guyette and seconded by Amber Mortensen-Hurdle to approve the FY27 budget with the approved reductions as presented; motion passed 4-0.

Update on Revised Board of Finance Dates

Superintendent Parkhurst provided information on two upcoming Board of Finance date changes.

Finance

Subcommittee Report

Finance Report

These two items were tabled due to no meeting held.

Public Audience

No Public Comment

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

Greg Guyette made a motion to move into Executive Session at 7:00 pm; seconded by Amber Mortensen-Hurdle; motion passed 4-0.

The Board returned from Executive Session at 8:43 pm.

Adjourn to Public Session

Action, if any, on Executive Session Item

No Action taken

Adjourn Meeting

A motion was made by Greg Guyette at 8:44 pm second by Amber Mortensen-Hurdle to adjourn the meeting; passed 4-0; meeting adjourned at 8:44 pm.

Respectfully submitted,
Shawn Parkhurst
Superintendent of Schools

Exhibit III

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: ROBERT STACY, EXECUTIVE DIRECTOR OF OPERATIONS

DATE: APRIL 23, 2026

RE: POLICY PRIORITY LIST

April 23, 2026

- | | | | |
|--------|------------|-----------|----------|
| • 6140 | Curriculum | Mandatory | Revision |
|--------|------------|-----------|----------|

May 14, 2026

- | | | | |
|-------------|----------------------------------|-------------|----------|
| • 0000 | Mission | Recommended | Revision |
| • 5111/5112 | Admission and Placement (KG age) | Mandatory | Revision |
| • 6000 | School Philosophy | Recommended | Revision |

May 28, 2026

- | | | | |
|-----------|-----------------------|-------------|----------|
| • 4115.3 | Evaluation of Coaches | Mandatory | Revision |
| • 4118.23 | Personnel Conduct | Recommended | Revision |
| • 6172.4 | Parent Involvement | Mandatory | Revision |

Summer, 2026

- | | | | |
|-------------|---|-------------|----------|
| • 3326 | Assistance for Persons w/ Disabilities | Recommended | Revision |
| • 5123 | Academic Dishonesty-Cheating/Plagiarism | Mandatory | Revision |
| • 6141.3273 | AI (CABE version) | Recommended | New |
| • 6159 | IEPs | Mandatory | Revision |
| • 6171 | Special Education | Mandatory | Revision |

- Review any policies from CABE monthly recommended policy packet

BOE Action Needed: None

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: ROBERT STACY, EXECUTIVE DIRECTOR OF OPERATIONS

DATE: APRIL 23, 2026

RE: POLICY REVIEW SECOND READ AND APPROVAL

The following policies are being presented for a **Second Read and Possible Approval**

•	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: “**Move** that the Board of Education approve policies: 1316 Conduct on School Property; 1325 Advertising, 3280 Gifts, Grants, & Bequests, 3453 Student Activity Fund, and 3517.3 Dogs on School Property as presented and discussed.”

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

1316 Regulation

Community Relations

Relations Between Public and School Personnel

Conduct on School Property and Behavior of Participants in Athletic Events

Tiered Enforcement and Consequences

In order to ensure consistent, fair, and appropriate responses to violations of this policy, the District shall implement a tiered system of consequences. The level of response shall be based on the severity of the conduct, the presence of safety concerns, prior incidents, and compliance with administrative directives.

Tier I – Minor Misconduct

Behaviors that are disruptive but do not pose an immediate threat to safety.

Examples may include:

- Use of inappropriate language (non-threatening)
- Minor disruption of events or school operations
- Failure to follow posted rules or directions

Possible Consequences:

- Verbal warning and redirection
- Request to comply with expectations
- Documentation of incident
- Removal from event for the remainder of the day

Tier II – Moderate Misconduct

Behaviors that interfere with operations or escalate after prior warning.

Examples may include:

- Repeated Tier I behaviors after warning
- Use of loud, offensive, or provocative language
- Refusal to follow directives from school personnel
- Causing a disturbance at athletic events or meetings
- Unauthorized entry after prior notice

Possible Consequences:

- Immediate removal from school property or event
- Written notice of violation
- Temporary restriction from attending school events or accessing school property (e.g., 1–10 school days or specified events)
- Possible referral to law enforcement if warranted

Tier III – Serious Misconduct

Behaviors that threaten safety, involve aggression, or significantly disrupt the school environment.

Examples may include:

- Threats, intimidation, or harassment
- Physical aggression or fighting
- Property damage or vandalism
- Use or possession of alcohol, drugs, or prohibited substances
- Significant disruption requiring administrative or security intervention

Possible Consequences:

- Immediate removal from premises
- Issuance of a formal **No Trespass Directive**
- Extended prohibition from school property and events (e.g., 30–90 days or longer as determined by the Superintendent or designee)
- Mandatory meeting with administration prior to reinstatement
- Referral to law enforcement

Tier IV – Severe or Dangerous Misconduct

Behaviors that pose an immediate and substantial threat to safety or violate criminal law.

Examples may include:

- Possession of weapons or dangerous instruments
- Assault or credible threats of violence
- Repeated violations following prior exclusions
- Any conduct requiring police intervention

Possible Consequences:

- Immediate removal and involvement of law enforcement
 - Long-term or indefinite ban from school property and District events
 - Issuance of a formal trespass order and/or court action
 - Arrest and prosecution as applicable under Connecticut law
-

Additional Provisions

- The **Superintendent or designee** retains discretion to determine the appropriate tier based on the totality of circumstances.
- Certain behaviors may **bypass progressive steps** and result in immediate Tier III or Tier IV consequences.
- Individuals subject to exclusion may be provided written notice outlining:
 - The reason for the action
 - Duration of the restriction
 - Conditions for return, if applicable
- The District reserves the right to **seek legal remedies**, including court-issued trespass orders, where appropriate.

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 #1325 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. This policy aligns with the Town of Windsor Locks Parks and Facilities Use of Public Parks and Recreation Areas Policy which states in Section 5. DOGS:

“No person shall bring or cause to be brought into any park or recreational area any dog(s) unless such dog(s) is leashed and curbed under the control of such person. All animal excrement, from dogs or other animals must be immediately contained and thereafter removed by the animal’s owner or custodian, as the case may be.”

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

Violations of the Windsor Locks dog policy, such as leash law infractions, can be addressed by reporting the issue to the Windsor Locks Police Department or Animal Control. Recourse includes fines up to \$99 for ordinance violations, and in extreme cases the seizure of roaming or dangerous dogs by animal control officers.

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

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: ROBERT STACY, EXECUTIVE DIRECTOR OF OPERATIONS

DATE: APRIL 23, 2026

RE: POLICY REVIEW FIRST READ AND REVIEW

The following policies are presented for review and **First Read** and Review by the Board:

April 23, 2026

- 6140 Curriculum Mandatory Revision

Instruction

Curriculum

In accordance with state statutes, the prescribed course of study shall include at least the following subject matter:

1. The arts, including dance, music, art, and theater;
2. Career education;
3. Consumer education and personal financial management, and financial literacy;
4. Health and safety, including, but not limited to, human growth and development; nutrition; first aid, including CPR training; disease prevention and cancer awareness, including age and developmentally-appropriate instruction in performing self-examinations for screening breast and testicular cancer; community and consumer health, physical mental and emotional health, including youth suicide prevention, substance abuse prevention including opioid use and related disorders; safety, including the use of social media, and may include the dangers of gang membership; and accident prevention;
5. Language arts, including reading, writing, grammar, speaking, and spelling;
6. Mathematics;
7. Physical education;
8. Science, which may include the climate change curriculum;
9. Social studies, including citizenship, economics, geography, government, history, and Holocaust and genocide education and awareness, and Asian American and Pacific Islander (AAPI) Studies
10. African-American and Black Studies;
11. Puerto Rican and Latino Studies;
12. Native American Studies
13. Computer programming instruction; and
14. At least on the secondary level, one or more world languages and vocational education.

The curriculum development/revision process will be conducted by a District Curriculum Committee that has the responsibility to recommend, develop, review, and approve all curriculum for the District, and said curriculum shall be subject to the approval of the Board of Education.

Each local and regional Board of Education shall:

1. make available all curriculum approved by the committee and all associated curriculum materials in accordance with the requirements of the Protection of student Rights Amendment, 20 USC 1232h, and
2. for the school year commencing July 1, 2026, and each school year thereafter, post objectives and scope and sequence of approved curriculum on the web site of such Board.

Instruction

Curriculum (continued)

The Board of Education reserves the responsibility for establishing and approving curricula for the school district. Teachers shall teach within the approved curricula.

The Board of Education, in establishing and approving curricula for the school district, will give due consideration to the possible adoption and use of the model curriculum for grades K-8 developed by the Connecticut State Department of Education in collaboration with the State Education Resource Center (SERC) upon its availability. Such consideration shall be based upon the recommendation of the District Curriculum Committee.

(cf. 6121 - Nondiscrimination: Instructional Program)

Legal Reference: Connecticut General Statutes
 10-16b Prescribed courses of study, as amended by PA 08-153, PA 21-2
 JSS, Sections 374, 375, 376.
 10-16c et seq. re Family life education.
 10-17 English language to be medium of instruction.
 10-17 et seq. re Bilingual instruction.
 10-18 Courses in United States history, government and duties and
 responsibilities of citizenship.
 10-18a Contents of textbooks and other general instructional materials.
 10-18 bet seq. re Firearms safety programs.
 10-19 Effect of alcohol, nicotine or tobacco and drugs to be taught. Training
 of personnel. Evaluation of programs by alcohol and drug abuse commission
 and department of education.
 10-19a et seq. re Substance abuse prevention team.
 10-24 Course in motor vehicle operation and highway safety.
 10-21 et seq. re Vocational education and cooperation with business.
 10-220 Duties of boards of education as amended by PA 08-153.
 10-221a High School graduation requirements.
 PA 22-80 An Act Concerning Childhood Mental and Physical Health Services
 in School
 PA 25-174 An Act Authorizing and Adjusting Bonds of the State and
 Concerning Grant Programs, State Grant Commitments for School Building
 Projects, Revisions to the School Building Projects Statutes and Various
 Provisions Revising and Implementing the Budget for the Biennium Ending
 June 30, 2027.

Policy adopted: May 2026

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: APRIL 23, 2026

RE: FINANCE REPORT

The finance subcommittee did not meet during March (due to illness) and April (due to transition), however, an overview of the most recent financial information is provided.

In addition, the finance office has undergone some transitions that will be reviewed this evening.

FY 2025-26 Financials

FY 2025-26 GL BUDGET	\$ 34,051,186.07
YTD through March 31, 2026	\$ 22,352,363.46
FY 2025-26 Budget Balance	\$ 11,698,822.61
FY 2025-26 Encumbered (YTD)	\$ 9,589,515.08
FY 2025-26 Budget % Spent (YTD)	65.64%
FY 2025-26 Budget % Encumbered	28.17%

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: 3/1/2026

To Date: 3/31/2026

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	\$82,311.81	\$377,855.01	\$233,732.68	\$128,750.21	\$104,982.47	17.17%
	Account Area: Student Activity - 100	\$611,587.69	\$82,311.81	\$377,855.01	\$233,732.68	\$128,750.21	\$104,982.47	17.17%
010.00.110.0000.000.000	Balance Sheet	\$1,492,188.98	\$150,616.80	\$1,176,775.90	\$315,413.08	\$369,584.64	(\$54,171.56)	-3.63%
	Account Area: Central Administration - 110	\$1,492,188.98	\$150,616.80	\$1,176,775.90	\$315,413.08	\$369,584.64	(\$54,171.56)	-3.63%
010.00.120.0000.000.000	Balance Sheet	\$16,960.00	\$0.00	\$14,339.92	\$2,620.08	\$468.00	\$2,152.08	12.69%
	Account Area: Capital Improv & Equip - 120	\$16,960.00	\$0.00	\$14,339.92	\$2,620.08	\$468.00	\$2,152.08	12.69%
010.00.130.0000.000.000	Balance Sheet	\$234,330.27	\$11,689.68	\$231,233.99	\$3,096.28	\$39,346.93	(\$36,250.65)	-15.47%
	Account Area: Administrative Expenses - 130	\$234,330.27	\$11,689.68	\$231,233.99	\$3,096.28	\$39,346.93	(\$36,250.65)	-15.47%
010.00.140.0000.000.000	Balance Sheet	\$2,166,794.94	\$289,407.05	\$1,854,720.74	\$312,074.20	\$225,288.69	\$86,785.51	4.01%
	Account Area: Tuition & Special Services - 140	\$2,166,794.94	\$289,407.05	\$1,854,720.74	\$312,074.20	\$225,288.69	\$86,785.51	4.01%
010.00.211.0000.000.000	Balance Sheet	\$975,646.52	\$75,805.84	\$692,652.51	\$282,994.01	\$264,655.40	\$18,338.61	1.88%
	Account Area: Principals - 211	\$975,646.52	\$75,805.84	\$692,652.51	\$282,994.01	\$264,655.40	\$18,338.61	1.88%
010.00.213.0000.000.000	Balance Sheet	\$14,900,195.83	\$1,301,271.07	\$9,845,095.09	\$5,055,100.74	\$4,997,159.73	\$57,941.01	0.39%
	Account Area: Instructional Staff - 213	\$14,900,195.83	\$1,301,271.07	\$9,845,095.09	\$5,055,100.74	\$4,997,159.73	\$57,941.01	0.39%
010.00.214.0000.000.000	Balance Sheet	\$3,185,932.05	\$269,334.93	\$2,072,476.73	\$1,113,455.32	\$973,814.75	\$139,640.57	4.38%
	Account Area: Support Staff - 214	\$3,185,932.05	\$269,334.93	\$2,072,476.73	\$1,113,455.32	\$973,814.75	\$139,640.57	4.38%
010.00.215.0000.000.000	Balance Sheet	\$482,291.68	\$37,571.58	\$339,660.64	\$142,631.04	\$138,847.04	\$3,784.00	0.78%
	Account Area: Secretarial Staff - 215	\$482,291.68	\$37,571.58	\$339,660.64	\$142,631.04	\$138,847.04	\$3,784.00	0.78%
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	\$3,186.59	\$18,748.53	\$13,686.74	\$4,715.40	\$8,971.34	27.66%
	Account Area: Library - 230	\$32,435.27	\$3,186.59	\$18,748.53	\$13,686.74	\$4,715.40	\$8,971.34	27.66%
010.00.231.0000.000.000	Balance Sheet	\$235,373.64	\$5,868.06	\$176,053.95	\$59,319.69	\$15,857.75	\$43,461.94	18.47%
	Account Area: Technology - 231	\$235,373.64	\$5,868.06	\$176,053.95	\$59,319.69	\$15,857.75	\$43,461.94	18.47%
010.00.240.0000.000.000	Balance Sheet	\$250,015.85	\$11,096.61	\$146,416.23	\$103,599.62	\$35,869.63	\$67,729.99	27.09%
	Account Area: Teaching Supplies - 240	\$250,015.85	\$11,096.61	\$146,416.23	\$103,599.62	\$35,869.63	\$67,729.99	27.09%
010.00.250.0000.000.000	Balance Sheet	\$61,291.75	\$1,671.28	\$30,713.75	\$30,578.00	\$9,650.66	\$20,927.34	34.14%
	Account Area: Instructional Support - 250	\$61,291.75	\$1,671.28	\$30,713.75	\$30,578.00	\$9,650.66	\$20,927.34	34.14%
010.00.300.0000.000.000	Balance Sheet	\$382,383.72	\$34,499.36	\$269,312.59	\$113,071.13	\$108,196.40	\$4,874.73	1.27%
	Account Area: Health Care - 300	\$382,383.72	\$34,499.36	\$269,312.59	\$113,071.13	\$108,196.40	\$4,874.73	1.27%
010.00.520.0000.000.000	Balance Sheet	\$1,888,644.18	\$151,321.82	\$982,142.97	\$906,501.21	\$918,786.82	(\$12,285.61)	-0.65%
	Account Area: Transportation - 520	\$1,888,644.18	\$151,321.82	\$982,142.97	\$906,501.21	\$918,786.82	(\$12,285.61)	-0.65%
010.00.610.0000.000.000	Balance Sheet	\$1,438,887.31	\$113,641.03	\$1,015,017.18	\$423,870.13	\$379,779.63	\$44,090.50	3.06%
	Account Area: Custodial Staff - 610	\$1,438,887.31	\$113,641.03	\$1,015,017.18	\$423,870.13	\$379,779.63	\$44,090.50	3.06%
010.00.620.0000.000.000	Balance Sheet	\$473,912.72	\$60,284.74	\$258,766.22	\$215,146.50	\$118,437.57	\$96,708.93	20.41%

Windsor Locks Public Schools

_BOE GF Monthly Expenditures by Acct Area

Fiscal Year: 2025-2026

☐ Subtotal by Collapse Mask

☒ Include pre encumbrance

From Date: 3/1/2026

To Date: 3/31/2026

☐ Print accounts with zero balance ☒ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance

☐ Include All Encumbrances

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
	Account Area: Contracted Service/Plant Op - 620	\$473,912.72	\$60,284.74	\$258,766.22	\$215,146.50	\$118,437.57	\$96,708.93	20.41%
010.00.640.0000.000.000	Balance Sheet	\$1,251,060.21	\$119,721.43	\$868,100.01	\$382,960.20	\$269,062.08	\$113,898.12	9.10%
	Account Area: Utilities - 640	\$1,251,060.21	\$119,721.43	\$868,100.01	\$382,960.20	\$269,062.08	\$113,898.12	9.10%
010.00.650.0000.000.000	Balance Sheet	\$154,000.00	\$15,135.71	\$83,126.57	\$70,873.43	\$67,431.85	\$3,441.58	2.23%
	Account Area: Custodial Supplies - 650	\$154,000.00	\$15,135.71	\$83,126.57	\$70,873.43	\$67,431.85	\$3,441.58	2.23%
010.00.720.0000.000.000	Balance Sheet	\$186,960.00	\$26,501.43	\$143,140.64	\$43,819.36	\$10,552.88	\$33,266.48	17.79%
	Account Area: Building & Grounds Repairs - 720	\$186,960.00	\$26,501.43	\$143,140.64	\$43,819.36	\$10,552.88	\$33,266.48	17.79%
010.00.721.0000.000.000	Balance Sheet	\$135,674.40	\$10,727.71	\$96,460.05	\$39,214.35	\$32,244.68	\$6,969.67	5.14%
	Account Area: Equip Repair & Rental - 721	\$135,674.40	\$10,727.71	\$96,460.05	\$39,214.35	\$32,244.68	\$6,969.67	5.14%
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	\$142,509.95	\$1,159,414.36	\$447,585.64	\$76,173.76	\$371,411.88	23.11%
	Account Area: Retire/Social Security - 810	\$1,607,000.00	\$142,509.95	\$1,159,414.36	\$447,585.64	\$76,173.76	\$371,411.88	23.11%
010.00.820.0000.000.000	Balance Sheet	\$1,874,947.06	\$5,721.48	\$499,420.23	\$1,375,526.83	\$395,248.58	\$980,278.25	52.28%
	Account Area: Insurance - 820	\$1,874,947.06	\$5,721.48	\$499,420.23	\$1,375,526.83	\$395,248.58	\$980,278.25	52.28%
Grand Total:		\$34,051,186.07	\$2,919,895.96	\$22,352,363.46	\$11,698,822.61	\$9,589,515.08	\$2,109,307.53	6.19%

End of Report

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: APRIL 23, 2026

RE: DEPARTMENT OF ECONOMIC AND COMMUNITY
DEVELOPMENT (DECD) SELECTION COMMITTEE

As part of the Community Investment Fund (CIF) planning grant, the DECD requires the appointment of a selection committee to screen and evaluate RFQ responses, select the qualifications firms and request fee proposals and make final selection.

The selection committee shall establish evaluation criteria and forms for the purpose of evaluating and ranking each respondent's qualifications. This will include but is not limited to the following:

- Proposed scope of the work
- Qualifications and experience of personnel to be assigned to the project team
- Ability to provide the services within proposed project schedule time constraints
- Firm's awareness of project's issues, opportunities and constraints
- Project team's composition and experience on similar projects
- Quality and performance of past services
- Hourly fees and expense schedule
- References feedback record

It is recommended that at least the Superintendent, at least two members of the Board of Education, a member of the high school administration or athletic department, and Director of Facilities.

Possible Board Motion: TBD

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: APRIL 23, 2026

RE: PAY TO PARTICIPATE - SPRING SPORTS

Spring sports are underway and this evening I'll provide you with an update on the pay to participate collection to date.

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: APRIL 23, 2026

RE: FOOTBALL AND TRACK PROJECT - OLD BUSINESS

At the current time the Community Investment Fund (CIF) planning grant in the amount of \$250,000 is in development in collaboration with the state liaison. This includes completing state documents that include the following:

- Project Financing Plan and Budget form
- Project Administration and Monitoring Plan
- Resolution Template; ability to accept funds
- Gift and Campaign Contribution Certification
- DECD Bidding, Contracting and Construction Guidelines review
- Professional Services Process review
- Pre-Procurement Checklist documents

The focus of the above will include the design, survey and permitting costs.

Windsor Locks Public Schools

www.wlps.org

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