

WINDSOR LOCKS PUBLIC SCHOOLS



BOARD OF EDUCATION MEETING

Regular Meeting

May 14, 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
May 14, 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 & Staff Recognition
 - A. WLMS Chorus Regional Music Festival p. 5 Exhibit I A
 - B. WLMS Educator Sean Hughes p. 6 Exhibit I B
- VI. Approval of Minutes: **Vote Needed** p. 7 Exhibit II
 - April 22, 2026 Special Meeting
 - April 23, 2026 Regular Meeting
 - April 27, 2026 Special Meeting
- VII. Human Resource Report - Resignation: **Vote Needed** p. 15 Exhibit III
- VIII. Policy Priority List p. 16 Exhibit IV
- IX. Policy Review
 - A. Second Read and Approval: **Vote Needed** p. 17 Exhibit V A
 - 6140 Curriculum Mandatory / New p. 18
- X. Curriculum
 - A. Subcommittee Report
 - 1. Curriculum Committee Meeting Minutes: **Vote Needed** p. 20 Exhibit VI A
 - B. Reading Pilot p. 21 Exhibit VI B, C, D
 - C. WLMS Math Curriculum
 - D. Curriculum Outline Preview

- XI. Healthy Food Certifications & Exemptions: **Vote Needed** p. 22 Exhibit VII
- XII. WLPS Calendar Change: **Vote Needed** p. 24 Exhibit VIII
- XIII. FY27 Budget Update
- XIV. Finance
- A. Subcommittee Report
- B. Finance Report p. 25 IX B
- XV. Capital Improvement Project - NSS Chimney: **Vote Needed** p. 28 Exhibit X
- XVI. Old Business
- A. Pay to Participate
- B. WLHS Track and Field Status p. 33 Exhibit XI B
- XVII. 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.*
- XVIII. 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. Goals, Evaluation & Contract of the Superintendent of Schools
- B. Non-Union Wage Compensation for the following:
1. Executive Director of Curriculum, Instruction and Assessment
 2. Executive Director of Operations
 3. Director of Facilities
 4. Director of IT
 5. Executive Assistant to the Superintendent of Schools
- That attendance in the Executive Session shall be limited to:
- Members of the Board of Education
 - Superintendent
- XIX. Action, if any, on Executive Session Items: **Vote Possible**
- XX. 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. Discussion of Union Negotiations: Connecticut Health Care Associates, District 1199, National Union of Hospital and Health Care Employees, AFSCME, AFL-CIO
- That attendance in the Executive Session shall be limited to:

- Members of the Board of Education
- Superintendent
- Executive Director of Operations
- Others as Requested to Attend

XXI. Action, if any, on Executive Session Item: **Vote Possible**

XXII. 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: MAY 14, 2026

RE: STUDENT 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 are extended to two of our WLMS students who were recently awarded the CMEA Northern Regional Honors for chorus:

- Ala Grabarczyk
- Ava Martins

None of this would be possible without the work of Mr. Gladstein.

Exhibit I B

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: MAY 14, 2026

RE: STAFF RECOGNITION

Mr. Sean Hughes, WLMS Social Studies teacher, has been selected by the Gilder Lehrman Institute of American History to participate in a prestigious six-day professional learning experience in Dallas this June.

Chosen through a highly selective national process that recognizes only 100 teachers across the United States, Mr. Hughes will take part in an all-expenses-paid program focused on the Declaration of Independence — a cornerstone of our 8th-grade curriculum. The knowledge and insight he gains through this experience will greatly benefit our students and support future curriculum development at WLMS.

We are incredibly proud of Mr. Hughes and this outstanding accomplishment, and we look forward to hearing about his experience upon his return.

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: MAY 14, 2026

RE: APPROVAL OF MINUTES

- April 22, 2026 Special Meeting
- April 23, 2026 Regular Meeting
- April 27, 2026 Special Meeting

Board Motion: “**Move** that the Board of Education approve the minutes of the April 22, 2026 Special Meeting, the April 23, 2026 Regular Meeting, and the April 27, 2026 Special Meeting (maybe).”

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

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

**MINUTES OF THE SPECIAL MEETING
April 22, 2026 - 7:30 p.m.**

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

Members Absent: Lindsay Cutler, Dennis Gragnolati

Administrators: Shawn Parkhurst, Matt Warner, Jennifer Leveille

I. Call to Order

Board Chair Alba Osorio called the Special Meeting to Order at 7:50 p.m., in the Windsor Locks Public School's Central Office Conference Room.

II. Executive Session

It was **MOVED** (Guyette) and **SECONDED** (Cutler) and **PASSED** (U), that the Board of Education enters into Executive Session to conduct a student expulsion hearing and to preserve the confidentiality of student records, and that the following be invited to attend the executive session to offer testimony: Superintendent of Schools, Middle School Administration.

Mrs. Osorio asked all persons in attendance to identify themselves for the record:

Board of Education Members:

Alba Osorio
Greg Guyette
Lindsay Cutler
Amber Mortensen-Hurdle

Others:

Mr. Shawn Parkhurst, Superintendent of Windsor Locks Public Schools, Mr. Matt Warner, Windsor Locks Middle School Principal, and Ms. Jennifer Leveille, Windsor Locks Middle School Assistant Principal.

Witnesses were sworn in by Mrs. Osorio.

Testimony regarding the offense and penalty phase was given by Mr. Shawn Parkhurst, Mr. Matt Warner, and Ms. Jennifer Leveille followed by questions from the Board of Education Members.

Board Recessed at 8:09 p.m.

The Board Reconvened at 8:10 p.m.

The Board reconvened to Public Session at 8:10 p.m.

It was **MOVED** (Guyette) and **SECONDED** (Mortensen-Hurdle) and **PASSED** (U) that the Board of Education finds that Student C did engage in conduct that violated Board Policy and was seriously disruptive to the educational process. The student has therefore committed an expellable offense.

It was **MOVED** (Mortensen-Hurdle) and **SECONDED** (Guyette) and **PASSED** (U) that the Board of Education reconvenes in Executive Session to conduct a student expulsion hearing and to protect the confidential student records and that the same persons who were previously invited to attend the Executive Session are invited to attend at 8:10 p.m.

III. **Action Regarding Expulsion**

Testimony regarding the penalty phase of the expulsion was given by Mr. Shawn Parkhurst, and Mr. Matt Warner, followed by questions from the Board of Education Members.

Board Recessed at 8:30 p.m.

Board Reconvened at 8:35p.m.

The Board reconvened into public session at 8:35 p.m.

It was **MOVED** (Guyette) and **SECONDED** (Cutler) and **PASSED** (U) that the Windsor Locks Board of Education (1) accepts and adopts the findings and facts discussed and presented in executive session; and find that Student C is hereby expelled from the Windsor Locks Public Schools, including all school-related activities, curricular or otherwise, for a period of one calendar year beginning March 20, 2026 and ending March 19, 2027, and (2) that as a consequence of said conduct, Student C shall be expelled in accordance with the terms and conditions of the Administration's Recommendations dated April 22, 2026 as amended.

IV. **Adjournment**

It was **MOVED** (Cutler) and **SECONDED** (Guyette) and **PASSED** (U) that the Board of Education adjourns the April 22, 2026 Special Meeting at 8:41 p.m.

Respectfully Submitted,
Shawn Parkhurst

**Board of Education
Town of Windsor Locks
Regular Meeting - Minutes
4/23/26**

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 & Dennis Gragnolati
Administrators: Shawn Parkhurst, Rebeeca Bissonnette, Robert Stacy
Others: Various members of Leadership Team, Staff 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

Present were Alba Osorio, Greg Guyette, Amber Mortensen-Hurdle, Lindsay Cutler & Dennis Gragnolati.

Pledge of Allegiance

All stood as the Pledge of Allegiance was conducted. A moment of silence was called for the family in our community that recently suffered a loss/tragedy.

Board of Education and Superintendent Communications

Lindsay Cutler highlighted her attendance at the WLMS Band Concert. Amber Mortensen-Hurdle highlighted her attendance at a recent Flag Football game and a recent track meet. Greg Guyette highlighted the NHS Senior Prom of which he stayed the entire time. Alba Osorio highlighted the NHS Senior Prom and the District Music Festival. Superintendent Parkhurst highlighted the WLMS Band Concert, the series of family engagement events that have occurred such as Snack Attack Bingo at SES and Art Night at NSS, the recent Culinary Dinner, the AP Presentations that have been occurring, the Drumline performance and teaching by our MS students at the Senior Center, the 2nd Annual District Music Festival, and congratulated the Girls Flag Football Team on their undefeated start to the season. He reminded everyone of the upcoming Little League Opening Day Parade on Saturday at 10:30 and the upcoming Public Hearing on the Budget on April 28, 2026 at 7:00 pm at WLHS Auditorium.

Student Board of Education Representative Report

Student representative Abby Guyette highlighted that NHS Senior Prom was a hit and had a great deal of engagement from both juniors and seniors. She also shared that the prom tickets will go on sale next week; Decision day is May 1st where seniors will wear their decision day shirts of their plans post high school. She also shared that spring sports is underway.

Public Audience (only on Agenda Items)

None

Student and Staff Recognition

Superintendent Parkhurst recognized and celebrated two WLMS students on their musical talents and being awarded honors at the Northern Regional Music Festival.

A brief recess was held.

Approval of Minutes

A motion was made by Lindsay Cutler to approve the minutes of the 3/26/26 regular meeting; seconded by Amber Mortensen-Hurdle; motion passed unanimously.

Policy Priority List

Mr. Stacy shared the upcoming policy priority list.

Policy Review

Second Read and Approval

- 1316 Conduct on School Property
- 1325 Advertising
- 3280 Gifts, Grants & Bequests
- 3453 Student Activity Fund
- 3517.3 Dogs on School Property

A motion was made by Amber Mortensen-Hurdle to approve policy 1316, 1325, 3280, 3453, 3517.3; seconded by Lindsay Cutler; motion passed unanimously.

First Read and Review

- - 6140 Curriculum

Dr. Bissonnette reviewed this draft. It was also discussed to form a curriculum subcommittee of the Board of Education. Interested Board members included Lindsay Cutler, Amber Mortensen-Hurdle and Alba Osorio.

Finance

Subcommittee Report

Finance Report

Superintendent Parkhurst introduced Larry Juhasz as the interim Finance Director and also shared that the department has hired the Accounting Specialist, Rhonda Barber. He further shared that the documents were provided in the packet for review but due to illness in March and transition in April the subcommittee has not met.

Department of Economic and Community Development (DECD) Selection Committee

Superintendent Parkhurst outlined that through the work on the CIF grant, part of the process includes identifying a selection committee to read the RFQ and select a bid to grant. The recommendation was to have at least two BOE members on the committee.

After some discussion a motion was made by Greg Guyette to appoint Greg Guyette, Dennis Gragnolati and Lindsay Cutler to the RFQ selection committee from the BOE; seconded by Lindsay Cutler; motion passed unanimously.

Old Business

Pay to Participate

Superintendent Parkhurst shared that with the transition in the Business Office he does not have a complete spring update at this time but will have that at a future meeting.

WLHS Track and Field Status

Superintendent Parkhurst outlined the documents that he is currently working on to completed for the CIF grant in collaboration with the state liaison.

Public Audience

Kevin Stone of 406 S Elm Street provided public comment regarding concern over the hiring of coaches. He provided a written handout to each board of education member as well.

Greg Guyette made a motion to add an agenda to go into Executive Session to discuss a confidential student matter at 6:41 pm and to include the Superintendent of Schools and the WLMS Principal; seconded by Lindsay Cutler; passed unanimously.

The Board exited executive session at 6:50 pm. A motion was made at 6:50 pm by Lindsay Cutler to approve the residency request as presented; seconded by Greg Guyette; passed unanimously.

Adjourn Meeting

Lindsay Cutler made a motion to adjourn the meeting at 6:51 pm; seconded by Amber Mortensen-Hurdle; passed unanimously.

Respectfully submitted,

Shawn Parkhurst

Superintendent of Schools

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

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

**MINUTES OF THE SPECIAL MEETING
April 27, 2026 at 7:00 p.m.**

Members Present: A. Osorio, G. Guyette, D. Gragnolati, A. Mortensen-Hurdle, L. Cutler
Administrators: S. Parkhurst, M. Warner, J. Leveille
Staff: None
Students: Student C
Others: Mother of Students, Attorney J. Freeman, Attorney E. Barlett, Attorney N. Sieira Millan, Officer T. Kieselback, Officer R. Dwy

I. Call to Order

Chair Alba Osorio called the Special Meeting to Order at 7:09 p.m., in the Windsor Locks High School Library/Media Center.

II. Residency Hearing - Executive Session (pursuant to Connecticut General Statutes Section 10-186, 4-176e to 4-180a, inclusive, and Section 41-181a.

It was **MOVED** (Guyette) and **SECONDED** (Cutler) and **PASSED** (U), that the Board of Education enters into Executive Session to conduct students' residency hearing, during which matters of personal privacy of the students involved are likely to be discussed. Further I move that the following persons be invited to the Executive Session to assist in either giving testimony or assist in the representation of the various parties to the proceeds:

- Mr. Shawn Parkhurst, Superintendent of Schools
- Mother of the students who are the subject of the residency proceedings
- Attorney Natalia Sieira Millan, Attorney for the Board/Procedural Advisor
- Attorney Elisa Barlett, Attorney for Administration
- Attorney Justin Freeman, Attorney for Family
- Mr. Matthew Warner, WLMS Principal
- Ms. Jenn Leveille, WLMS Assistant Principal
- Student C
- Officer Kieselback
- Officer Dwy

Attorney Natalia Sieira Millan, Attorney/Procedural Advisor for the Board of Education asked all persons in attendance to identify themselves for the record:

Board of Education Members:

Mrs. Alba Osorio, Chair

Mr. Greg Guyette, Vice-Chair
Mr. Dennis Gragnolati, Board Member
Mrs. Amber Mortensen-Hurdle, Board Member
Mrs. Lindsay Cutler, Board Member

Others:

Mother of Students

Mr. Shawn Parkhurst, Superintendent of Windsor Locks Public Schools

Attorney Elisa Barlett, Attorney for the Administration

Mr. Matthew Warner, WLMS Principal

Mrs. Jennifer Leveille, WLMS Assistant Principal

Attorney Natalia Sieira Millan, Attorney/Procedural Advisor for Board of Education

Attorney Justin Freeman, Attorney for Family

Student C

Officer Kieselback

Officer Dwy

Witnesses were sworn in by Attorney Natalia Sieira Millan.

Exhibits were entered by the Mother and Administration and testimony was given by Mother and of Students, and Student C, as well as Administration followed by questions from Attorney Freeman, Attorney Barlett and the Board of Education Members.

Closing statements were given by Attorney Freeman, Attorney Barlett, and Mother of the Students.

Board recessed at 10:18 pm to deliberate. Board reconvened into public session at 10:57 p.m.

It was **MOVED** (Guyette) and **SECONDED** (Mortensen-Hurdle) and **PASSED** (U) that the Board of Education adopts the Findings and Facts discussed in executive session regarding the students who were subject of the residence hearing conducted in executive session. That the students' appeal is denied and that as a consequence of the factual findings adopted by the Board, the decision of the school administration to dis-enroll said students from the Windsor Locks School System is affirmed, since the students are not residents of Windsor Locks and is therefore not entitled to attend schools in the school district.

III. **Adjournment**

It was **MOVED** (Guyette) and **SECONDED** (Gragnolati) and **PASSED** (U) that the Board of Education adjourns the April 27, 2026, Special Meeting at 10:59 p.m.

Respectfully Submitted,

Shawn L. Parkhurst, Superintendent of Schools

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: ROBERT STACY, EXECUTIVE DIRECTOR OF OPERATIONS

DATE: MAY 14, 2026

RE: HUMAN RESOURCES REPORT - RESIGNATION

Resignations:

Scott Williamson, Science Teacher, resigned effective June 30, 2026. Scott served the students of Windsor Locks for the past 8 years.

Board Motion: “**Move** that the Board of Education accepts the resignation on the date noted and offers our appreciation for service to the Windsor Locks Public Schools.”

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: ROBERT STACY, EXECUTIVE DIRECTOR OF OPERATIONS

DATE: MAY 14, 2026

RE: POLICY PRIORITY LIST

May 14, 2026

- | | | | |
|--------|------------|-----------|-----|
| • 6140 | Curriculum | Mandatory | New |
|--------|------------|-----------|-----|

May 28, 2026

- | | | | |
|-----------|-----------------------|-------------|----------|
| • 4115.3 | Evaluation of Coaches | Mandatory | Revision |
| • 4118.23 | Personnel Conduct | Recommended | Revision |
| • 6000 | School Philosophy | 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

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: ROBERT STACY, EXECUTIVE DIRECTOR OF OPERATIONS

DATE: MAY 14, 2026

RE: POLICY REVIEW - SECOND READ AND APPROVAL

Second Read And Approval

6140 Curriculum Mandatory New

Possible Board Motion: “**Move** that the Board of Education approve policy 6140 Curriculum as presented.”

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 **Selection** 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

Windsor Locks Public Schools
Board of Education Curriculum Committee

May 5, 2026 4:30 pm

Meeting Minutes

Members Present: Lindsay Cutler, Amber Mortensen-Hurdle & Alba Osorio,

Administrators: Dr. Rebecca Bissonnette

Call to Order: Meeting was called to order at 4:33 pm in the Central Office Meeting Hall

Review Minutes: First Meeting of the Committee

Dr. Bissonnette welcomed and thanked committee members for their participation and reviewed the roles and responsibilities of the committee. Board of Education members discussed the importance of creating opportunities for more detailed conversations regarding curriculum, instruction, and assessment topics that are not always possible during regular Board meetings.

New Business

Dr. Bissonnette presented an update on the year-long Amplify Math pilot program at the middle school. Based on the outcomes of the pilot, the school would like to move forward with adopting the resource to replace the CPM program currently in use. Dr. Bissonnette reviewed key differences between the two programs and emphasized the importance of providing consistent student experiences across classrooms and grade levels. Board of Education members reflected on their own experiences with the previous program through their children's participation as students.

Dr. Bissonnette also shared the district's interest in developing a coherent K–8 literacy program and proposed a pilot of the Amplify ELA program for Grade 6–8 reading classes during the upcoming school year. The proposed pilot would build upon the K–5 Amplify CKLA foundation currently being implemented. Board of Education members expressed agreement with the need for greater instructional coherence across grade levels.

Dr. Bissonnette shared an update on the format that will be used to present WLPS curriculum information on the district website in accordance with state statute requirements. Board of Education members expressed agreement with the proposed format moving forward.

Informational Items

Committee members were asked if there were any specific topics or regular updates they would like included in future meetings; no requests were made at this time. Amber Mortensen-Hurdle suggested that the committee could serve as a venue for discussions related to student pathways, workplace shadowing opportunities, and career fair experiences.

Public Comment

There was no public comment

A motion was made by Lindsay Cutler and seconded by Amber Mortensen-Hurdle at 5:24 pm to adjourn the meeting.

Respectfully submitted,
Dr. Rebecca Bissonnette
Executive Director of Curriculum, Instruction, and Assessment

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: MAY 14, 2026

RE: CURRICULUM

This evening, Dr. Bissonnette, will provide an overview of the plans moving forward with regard to the following:

- Reading Pilot Programming
- WLMS Math Curriculum
- Required Curriculum Outline (preview)

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: ROBERT STACY, EXECUTIVE DIRECTOR OF OPERATIONS

DATE: MAY 14, 2026

RE: HEALTHY FOOD CERTIFICATION & EXEMPTIONS

The Healthy Food Certification (HFC) statute (C.G.S. Section 10-251f) requires that local boards of education participating in the National School Lunch Program (NSLP) must annually determine and certify whether all food items sold to students separately from reimbursable meals will or will not meet the Connecticut Nutrition Standards (CNS).

All Boards of Education that participate in the NSLP must use the language noted below in the Board Motions to conduct the required vote on participation in the healthy food option of HFC. Each item requires a separate vote.

Vote 1: Required for participation in the healthy food option of HFC

Move that: “Pursuant to C.G.S. Section 10-215f, the Windsor Locks Public Schools Board of Education certifies that all food items offered for sale to students in the schools under its jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will comply with the Connecticut Nutrition Standards during the period of July 1, 2026, through June 30, 2027. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to school stores, vending machines, school cafeterias, culinary programs, and any fundraising activities on school premises sponsored by the school or non-school organizations and groups.”

Vote 2: Required vote for food exemptions for BOEs voting “yes” to the healthy food option of HFC

Move that: “The Windsor Locks Public Schools Board of Education will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards provided that the following conditions are met:

- 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend;

2) the sale is at the location of the event; and

3) the food items are not sold from a vending machine or school store.

An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The “regular school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held and must be the same place as the food sales.”

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: MAY 14, 2026

RE: PROPOSED CHANGE TO LAST STUDENT DAY

With the excessive winter and snow closure days, and in alignment with other districts, I am recommending a calendar change as follows;

Move the last student day for students in PreK-11 from Thursday, June 18, 2026 to Wednesday, June 17, 2026 (early release) and provide our staff a full work day on June 18, 2026 to prepare their classrooms and work spaces for summer.

Possible Board Motion: “**Move** to approve the change to the 2025-2026 school year as presented.”

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: MAY 14, 2026

RE: FINANCE REPORT

FY 2025-26 Financials

FY 2025-26 GL BUDGET	\$	34,051,186.07
YTD through April 30, 2026	\$	27,853,181.36
FY 2025-26 Budget Balance	\$	6,198,004.71
FY 2025-26 Encumbered (YTD)	\$	6,693,979.33
FY 2025-26 Budget % Spent (YTD)		81.80%
FY 2025-26 Budget % Encumbered		19.66%

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: 4/1/2026

To Date: 4/30/2026

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	\$29,460.09	\$407,315.10	\$204,272.59	\$149,163.33	\$55,109.26	9.01%
	Account Area: Student Activity - 100	\$611,587.69	\$29,460.09	\$407,315.10	\$204,272.59	\$149,163.33	\$55,109.26	9.01%
010.00.110.0000.000.000	Balance Sheet	\$1,492,188.98	\$115,774.19	\$1,292,550.09	\$199,638.89	\$292,496.46	(\$92,857.57)	-6.22%
	Account Area: Central Administration - 110	\$1,492,188.98	\$115,774.19	\$1,292,550.09	\$199,638.89	\$292,496.46	(\$92,857.57)	-6.22%
010.00.120.0000.000.000	Balance Sheet	\$16,960.00	\$21.77	\$14,361.69	\$2,598.31	\$2,594.00	\$4.31	0.03%
	Account Area: Capital Improv & Equip - 120	\$16,960.00	\$21.77	\$14,361.69	\$2,598.31	\$2,594.00	\$4.31	0.03%
010.00.130.0000.000.000	Balance Sheet	\$234,330.27	\$16,665.92	\$247,899.91	(\$13,569.64)	\$39,412.41	(\$52,982.05)	-22.61%
	Account Area: Administrative Expenses - 130	\$234,330.27	\$16,665.92	\$247,899.91	(\$13,569.64)	\$39,412.41	(\$52,982.05)	-22.61%
010.00.140.0000.000.000	Balance Sheet	\$2,166,794.94	\$999,866.13	\$2,854,586.87	(\$687,791.93)	(\$422,288.16)	(\$265,503.77)	-12.25%
	Account Area: Tuition & Special Services - 140	\$2,166,794.94	\$999,866.13	\$2,854,586.87	(\$687,791.93)	(\$422,288.16)	(\$265,503.77)	-12.25%
010.00.211.0000.000.000	Balance Sheet	\$975,646.52	\$75,615.80	\$768,268.31	\$207,378.21	\$189,039.60	\$18,338.61	1.88%
	Account Area: Principals - 211	\$975,646.52	\$75,615.80	\$768,268.31	\$207,378.21	\$189,039.60	\$18,338.61	1.88%
010.00.213.0000.000.000	Balance Sheet	\$14,900,195.83	\$1,337,367.67	\$11,182,462.76	\$3,717,733.07	\$3,681,247.15	\$36,485.92	0.24%
	Account Area: Instructional Staff - 213	\$14,900,195.83	\$1,337,367.67	\$11,182,462.76	\$3,717,733.07	\$3,681,247.15	\$36,485.92	0.24%
010.00.214.0000.000.000	Balance Sheet	\$3,185,932.05	\$312,307.37	\$2,384,784.10	\$801,147.95	\$659,366.79	\$141,781.16	4.45%
	Account Area: Support Staff - 214	\$3,185,932.05	\$312,307.37	\$2,384,784.10	\$801,147.95	\$659,366.79	\$141,781.16	4.45%
010.00.215.0000.000.000	Balance Sheet	\$482,291.68	\$40,015.66	\$379,676.30	\$102,615.38	\$98,993.56	\$3,621.82	0.75%
	Account Area: Secretarial Staff - 215	\$482,291.68	\$40,015.66	\$379,676.30	\$102,615.38	\$98,993.56	\$3,621.82	0.75%
010.00.220.0000.000.000	Balance Sheet	\$472.00	\$202.31	\$442.01	\$29.99	\$0.00	\$29.99	6.35%
	Account Area: Textbooks - 220	\$472.00	\$202.31	\$442.01	\$29.99	\$0.00	\$29.99	6.35%
010.00.230.0000.000.000	Balance Sheet	\$32,435.27	\$3,700.35	\$22,448.88	\$9,986.39	\$9,970.14	\$16.25	0.05%
	Account Area: Library - 230	\$32,435.27	\$3,700.35	\$22,448.88	\$9,986.39	\$9,970.14	\$16.25	0.05%
010.00.231.0000.000.000	Balance Sheet	\$235,373.64	\$8,007.76	\$184,061.71	\$51,311.93	\$49,321.32	\$1,990.61	0.85%
	Account Area: Technology - 231	\$235,373.64	\$8,007.76	\$184,061.71	\$51,311.93	\$49,321.32	\$1,990.61	0.85%
010.00.240.0000.000.000	Balance Sheet	\$250,015.85	\$27,425.15	\$173,841.38	\$76,174.47	\$61,359.39	\$14,815.08	5.93%
	Account Area: Teaching Supplies - 240	\$250,015.85	\$27,425.15	\$173,841.38	\$76,174.47	\$61,359.39	\$14,815.08	5.93%
010.00.250.0000.000.000	Balance Sheet	\$61,291.75	\$8,001.44	\$38,715.19	\$22,576.56	\$17,381.89	\$5,194.67	8.48%
	Account Area: Instructional Support - 250	\$61,291.75	\$8,001.44	\$38,715.19	\$22,576.56	\$17,381.89	\$5,194.67	8.48%
010.00.300.0000.000.000	Balance Sheet	\$382,383.72	\$37,916.44	\$307,229.03	\$75,154.69	\$71,941.83	\$3,212.86	0.84%
	Account Area: Health Care - 300	\$382,383.72	\$37,916.44	\$307,229.03	\$75,154.69	\$71,941.83	\$3,212.86	0.84%
010.00.520.0000.000.000	Balance Sheet	\$1,888,644.18	\$214,056.86	\$1,196,199.83	\$692,444.35	\$720,201.99	(\$27,757.64)	-1.47%
	Account Area: Transportation - 520	\$1,888,644.18	\$214,056.86	\$1,196,199.83	\$692,444.35	\$720,201.99	(\$27,757.64)	-1.47%
010.00.610.0000.000.000	Balance Sheet	\$1,438,887.31	\$114,399.70	\$1,129,416.88	\$309,470.43	\$265,678.19	\$43,792.24	3.04%
	Account Area: Custodial Staff - 610	\$1,438,887.31	\$114,399.70	\$1,129,416.88	\$309,470.43	\$265,678.19	\$43,792.24	3.04%
010.00.620.0000.000.000	Balance Sheet	\$473,912.72	\$34,836.16	\$293,602.38	\$180,310.34	\$126,185.34	\$54,125.00	11.42%

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: 4/1/2026

To Date: 4/30/2026

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
	Account Area: Contracted Service/Plant Op - 620	\$473,912.72	\$34,836.16	\$293,602.38	\$180,310.34	\$126,185.34	\$54,125.00	11.42%
010.00.640.0000.000.000	Balance Sheet	\$1,251,060.21	\$111,723.74	\$979,823.75	\$271,236.46	\$186,084.00	\$85,152.46	6.81%
	Account Area: Utilities - 640	\$1,251,060.21	\$111,723.74	\$979,823.75	\$271,236.46	\$186,084.00	\$85,152.46	6.81%
010.00.650.0000.000.000	Balance Sheet	\$154,000.00	\$22,802.35	\$105,928.92	\$48,071.08	\$48,071.08	\$0.00	0.00%
	Account Area: Custodial Supplies - 650	\$154,000.00	\$22,802.35	\$105,928.92	\$48,071.08	\$48,071.08	\$0.00	0.00%
010.00.720.0000.000.000	Balance Sheet	\$186,960.00	\$9,624.89	\$152,765.53	\$34,194.47	\$33,172.23	\$1,022.24	0.55%
	Account Area: Building & Grounds Repairs - 720	\$186,960.00	\$9,624.89	\$152,765.53	\$34,194.47	\$33,172.23	\$1,022.24	0.55%
010.00.721.0000.000.000	Balance Sheet	\$135,674.40	\$18,077.79	\$114,537.84	\$21,136.56	\$27,971.53	(\$6,834.97)	-5.04%
	Account Area: Equip Repair & Rental - 721	\$135,674.40	\$18,077.79	\$114,537.84	\$21,136.56	\$27,971.53	(\$6,834.97)	-5.04%
010.00.730.0000.000.000	Balance Sheet	\$12,200.00	\$1,178.30	\$1,658.25	\$10,541.75	\$10,468.25	\$73.50	0.60%
	Account Area: Replacement Equipment - 730	\$12,200.00	\$1,178.30	\$1,658.25	\$10,541.75	\$10,468.25	\$73.50	0.60%
010.00.810.0000.000.000	Balance Sheet	\$1,607,000.00	\$174,525.48	\$1,333,939.84	\$273,060.16	\$58,872.24	\$214,187.92	13.33%
	Account Area: Retire/Social Security - 810	\$1,607,000.00	\$174,525.48	\$1,333,939.84	\$273,060.16	\$58,872.24	\$214,187.92	13.33%
010.00.820.0000.000.000	Balance Sheet	\$1,874,947.06	\$1,787,244.58	\$2,286,664.81	(\$411,717.75)	\$317,274.77	(\$728,992.52)	-38.88%
	Account Area: Insurance - 820	\$1,874,947.06	\$1,787,244.58	\$2,286,664.81	(\$411,717.75)	\$317,274.77	(\$728,992.52)	-38.88%
Grand Total:		\$34,051,186.07	\$5,500,817.90	\$27,853,181.36	\$6,198,004.71	\$6,693,979.33	(\$495,974.62)	-1.46%

End of Report

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: MAY 14, 2026

RE: CAPITAL IMPROVEMENT PROJECT - NSS CHIMNEY

On December 16th, 2025, the Board of Selectmen voted in favor of using the Town's unallocated capital funds to complete restoration work/cladding installation on the North Street School chimney. This capital project was then approved through a Town Meeting on December 29th, 2025, with the Board of Education receiving \$99,000.00 for chimney siding at the school building.

A pre-bid walkthrough for this approved capital expenditure took place at the school on Monday, April 20th, 2026. Competitive bid results were due to the Director of Facilities by the close of business on Friday, May 1st, 2026. Attached you will find the results of the bids that were submitted by State contract list approved roofing vendors.

Possible Board Motion: “**Move** that the Board of Education approve JHS Restoration Commercial Roofing as the awarded vendor to complete the North Street School chimney repair/restoration, as well as the add alternate, in accordance with State Labor Contract #23PSX0243 as outlined in bid proposal ID 10173P, in the total of \$84,603.00.”



THE GARLAND COMPANY, INC.
High Performance Roofing And Building Envelope Systems
 3800 EAST 91ST. STREET • CLEVELAND, OHIO 44105-2197
 PHONE: (216) 641-7500 • FAX: (216) 641-0633
 NATIONWIDE: 1-800-321-9336

North Street School - Chimney Cladding

Bidder	Base Bid		Add Alternate		Total
G.L. Capasso, LLC.	\$77,936.00		\$6,825.00		\$84,761.00
JHS Restoration	\$74,615.00		\$9,988.00		\$84,603.00
Silktown Roofing	\$97,800.00		\$3,800.00		\$101,600.00

WINDSOR LOCKS PUBLIC SCHOOLS NORTH STREET SCHOOL CHIMNEY CLADDING



North Street School
325 North St
Windsor Locks, CT



LIMIT OF WORK

FINISH SPECIFICATIONS
WALL PANEL: R-MER WALL
MATERIAL: 22 GA GALV STEEL
FINISH: FLUOROCARBON-70% RESIN (KYNAR 500)
COLOR: TBD BY OWNER



The Garland Company
2800 E. 91st Street
Cleveland, OH 44186

THE INFORMATION CONTAINED HEREIN IS THE PROPERTY OF THE GARLAND COMPANY AND IS NOT TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM. THE GARLAND COMPANY ASSUMES NO LIABILITY FOR ANY ERRORS OR OMISSIONS. THE GARLAND COMPANY IS NOT RESPONSIBLE FOR ANY DAMAGE TO PERSONS OR PROPERTY, INCLUDING THE PROPERTY OF THE GARLAND COMPANY, ARISING FROM THE USE OF THIS INFORMATION. THE GARLAND COMPANY IS NOT RESPONSIBLE FOR ANY DAMAGE TO PERSONS OR PROPERTY, INCLUDING THE PROPERTY OF THE GARLAND COMPANY, ARISING FROM THE USE OF THIS INFORMATION.

**DIMENSIONS
TO BE
VERIFIED**

North Street School
325 North St
Windsor Locks, CT

The Garland Company
203.535.8600
mmenard@garlandco.com



GENERAL NOTES

1. Store and handle all roofing sheets in a dry, well ventilated, weather-tight area.
2. Do not leave unused materials on roof when work is not in progress
3. It is the responsibility of the contractor to secure all materials, tools, etc on the jobsite in the staging area defined by the client
4. Do not perform any work on a damp surface
5. Ensure that the substrate is left water-tight at the conclusion of each work day
6. It is the contractor's responsibility to familiarize themselves with all technical documents
7. All drawings are are a graphical representation of the project. All conditions, measurements and details are to be verified by the contractor.
8. All materials and quantities are the responsibility of the contractor.

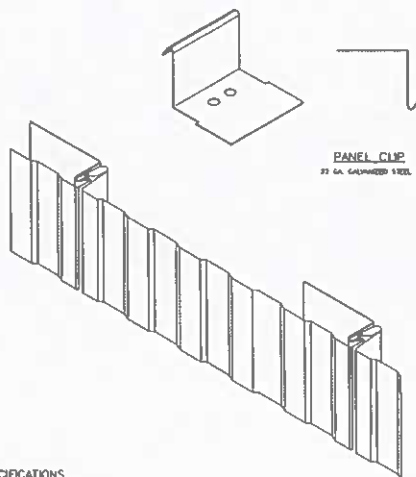
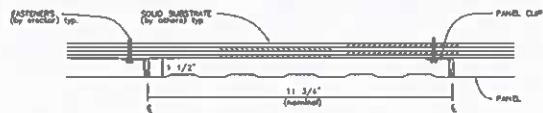


The Garland Company
3800 E. 91st Street
Cleveland, OH 44105

The information contained herein is of a proprietary nature and is submitted in confidence for use by the client approved by the submission of this document - only the use of these documents for any other project, purpose, location, publication, reproduction or distribution is prohibited in any form or by any means, or in any manner without written permission. The contractor hereby warrants that the information herein is accurate and complete and that it is not to be used for any other purpose. ANY USE NOT AUTHORIZED BY THE GARLAND COMPANY

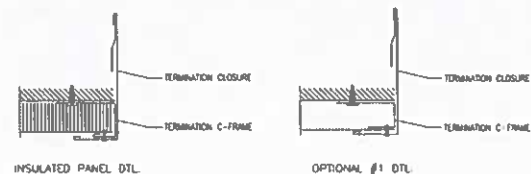
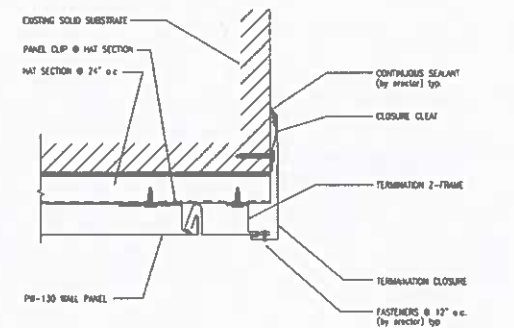
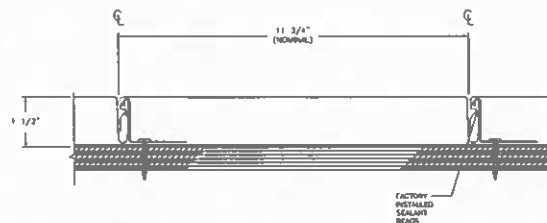
**DIMENSIONS
TO BE
VERIFIED**

North Street School
325 North St
Windsor Locks, CT



GENERAL SPECIFICATIONS

- FINISH:** Kynar 500® Fluoropolymer Finish
- PANEL:** Panels shall be continuous roll formed
- INSTALLATION:** Panels are installed using concealed clips. Screw-type fasteners shall be by architect and shall not exceed 24" o.c.



The Garland Company
3808 E. 81st Street
Cleveland, OH 44105

THIS INFORMATION CONTAINED HEREIN IS OR A PROPRIETARY RIGHTS AND IS HEREBY
IN CONFIDENCE FOR USE BY THE CLIENT'S
APPROVED BY THE ISSUANCE OF THIS
DOCUMENT - ONLY THE USE OF THESE
DOCUMENTS FOR ANY OTHER PROJECTS,
EXCEPT FOR THE PROJECT, PUBLICATION,
REPRODUCTION OR DISTRIBUTION IN WHOLE
OR PART BY ANY INDIVIDUAL OR
ORGANIZATION WITHOUT WRITTEN
PERMISSION OF THE GARLAND COMPANY IS
PROHIBITED. THE GARLAND COMPANY
RESERVES THE PROPERTY AND ITS USE ON
THIS DRAWING. NO PART OF THIS DRAWING OR
ANY USE NOT AUTHORIZED BY THE
GARLAND COMPANY

**DIMENSIONS
TO BE
VERIFIED**

North Street School
325 North St
Windsor Locks, CT

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: MAY 14, 2026

RE: WLHS TRACK AND FIELD STATUS

The Community Investment Fund (CIF) planning grant in the amount of \$250,000 has been completed which includes submission of the following documents:

- Project Financing Plan and Budgeting Form (Exhibit A)
- Project Administration and Monitoring Plan (Exhibit B)
- Request For Proposal (Exhibit C)

The town of Windsor Locks has to complete the Resolution Template to permit the ability to accept the funds (Exhibit D).

Bid opening will occur on June 3, 2026 at 4:00 pm. CIF full funding grant Round 10 is expected to be available for applications between October-December 2026. These full grants do require a minimum application of \$1,500,000.

Exhibit A



Connecticut Economic and Community Development

PROJECT FINANCING PLAN AND BUDGET

Initial Submission: 4/7/2026
Revision #: 0

Applicant:	Town of Windsor Locks	For Internal Use Only	
Project Name:	Outdoor Wellness & Athletic Center Planning	Program Title:	CIF Round 7
Municipality:	Windsor Locks	Project #:	2026-165-420-10000
Federal ID #:		Social Sec. #:	
Budget Period		Budget Period Approved by DECD	
Start	12/18/2025	Start	
End	12/31/2027	End	
THE FOLLOWING APPLIES TO HOUSING PROJECTS ONLY:			
Units Counted By: () Beds () Bedrooms			
Total Units:	Assisted Units:	Unit Mix: 0BR__ 1BR__ 2BR__ 3BR__ 4BR__	

SOURCES OF FUNDING	NON-DECD FUNDS		DECD FUNDS		TOTAL
	CASH	IN-KIND	GRANT	LOAN	
Private Investment					\$ -
Bank Financing					\$ -
CT Development Authority					\$ -
CT Innovations, Inc.					\$ -
CHFA					\$ -
DECD Program #1			\$ 250,000		\$ 250,000
DECD Program #2					\$ -
Other					\$ -
					\$ -
					\$ -
					\$ -
TOTAL SOURCES	\$ -	\$ -	\$ 250,000	\$ -	\$ 250,000

Approval of the Project Financing Plan and Budget for State Assistance in the amount shown in the above summary and for the time period indicated is hereby requested. It is understood that the project will be operated in accordance with the Project Financing Plan and Budget approved by the Connecticut Department of Economic and Community Development.

Date Submitted: _____ Applicant: _____

Authorized Signature: _____ Title: _____

FOR INTERNAL USE ONLY

The Project Financing Plan and Budget is hereby approved in the amounts and for the time period indicated.

Date: _____ **Signed:** Binu Chandy, Executive Director

Date: _____ **Signed:** Matthew Pugliese, Deputy Commissioner

Submission Date: 4/7/2026 Initial Submission: [x] Revision #: 0

Applicant Name: Town of Windsor Locks

Project Name: Outdoor Wellness & Athletic Center Planning

Acct. Code	PROJECT INCOME DETAIL	DECD PROGRAM #1	DECD PROGRAM #2	OTHER FUNDS:	TOTAL FUNDS
1310.1	SALE OF LAND OR BLDGS				\$ -
1310.2	RENTAL OF LAND OR BLDGS				\$ -
1310.3	SALE OF SALVAGE OR EQUIP.				\$ -
1310.4	INVESTMENT INTEREST				\$ -
1310.5	SITE NET INCOME				\$ -
1310.6	OTHER PROJECT INCOME				\$ -
	TOTAL PROJECT INCOME	\$ -	\$ -	\$ -	\$ -

Acct. Code	USES SUMMARY	DECD PROGRAM #1	DECD PROGRAM #2	OTHER FUNDS:	TOTAL FUNDS
1405	LAND	\$ -	\$ -	\$ -	\$ -
1410	OTHER DEVELOP EXPENSES	\$ -	\$ -	\$ -	\$ -
1415	ADMINISTRATION	\$ 5,599	\$ -	\$ -	\$ 5,599
1420	CARRYING CHARGES	\$ -	\$ -	\$ -	\$ -
1425	ARCHITECTURAL & ENGINEERING	\$ 244,401	\$ -	\$ -	\$ 244,401
1430	CONSTRUCTION	\$ -	\$ -	\$ -	\$ -
1435	OTHER WORKING CAPITAL	\$ -	\$ -	\$ -	\$ -
1440	CAPITAL COSTS	\$ -	\$ -	\$ -	\$ -
1445	RESEARCH & DEVELOPMENT	\$ -	\$ -	\$ -	\$ -
1450	FURNISHINGS/EQUIPMENT	\$ -	\$ -	\$ -	\$ -
1455	CONTINGENCY	\$ -	\$ -	\$ -	\$ -
	TOTAL PROJECT COSTS	\$ 250,000	\$ -	\$ -	\$ 250,000

	USES	DECD PROGRAM #1	DECD PROGRAM #2	OTHER FUNDS:	TOTAL FUNDS
1405	LAND				
1405.1	LAND COST/SITE ACQ				\$ -
1405.2	APPRAISAL FEES				\$ -
1405.3	SITE IMPROVEMENTS				\$ -
1405.4	WATER/UTILITY HOOKUPS				\$ -
					\$ -
					\$ -
					\$ -
	TOTAL LAND	\$ -	\$ -	\$ -	\$ -

1410	OTHER DEVELOPMENT EXPENSES				
1410.1	TRAINING				\$ -
1410.2	DEVELOPER'S FEE				\$ -
1410.3	RELOCATION				\$ -
1410.4	REVOLVING LOAN FUND				\$ -
					\$ -
					\$ -
	TOTAL OTHER DEVELOP EXPENSE	\$ -	\$ -	\$ -	\$ -

Submission Date: 4/7/2026

Initial Submission: [x] Revision #: 0

Applicant Name: Town of Windsor Locks

Project Name: Outdoor Wellness & Athletic Center Planning

Acct. Code	USES	DECD PROGRAM #1	DECD PROGRAM #2	OTHER FUNDS:	TOTAL FUNDS
1415	ADMINISTRATION				
1415.1	SALARIES (complete attached Schedule A)				\$ -
1415.2	ACCOUNTING				\$ -
1415.3	AUDIT				\$ -
1415.4a	LEGAL - Project Site Acquisition Related				\$ -
1415.4b	LEGAL - DECD Contract Related	\$ 5,000			\$ 5,000
1415.4c	TITLE EXAM				\$ -
1415.4d	RECORDING FEES				\$ -
1415.5	TRAVEL				\$ -
1415.6	OFFICE RENT				\$ -
1415.7	PENSION/OTHER FUNDS				\$ -
1415.8	FRINGE BENEFITS				\$ -
1415.9	PAYROLL TAXES				\$ -
1415.10	OFFICE EXPENSE				\$ -
1415.11	COMMUNICATIONS				\$ -
1415.12	ADVERTISING	\$ 599			\$ 599
1415.13	INSURANCE				\$ -
1415.14	PLANNING				\$ -
1415.15	MARKETING STUDIES				\$ -
1415.16	CONTRACTUAL SERVICES				\$ -
					\$ -
					\$ -
	TOTAL ADMINISTRATION	\$ 5,599	\$ -	\$ -	\$ 5,599
1420	CARRYING CHARGES				
1420.1	INTEREST EXPENSE				\$ -
1420.2	PROPERTY INSURANCE				\$ -
1420.3	TAXES				\$ -
1420.4	ENVIRONMENTAL INSURANCE				\$ -
1420.5	ACQUIRED PROPERTY OPERATING EXP.				\$ -
					\$ -
					\$ -
	TOTAL CARRYING CHARGES	\$ -	\$ -	\$ -	\$ -
1425	ARCHITECTURAL/ENGINEERING (Attach additional schedules as needed)				
1425.1a	DESIGN CONSULTANT/ARCHITECT				\$ -
1425.1b	DESIGN CONSULTANT/ENGINEER	\$ 244,401			\$ 244,401
1425.2	BORINGS/ TEST PITS/ ENVIRON. TESTING				\$ -
1425.3	SURVEYS AND MAPS				\$ -
1425.4	CONSTRUCTION ADMIN/MGMNT				\$ -
1425.5	CLERK OF THE WORKS				\$ -
1425.6	MATERIALS TESTING				\$ -
1425.7	SUPPLEMENTAL SERV				\$ -
1425.8	ENVIRON. SURVEY/INVESTIGATION				\$ -
					\$ -
					\$ -
	TOTAL ARCHITECTURAL/ENGINEER	\$ 244,401	\$ -	\$ -	\$ 244,401

Exhibit B

**DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT
OFFICE OF COMMUNITY DEVELOPMENT**

PROJECT ADMINISTRATIVE AND MONITORING PLAN (PAM)

Project Name: Outdoor Wellness & Athletic Center Planning

Site Address: 58 South Elm Street, Windsor Locks, CT, 06056

1. NAME OF DECD CLIENT (FUNDING RECIPIENT): Town of Windsor Locks

2. DECD FUNDING SOURCE: Community Investment Fund Round 7

3. PROJECT TEAM DESCRIPTION/DIRECTORY

DECD Contacts

Contact Name	Title	Email	Phone
Lance Caldwell	Project Manager	Lance.Caldwell@ct.gov	860-500-2351
Melinda Wilson	Director, Community Investment Fund & Office of Community Development	Melinda.Wilson@ct.gov	959-895-5517
Matt Pugliese	Deputy Commissioner, DECD	Matthew.Pugliese@ct.gov	860-280-8710

Recipient Contacts

Contact Name	Title	Email	Phone
Shawn Parkhurst	Superintendent	Sparkhurst@wlps.org	860-292-5000

4. PROJECT SCHEDULE/TIMELINE & ANTICIPATED COMPLETION DATE:

_____(Please attach.)

Kickoff and Project Initiation – June 11-June 17, 2026

Assess Existing Conditions – June 11, 2026 – July 16, 2026

Schematic Concept Phase and estimate – June 17, 2026 – July 15, 2026

Design Development Phase (permitting applications) – July 15, 2026 – August 14, 2026

Construction Documents – target permits obtained – August 14, 2026 – October 13, 2026

We would then anticipate going into a grant writing/fundraising/capital campaign over the winter 26-27 to target to obtain funding by May 1, 2027; with funds obtained our timeline would then be:

Advertise bid and specifications – May 1, 2027

Bid Period - May 1 – June 1, 2027

Bid Opening – award contract - June 7, 2027

Construction Phase (120 days) - October 5, 2027- November 2027

Seeded law establishment (seeded areas) – November 2027 – June 2028

5. REQUIRED CONNECTICUT STATE AGENCY APPROVALS

- *State Historic Preservation Office (SHPO): N/A*
- *Department of Energy & Environmental Protection (DEEP): N/A*
- *Connecticut Environmental Policy Act (CEPA): N/A*

6. CHANGES IN SCOPE / CHANGE ORDERS

DECD shall be notified of any changes in scope. Change orders shall not be issued without prior DECD approval. If contingency funds are not available or insufficient (as outlined in the most recent DECD Project Financing Plan and Budget), the Client must coordinate with DECD to identify other sources of funding that will be utilized to cover the out-of-scope costs. DECD will not take responsibility for any uncontracted costs without prior DECD approval.

7. BIDDING AND CONTRACT/CONSULTANT SELECTION

Please refer to the following DECD guidelines for contractor/consultant selection process:

- Professional Services Guidelines
- DECD Bidding, Contracting & Construction Guidelines

DECD shall be given the opportunity to review all draft bid documents a minimum of 2 weeks prior to scheduled release date. The Client shall notify DECD of Lowest Responsive and Responsible Bidding Contractor. No notice to proceed will be given without DECD approval. Please make sure to submit contracts with any contractors, consultants or other entities who are approved by DECD to be paid from project funds. This does not include sub-contractors.

Client shall provide copies of the draft Contracts for professional services, and contractors (subject to DECD funding). Copies of signed contracts (along with Notice to Proceed, bonds and certificates of insurance) shall be provided to the DECD Project Manager **at the time of execution.**

8. PROJECT FINANCING PLAN AND BUDGET

Changes to the accepted Project Financing Plan and Budget must be reviewed and approved by the DECD Project Manager. Changes over 10% require Commissioner Approval. Please

note that Client's attorney fees associated with the preparation of the DECD closing documents are ineligible for reimbursement.

9. COMMUNICATION, MEETINGS AND SITE VISTS: (rate of occurrence, i.e. biweekly) monthly or as needed (Please attach schedule.)

DECD shall be invited to all construction meetings, including the initial kick-off meeting. The DECD Project Manager shall be copied on all project team emails. Construction Meeting Minutes will be provided to the DECD Project Manager. The DECD project team shall be permitted access to project site location during regular business hours.

10. PAYMENT REIMBURSEMENT REQUESTS

All payment requests will need to be submitted on the DECD Request for Payment Forms (please make sure to include name of project, DECD Project number and funding Program). The payment Request should match the latest approved DECD Project Financing Plan and Budget. Please ensure that the Budget end date is current before submitting a payment request. All requested reimbursements should only include eligible expenses and approved contracts/purchase orders.

The following will need to be submitted with any payment reimbursement request:

- Brief status report. Please include progress milestones, issues, changes to completion timelines, changes to contract amount and a few photographs depicting project progress. A photograph of the construction sign shall be included with the first payment request.
- Invoices for services or materials rendered (eligible expenses and for approved contracts only)
- G702/703 forms (or in the format of AIA G702/703 forms)
- Copies of cancelled checks or wiring information
- Any reports prepared using DECD funding.
- Lien waivers for portions of retainage that is being released.
- Change orders

DECD will not be able to release the first payment request unless the DECD Outside Counsel's bill has been paid. The construction sign will also be prerequisite for any payment approvals for physical activities on the site.

SPECIAL CONDITIONS FOR RELEASE:

- A. A minimum 10% of DECD funding will be held back from the final reimbursement request until the required construction close out documentation has been provided to DECD.

11. PROJECT SIGNAGE, OUTREACH AND PROMOTIONS

The Applicant shall erect and maintain a project sign at the project site in accordance with the specifications provided in the DECD Bidding and Construction Guidelines prior to project commencement of real work. Photograph of the same shall be submitted to the DECD project manager prior to start of any physical work on the site.

In any news release or printed material promoting the project, the Client shall give credit, prominently placed, to the Community Investment Fund 2030, Department of Economic and Community Development. The Department of Economic and Community Development shall be consulted prior to scheduling public events such as a ribbon cutting or a groundbreaking and will be afforded an opportunity to provide remarks at such an event.

12. CONSTRUCTION CLOSEOUT DOCUMENTATION

The construction closeout documents are not required for assessment/investigation only projects. For such projects, please submit reports prepared using DECD funds.

Required construction close-out documents include:

- A. Certificate of occupancy (where applicable)
- B. Record documents (As Built Drawings in PDF Format) (where applicable)
- C. Certificate of Substantial Completion (AIA form G704) (when applicable)
- D. Contractor’s Affidavit of Payment of Debts and Claims (AIA form G706)
- E. Contractor’s Affidavit of Release of Liens (AIA form G706A)
- F. Subcontractors and Suppliers Release or Waiver of Liens.
- G. Consent of Surety Company to Final Payment (AIA G707) (If client has taken a surety bond)
- H. All of the Contractor’s Application and Certificate for Payments (AIA form G702, and continuation sheet G703).
- I. Proof of completion per Financial Assistance Proposal

Agreed and Accepted By:

Recipient:

Shawn L. Parkhurst____ ____Superintendent of Schools____
____4/29/26____

Authorized Representative Title Date

DECD Office of Community Development:

Authorized Representative Title Date

REQUEST FOR QUALIFICATIONS / REQUEST FOR PROPOSALS (RFQ / RFP)

Community Outdoor Wellness & Athletic Center

Issuing Organization: Windsor Locks Community

Date of Issue: April 23, 2026

Proposal Due Date: May 20, 2026 (11:00 PM EST)

Anticipated Project Start Date: June 1, 2026 or as soon as feasible

Contact / Submission Email: sparkhurst@wlps.org

Contact Person: Shawn Parkhurst, Superintendent of Schools

Phone: 860-292-5000 | **Email:** sparkhurst@wlps.org

Purpose

This combined Request for Qualifications and Request for Proposals (RFQ/RFP) is a selection process with the goal of ensuring fairness, transparency, and equal opportunity while securing the highest quality professional service for a fair and reasonable fee. This project is funded through the State of Connecticut Community Investment Fund and administered by the Department of Economic and Community Development (DECD).

Other:

We are committed to affirmative action and equal opportunity in all procurement activities. We actively and intentionally seek to include small, minority-owned, and women-owned business enterprises

Project Overview

The Windsor Locks Community seeks a qualified consulting firm to conduct a comprehensive **design, survey and permitting** to support the development of the Community Outdoor Wellness & Athletic Center at Windsor Locks High School in Windsor Locks, CT.

Windsor Locks Community Outdoor Wellness and Athletic Center is aimed at enhancing community health and athletic opportunities through the development of a state-of-the art sports designed to accommodate league competitions and provide residents with a modern venue for physical activity and wellness.

SCOPE OF WORK:

Actionable Roadmap:

1. Assess and review the planned design for the project.
2. Design and implement a comprehensive survey of the proposed area.
3. Establish a timeline and cost for the work.
4. Create a series of required permitting and associated costs.
5. Identify vendors to conduct the design, survey and permitting to ensure that that the project is “shovel ready.”

Deliverables

A. Community Engagement (Hands-On Fieldwork)

Conduct creative and impactful focus groups, listening sessions, and community wide interest in the project, assisting with potential additional funding sources and sponsors.

B. Market & Feasibility

Take findings of data driven studies and apply them to the design, planning and permitting of the Wellness area complex.

Reporting & Delivery

Produce a full report with key findings, visuals, recommendations, and presentation to various stakeholders.

Submission Requirements

Each responding firm shall submit **one complete electronic package** with all required materials.

A. Qualifications

- Cover Letter & Statement of Interest
- Company Profile / Brochure
- Resumes of Key Personnel
- Description of Firm’s Experience on Comparable Projects
- Three Professional References
- Certificates of relevant licensing and insurance
- Confirmation of Availability and Capacity
- Ability to work with diverse communities

- Detailed budget (must include Hourly Rate and Expense Schedule and stipends for community participants)
- Data analysis interpretation
- Firms with experience and familiarity with State funded grants

Evaluation Criteria

The Selection Committee will evaluate, and rank responses based on the following criteria:

- Understanding of the Community Outdoor Wellness & Athletic Center Goals
- Ability to work with diverse communities
- Submit at least three professional references; reference feedback will be considered during evaluation
- Qualifications & Experience
- Demonstrated Success with Comparable Projects
- Creativity & Depth of Engagement Plan
- Fee Proposal / Cost Reasonableness
- Ability to Meet Schedule and Workload Capacity

Selection Process

A Selection Committee will review and rank all responses, using scoring rubric based on the above criteria. The top 3 scoring Proposals will be selected for formal interviews. Following interviews, the committee will choose based on qualifications, approach, connection to the work and fee reasonableness.

The final contract and recommendation will be submitted to DECD for review and approval.

Schedule of Events

Milestone	Date
RFQ/RFP Issued	April 23, 2026
Responses Due	May 20, 2026
Interviews	Week of May 27, 2026
Anticipated Start Date	June 1, 2026 or as soon as feasible

Terms & Conditions

All costs for preparing proposals are the responsibility of the respondent. Windsor Locks Community reserves the right to reject any or all submissions. All submissions become property of the Windsor Locks Community. DECD may review and/or monitor the selection process and final contract. The final agreement shall utilize the appropriate **AIA or EJCDC contract form** for professional services.

Records & Compliance

The Windsor Locks Community shall maintain all records of the selection proceedings for inspection by DECD. Any modification to this process requires prior DECD approval.

Contact Information

Windsor Locks Community

Email: sparkhurst@wlps.org

Phone: 860-292-5000

Contact: Shawn Parkhurst, Superintendent of Schools

Windsor Locks Public Schools

www.wlps.org

Educational Leadership

Shawn Parkhurst

Superintendent of Schools 860-292-5000

sparkhurst@wlps.org

Rebecca Bissonnette

Executive Director of Curriculum, Instruction and Assessment 860-292-5793

rbissonnette@wlps.org

Giovanna Testani, Principal

North Street School 860-292-5027

gtestani@wlps.org

Monica Briggs, Principal

South Elementary School 860-292-5021

mbriggs@wlps.org

Matthew Warner, Principal, Jennifer Leveille, Assistant Principal

Windsor Locks Middle School 860-292-5012

mwarner@wlps.org jleveille@wlps.org

Jeffrey Bernabe, Principal, Kristen Krupa, Assistant Principal

Windsor Locks High School 860-292-5032

jbernabe@wlps.org kkrupa@wlps.org

Central Office

Robert Stacy

Executive Director of Operations 860-292-5744

rstacy@wlps.org

Kim Fentress

Director of Pupil Services 860-292-5707

kfentress@wlps.org

Megan Parrette

Coordinator of Pupil Services - Elementary

mparrette@wlps.org

Rachel March

Coordinator of Pupil Services - Secondary

rmarch@wlps.org

Larry Juhasz

Interim Assistant Director of Finance

ljuhasz@wlps.org