

WINDSOR LOCKS PUBLIC SCHOOLS



BOARD OF EDUCATION MEETING

Regular Meeting
September 24, 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

WLPS 2026-2031 Strategic Plan Priority Goal Areas:

Student Performance - ...will improve student performance through the consistent implementation of high-quality curriculum and personalized learning experiences at all grade levels, where students are engaged, empowered, and expected to achieve at the highest levels

Culture & Climate - ...will provide an equitable and safe school culture, developed through relationships, partnerships, and community connections, where all are free to be their best selves and pursue their dreams

Facilities and Operations - ...committed to a safe, sustainable, and forward-thinking infrastructure and operational system that enables student success in all learning environments; from classrooms and cafeterias to athletic fields and transportation services

**Board of Education
Town of Windsor Locks
Regular Meeting - Agenda
September 24, 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 Representative(s)
- 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. Staff Recognition: Retirement p. 4 Exhibit I
- VI. Approval of Minutes: **Vote Needed** p. 5 Exhibit II
 - September 8, 2026 Special Meeting
- VII. Proposed 2027 Board of Education Meeting Calendar: **Vote Needed** p. 8 Exhibit III
- VIII. Athletic Funds Review p. 10 Exhibit IV
- IX. PreK Food & Menu p. 11 EXhibit V
- X. Fundraiser Request / Use of School Facilities: **Vote Needed** p. 13 Exhibit VI
- XI. Old Business
 - A. Pay to Participate Update p. 22 Exhibit VII A
 - B. Community Wellness & Athletic Complex - CIF Update p. 23 Exhibit VII B
 - C. Challenging Behavior Data p. 24 Exhibit VII C
 - D. Long Term Educational and Facilities Planning Task Force p. 25 Exhibit VII D
- XII. 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.

XIII. 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: SEPTEMBER 24, 2026

RE: STAFF RECOGNITION

Deborah Foster retired from the Windsor Locks Public Schools at the end of the 2025 - 2026 school year. At the time of her retirement, Deb will have served the students of Windsor Locks for 21 years as a ParaEducator.

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: SEPTEMBER 24, 2026

RE: APPROVAL OF MINUTES

- September 8, 2026 Special Meeting

Board Motion: “**Move** that the Board of Education approve the minutes of the September 8, 2026 Special Meeting.”

**Board of Education
Town of Windsor Locks
Special Meeting - Minutes
September 8, 2026 6:30 pm
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 Mortesen-Hurdle, Lindsay Cutler, and Dennis Gragnolati

Administrators: Shawn Parkhurst, Rebecca Bissonnette, and various members of the Leadership Team

Others: Members of the community (in person and online)

Call to Order: Chairwoman Osorio called the meeting to order at 6:31 pm in the Windsor Locks High School Library Media Center.

Roll Call: Superintendent Parkhurst conducted roll call with five (5) Board members present at the time of roll call.

Pledge of Allegiance:

All stood for the Pledge of Allegiance.

Board and Superintendent Comments:

Amber Mortesen-Hurdle commented on her attendance at the Girls Soccer game and her upcoming visit with Superintendent Parkhurst to PMA and RISE. Greg Guyette commented on the upcoming Cross Country Senior Night at 4:00 pm 9/9/26. Alba Osorio commented on two letters received that will be added to the minutes; she further mentioned that the Board of Education evaluates the Superintendent but does not evaluate anyone else. She also commented on her attendance at the volleyball game earlier this evening. Superintendent Parkhurst shared that the opening was smooth, gave thanks to the IT department for their work in putting last minute arrival of technology in the hands of our students, special thanks to the business office and the payroll department; welcomes Amy Bosco to her first Board meeting as our HR Coordinator, and thanked all for their support in any portion for the FY27 budget.

Public Comment

None

Approval of Minutes

Greg Guyette made a motion to approve the minutes of August 20, 2026; seconded by Lindsay Cutler; motion passed unanimously.

Discussion of WLPS Long-Term Facilities Planning

Superintendent Parkhurst outlined a draft proposal for a year-long task force. After discussion, the Board reached consensus to accelerate this process for completion by

December in hopes that it could impact the FY28 budget. The Board adjusted the timeline and task force membership to be as follows:

- Meetings will occur weekly on Wednesdays from 5:00 pm - 7:00 pm from now until early December
- Completion of the task force and recommendations to the Board will be completed by early December
- Membership will be **mandatory for the following**:
 - 2 Board of Education members - Dennis Gragnolati & Greg Guyette
 - Superintendent of Schools - Shawn Parkhurst
 - Business Manager - Larry Juhasz
 - Director of Facilities - Greg Weigert
 - 2 School Administrators - One Elementary & One Secondary - TBD
 - 4 Teachers - Two Elementary & Two Secondary - TBD
 - 1 Board of Finance Member - TBD
- Membership will be **nice but not mandatory for the following**:
 - 4 Parents/Guardians
 - 2 Student Representatives from WLHS
 - 1 Town Representative
 - 1 Special Education Parent Representative
 - 1 Community Member at Large

A motion was made by Greg Guyette; seconded by Amber Mortensen-Hurdle to move forward with the changes noted above with the Long-Term Facilities Planning Task Force; motion passed unanimously.

Opening Professional Development Feedback

Dr. Bissonnette gave an overview of the feedback from the exit surveys from the opening professional development days. This information will be used with the PDEC group to plan future professional development days.

School Improvement Plans Presentations

Each building administrator provided a presentation on their 26-27 School Improvement Plans in alignment with the 26-31 WLPS Strategic Plan. All of the plans are posted on the website for reference and review.

Motion to Adjourn

Greg Guyette made a motion to adjourn at 7:57 pm; seconded by Lindsay Cutler; motion passed unanimously; meeting adjourned at 7:57 pm.

Respectfully submitted,
Shawn Parkhurst
Superintendent of Schools

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: SEPTEMBER 24, 2026

RE: PROPOSED 2027 BOARD OF EDUCATION MEETING
CALENDAR

Tonight, the Board of Education Meeting Calendar for 2027 will be presented for review and possible approval.

Possible Board Motion: “**Move** that the Board of Education approve the 2027 Board of Education meeting calendar as presented.”

Windsor Locks Public Schools
Board of Education Meeting Calendar for 2027

BOE Approved: Draft

January 2027						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

May 2027						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

13, 27 Board of Education 6:00 pm LMC

October 2027						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

14, 28 Board of Education 6:00 pm LMC

February 2027						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

11, 25 Board of Education 6:00 pm LMC
 12 - 16 School Break

June 2027						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

17 Board of Education 6:00 pm LMC

November 2027						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

18 Board of Education 6:00 pm LMC
 No School - Thanksgiving Break

March 2027						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

11, 25 Board of Education 6:00 pm LMC
 26 Good Friday Holiday

July 2027						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Summer Break - No Meeting

December 2027						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

9 Board of Education 6:00 pm LMC
 No School December Break

April 2027						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

12 - 16 No School - Spring Break
 22 Board of Education 6:00 pm LMC

August 2027						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

19 Board of Education 5:00 pm LMC

January 2028						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

13, 27 Board of Education 6:00 pm LMC

September 2027						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

9, 23 Board of Education 6:00 pm LMC

Meetings are held at 6:00 pm, except where otherwise noted, at Windsor Locks High School, 58 South Elm Street in the **Library Media Center (LMC)**.

Special Meetings are held as needed and are posted accordingly.

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: SEPTEMBER 24, 2026

RE: ATHLETIC FUNDS REVIEW

This evening, the Board will review and discuss the athletic financial funds as requested at a previous Board of Education meeting.

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: SEPTEMBER 24, 2026

RE: PRE-K FOOD & MENU

During the Spring '26 Food Service Audit, it was noted that in order to continue serving a hot lunch option to PreK students, a change in the meal service would be required. In collaboration with Whitson's and the NSS Administration, a decision was made to not offer a hot option for lunch to PreK students for the 26-27 school year due to the required training needed.

As a result, the September menu from Whitson's for PreK lunch can be found on the next page, or by clicking the link below:

<https://resources.finalsite.net/images/v1788174339/wlpsorg/obawtedzlmvlykblsxf5o/NorthStreetPre-KLunch.pdf>

Lunch Menu

North Street Preschool

September
2026

WHITSON'S FAMILY OF COMPANIES
WWW.WHITSONS.COM

Monday

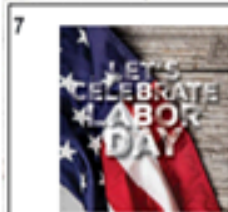


Tuesday

Wednesday

Thursday

Friday



14 Bagel Lunch
a protein packed lunch with yogurt, cheese and a bagel
Or Not-A-Nut Butter & Jelly Sandwich
Cucumber Coins
Diced Pear Cup
Unflavored Low Fat

15 Turkey & Cheese Sandwich
Or Not-A-Nut Butter & Jelly Sandwich
Cucumber Coins
Diced Pear Cup
Unflavored Low Fat Milk

16 Yogurt Supreme Overnight Oats
Or Not-A-Nut Butter & Jelly Sandwich
Grape Tomatoes
Fresh Banana
Unflavored Low Fat Milk

17 Muffin Lunch
moist muffin served with a side of string cheeses
Or Not-A-Nut Butter & Jelly Sandwich
Black Beans
Sliced Oranges
Unflavored Low Fat Milk

18 Yogurt, Cereal, Cheese Stick & Roll
protein pack lunch with cereal, yogurt, cheese stick and roll
Or Not-A-Nut Butter & Jelly Sandwich
Sweet Corn
Apple Slices

21 Homemade Hummus and Pretzel Combo
a soft organic whole wheat pretzel with freshly made hummus
Or Not-A-Nut Butter & Jelly Sandwich
Broccoli Bites
Applesauce

22 Nutri-Grain Bar With Light Mozzarella Cheese Stick
Or Not-A-Nut Butter & Jelly Sandwich
Cucumber Coins
Diced Pear Cup
Unflavored Low Fat Milk

23 Yogurt Parfait
low fat vanilla yogurt layered with fruit and graham crackers
Or Not-A-Nut Butter & Jelly Sandwich
Grape Tomatoes
Fresh Banana
Unflavored Low Fat

24 Simply Boxed Meat and Cheese Protein Pack
freshly made meal with diced meat and cheese, fruit medley and crisp bread
Or Not-A-Nut Butter & Jelly Sandwich

25 Purple Phantom Smoothie
With WG Honey Bear Graham Crackers
Or Not-A-Nut Butter & Jelly Sandwich
Sweet Corn
Apple Slices
Unflavored Low Fat

28 Bagel Lunch
a protein packed lunch with yogurt, cheese and a bagel
Or Not-A-Nut Butter & Jelly Sandwich
Broccoli Bites
Applesauce
Unflavored Low Fat

29 Cheesy Chicken Sandwich
Or Not-A-Nut Butter & Jelly Sandwich
Cucumber Coins
Diced Pear Cup
Unflavored Low Fat Milk

30 Yogurt Lunch
creamy yogurt with cheese and whole grain side
Or Not-A-Nut Butter & Jelly Sandwich
Unflavored Low Fat Milk
Grape Tomatoes
Fresh Banana



View this menu on the mobile app, FDMMealPlanner, or on the web at www.FDMMealPlanner.com.

*Consuming raw or under cooked meat, poultry, seafood, shellfish or eggs may increase your risk of food borne illness, especially if you have certain medical conditions.

**Menu is subject to change, notice posted when available. If you have a food allergy, or intolerance, please notify us.

***In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. This institution is an equal opportunity provider.



Vegetarian

Made With Natural Ingredients

Pork

Smart Choice

Made With Organic Ingredients

ALL PRESCHOOL MEALS WILL BE SERVED WITH ALL OF THE MEAL COMPONENTS LISTED ON THE DAILY MENU FOR NUTRITIONAL AND MEAL PATTERN COMPLIANCE.

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: SEPTEMBER 24, 2026

RE: FUNDRAISER REQUEST - USE OF SCHOOL FACILITIES

A request has been submitted to hold a fundraiser utilizing the high school facility. In accordance with policy 5135, "*fundraising campaigns are a prohibited activity unless approved by the Board of Education,*" the following request is submitted for your review, discussion and potential approval.

Requested Date: Saturday, November 7, 2026

Facility: All Schools - Grounds - access to run on the field(s)

Requested Time 12:00 pm - 2:00 pm

Staff Requirement: None

Use of Fundraising Funds: To Finance Son's School Baseball Trip

Community Relations

1330 - School Facility Use

Since school buildings and grounds are public property, the Board of Education (Board) may make them available for purposes other than education when they are not in use for school purposes. The Board encourages the use of school facilities by the community. The Board shall make its facilities available to response groups, organizations, associations and individuals of the community for appropriate educational civic, cultural, welfare, social, recreational activities or other non-commercial uses consistent with the public interest as long as these activities do not interfere with school programs or school activities.

The Superintendent of Schools (Superintendent) shall develop regulations setting forth guidelines for the use of school facilities by the community in accordance with this policy and state and federal law. The Superintendent or his/her designee shall have the authority to approve and schedule the use of school facilities by a requesting group, organization, association or individual. Those desiring continuing use of facilities must reapply annually. The Superintendent or his/her designee may deny the use of school facilities for activities that are judged inappropriate to take place in a school setting or for other valid reasons.

The Board will review and approve a fee schedule annually for use of school facilities.

Legal References:

Connecticut General
Statutes 10-222a
10-239
29-381

Federal Law:

Equal Access Act

Adopted: May 1974

Revised: May 1992, March 1999, December 2003, April 2020, June 2020, August 20, 2026

Use of School Facilities - Regulation

The use of school facilities by requesting groups, organizations, associations or individuals will be authorized by the Superintendent or designee in conformity with these regulations governing their use.

The Board will approve and annually review a fee schedule for use of facilities.

Conditions Applicable to All Groups:

1. Use of facilities is not to interfere with school programs or school sponsored activities. The use of school facilities for school purposes, meetings of students, entertainment by students or teachers' clubs, alumni associations; parent teacher association and other organizations affiliated with the schools have precedent over all others.
2. Use of facilities must be within the hours of regular custodial services, otherwise, custodial overtime fees apply.
3. Use of facilities by non-paying groups, organizations, associations or individuals will not create additional costs, supervisory or custodial requirements. These groups, organizations, associations or individuals may be required to provide for or pay for these costs.
4. All use must be under competent adult supervision approved by the Superintendent or the Principal of the building involved. Groups, organizations, associations or individuals will provide sufficient supervision to restrict use to permitted areas.
5. Groups, organizations, associations of individuals using the facilities will be responsible for any damage to the school facilities.
6. Groups, organizations, associations or individuals will provide a certificate of sufficient liability insurance.
7. Rental and associated fees will be charged in accordance with a Board approved fee schedule which is subject to annual revisions as approved by the Board.
8. Groups, organizations, associations or individuals granted permission to use school facilities are responsible for the observance of local and state building codes, fire codes, and safety regulations at all times.
9. Groups, organizations, associations or individuals requesting use of school facilities shall complete an online District application to the Superintendent or his/her designee for his/her review and approval. No groups, organizations, associations or individuals shall use facilities without the prior express approval of the Superintendent or his/her designee.
10. In situations where there is no cost factor to the district, or where a mutual exchange of facilities is possible between the school district and the requesting group, organization, association or individuals, fees may be modified or eliminated by the Superintendent or his/her designee. In situations where extended usage for a long period of time is required, rate may be set at a contract price.

11. The use of school facilities is a privilege and the Board, through the Superintendent or his/her designee, reserves the right to revoke permission for use previously granted.
12. Use of facilities shall be in accordance with all Board policies and regulations, applicable school rules and state and federal laws.
13. Use shall be restricted to the dates and hours approved and to the building area and facilities specified, unless requested changes are approved by the Superintendent or his/her designee.

Prohibited Activities

1. Any activity which is unlawful in nature.
2. Activities advocating the overthrow of the United States, the State of Connecticut or local governmental agencies.
3. Any activity that may be injurious to the community, staff, students, buildings, grounds or equipment.
4. Any activity involving smoking/vaping, consumption of alcohol or drugs and/or the sale of alcohol, tobacco products or drugs.
5. Any activity that is inconsistent with the health and welfare of the public and/or the policies delineated by the Board of Education.
6. Fundraising campaigns, except as permitted by the Board of Education Policy, or by special action of the Board of Education.
7. Commercial advertising.
8. Activities that discriminate on any basis prohibited by law.

Organizational Priority for Use of Facilities

Scheduled school activities shall take precedence over activities sponsored by non-school organizations. Within each group, priority shall be given to the first online application received.

Group A: Activities conducted for the direct benefit of the schools; Board of Education sponsored activities; teacher organization meetings; or activities and official meetings of agencies of the Town of Windsor Locks such as:

- Activities by community groups raising scholarship money for Windsor Locks students.
- Parent-teacher organizations.
- Windsor Locks schools' alumni groups.

Group A organizations are encouraged not to plan activities for Saturdays or Sundays. Any organizations in Group A contemplating a weekend activity **must** have clearance from the Director of Facilities, or a designee, at least 30 days prior to the date of the contemplated activity. Organizations in this group using the facilities for fundraising purposes will be required to pay service costs and custodial fees.

Group A organizations that request use of the facilities for Saturdays, Sundays, or holidays, or any time requiring extra custodial help, cafeteria help, police or technicians, shall be charged the extra costs incurred.

Group B: Other Windsor Locks **non-profit** community organizations such as:

- Community organizations sponsoring programs for children.
- Political groups.
- Religious groups.
- Scouts, 4-H clubs, Little League, etc.
- Service organizations that work for the improvement of the general welfare of the town.
- Volunteer Fire Department community events.

Group B organizations shall be charged for the use of the school facilities to approved charitable, philanthropic, or cultural groups, service clubs, fine art association, theater groups, and other organizations not operating for profit and devoted to community interest and child welfare.

Group C:

- Any profit-making organizations or any organization whose members are not in the majority residents of or employed in Windsor Locks (i.e. Water Jets).
- Before and after school child care programs.
- Outside profit-making recreational programs sponsored or not sponsored by the Park and Recreation Department (i.e. tennis camps, baseball camps, etc.).

Group C organizations shall be charged for use of school facilities by organized groups and individuals within the community for profit when such profit is used by the group for advancement of the group or individuals for personal gain.

Procedures for the Use of Facilities

1. Time of Use

- a. School facilities are normally available for non-school organizations no sooner than 15 minutes after the end of the students' day in the building requested on Monday through Friday when school is in session.
- b. School facilities are normally available for non-school organizations from 6:00 am to 11:59 pm on Saturdays and from 6:00 am to 11:59 pm on Sundays.

2. Supervision

- a. Organizations using facilities must designate an adult to be responsible for the supervision of the activity during the entire time the facility is being used. If the

majority of the participants are school-age children, approved adult supervision must be provided at the ratio of one adult per 15 children with a minimum of two adult supervisors for all such activities. Twenty-one years of age constitutes an adult.

- b. Any activity where more than 150 people are involved will require a police officer. The cost for the officer will be the responsibility of the agency using the facility. Any activity designed primarily for teenagers will require one or more police officers. The responsible agent will make arrangements with the police department and provide written verification of such arrangements at least five business days prior to the activity.

3. Custodial Assistance

- a. A custodial fee may be charged whenever buildings are used.
- b. The custodial fee shall be paid for each hour of the activity plus a minimum of one-half hour prior to and one-half hour after the conclusion of the activity, with a minimum of four hours charged.
- c. When a custodial fee is charged, the duties of the custodian shall include: (1) opening and closing the building; (2) assuring appropriate heat, ventilation and lights; (3) providing chairs and tables where authorized; and (4) cleaning the area(s) used after the activity.

4. Kitchen Access

- a. In all cases where kitchen facilities are to be used, a Windsor Locks School Food Service employee must be hired to supervise the use of the kitchen. Arrangements for kitchen personnel must be made directly with the Food Services Director (860-292-5710).
- b. All cleanup of the kitchen and equipment shall be the responsibility of the Custodian and Food Service staff at an additional fee.
- c. Kitchen equipment that shall be provided for the use of the organization shall include a range, and an oven. Use of additional kitchen equipment may be requested but such use will be dependent on the availability of food personnel trained in the use of said equipment.

5. Limitations of Use

- a. Violation of state or town fire codes or of any public ordinance will mean forfeiture of the privilege of using schools.
- b. Smoking/Vaping in school buildings is prohibited at all times.

- c. Games of chance are not permitted in school buildings, with the exception of activities for which a permit has been issued by the Connecticut Department of Special Revenues.
- d. Under no circumstance will any organization or group alter or change the electrical circuits or panel boxes in the schools.
- e. Therapy rooms, nurses' offices and principals' offices may not be used by any non-school organization or group.
- f. Use of school owned equipment such as musical instruments, audio-visual equipment, or office machines is not permitted. Only WLPS or its designees are allowed to operate any lighting, audio-visual equipment or other technical equipment. Separate fees apply for audio-visual and lighting technicians. Kitchen equipment must be requested at the time of the application.
- g. Supplies or equipment belonging to the organization may not be stored on school property without the written permission of the building principal.
- h. Attaching decorations or scenery to stage curtains is not permitted.
- i. If food/refreshments are approved, food and/or refreshments are to be served and/or consumed only in the cafeteria unless special permission is granted.
- j. The Board of Education assumes no responsibility for properties left on the premises by an organization or group using school facilities and assumes no responsibility for supervising activities under this policy/regulation.

6. Insurance and Liability

- a. The applicant assumes all responsibility and liability for any injury to any person and for injury to or loss of town or private property in connection with the use of the facility. The applicant must hold the town harmless for any such losses or damage.
- b. Applicants must provide a certificate of liability insurance with a minimum coverage of \$1,000,000 each occurrence / \$2,000,000 general aggregate that lists the Town of Windsor Locks and its board of education as an additional insured. The certificate must be submitted to the Business Office at least ten business days in advance of the activity. The Board reserves the right to require a higher amount of coverage in exceptional circumstances.

Request for Use of Facilities

- 1. Requests using the online scheduling system must be submitted to the school office at least 30 business days prior to the intended use and must be accompanied by a certificate of insurance.

2. Use of building is subject to the availability of custodial and/or cafeteria personnel.
3. When school or school activities are cancelled due to inclement weather or other emergencies, use of school facilities is also cancelled for that day.

Payment of Fees

1. A non-refundable security deposit of 50% of the estimated facility use fee, payable by cash or money order, is due fifteen days prior to the event. The security deposit will be deducted from the final bill if there has not been any damage to the facilities.
2. Money orders should be payable to "Windsor Locks Public Schools" and forwarded to the Business Office. The bill for custodial fees, food service employees, audio-visual or lighting technician fees, etc. shall be sent to the applicant following the activity.

Parking Areas/Fields

1. Parking areas and playing fields may be used in the same manner as other school facilities in accordance with this policy/regulation.
2. Overnight parking in any school parking areas is prohibited unless explicitly approved by the Board for a specific night.
3. Parking on school property by private citizens may be permitted on a case by case basis subject to the Use of School Facilities policy and such other conditions as the Board may require.

Fee Schedule

The following is a fee schedule for use of school facilities. The fee schedule is subject to annual review and revision by the Board of Education.

Rental Fees 2026 - 2027			
Facility/Location	All Rental Users (Per Hour)	Daily Supply Fee	Daily Utility Fee
Classroom	\$40.00 (Monday through Friday) \$65.00 (Saturday, Sunday, and Holidays)	\$40.00	\$35.00
Cafeteria	\$75.00 (Monday through Friday) \$110.00 (Saturday, Sunday, and Holidays)	\$40.00	\$70.00
School Kitchen*	\$250.00 (Sunday through Saturday, Holidays)	--	--
All Purpose Room	\$60.00 (Monday through Friday) \$85.00 (Saturday, Sunday, and Holidays)	\$40.00	\$70.00
Gymnasium	\$75.00 (Monday through Friday) \$110.00 (Saturday, Sunday, and Holidays)	\$40.00	\$70.00
Locker Room	\$20.00 (Monday through Friday) \$35.00 (Saturday, Sunday, and Holidays)	\$40.00	\$45.00
Pool	\$75.00 (Monday through Friday) \$110.00 (Saturday, Sunday, and Holidays)	\$40.00	\$70.00
Auditorium	\$75.00 (Monday through Friday) \$110.00 (Saturday, Sunday, and Holidays)	\$40.00	\$85.00
Band/Chorus Room	\$75.00 (Monday through Friday) \$110.00 (Saturday, Sunday, and Holidays)	\$40.00	\$70.00

*School Kitchens cannot be rented without also renting the respective school cafeteria.

Rental Fees – 2026 - 2027			
Athletic Fields			
	Per Day	Per Week	Per Season
Elementary School Field	TBD – Prorated Based on Field Needs	\$100.00	\$350.00
Middle School Field	TBD – Prorated Based on Field Needs	\$200.00	\$550.00
High School Field	TBD – Prorated Based on Field Needs	\$250.00	\$850.00

Custodial/Maintenance Rates		
	Cost per Hour	Narrative
Monday through Saturday	\$52.86	Overtime Rate Subject to Collective Bargaining Unit Agreement
Sunday	\$70.48	Overtime Rate Subject to Collective Bargaining Unit Agreement
Holidays	\$70.48	Overtime Rate Subject to Collective Bargaining Unit Agreement

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: SEPTEMBER 24, 2026

RE: PAY TO PARTICIPATE UPDATE

For the 26-27 year, the Pay to Participate fee was increased to \$125.00. This evening, an update will be provided on the fees and waivers provided to date.

Pay to Participate Fees

Payments through 9/16/2026, 3:56pm

Activity / Sports	Nmber of Students Paid	Sum of Payment on Account	Number of WLPS Players	% Paid	Comments
HS Boys Soccer - Pay to Participate	20	\$ 2,500.00	26	76.92%	
HS Fall Cheer - Pay to Participate	2	\$ 250.00	9	22.22%	3 Suffield, 1 East Granby
HS Cross Country - Pay to Participate	8	\$ 1,000.00	10	80.00%	
HS Football - Pay to Participate	11	\$ 1,375.00	12	91.67%	8 East Granby, 3 East Windsor, 17 Suffield
HS Girls Soccer - Pay to Participate	16	\$ 2,000.00	17	94.12%	6 East Windsor
HS Swimming - Pay to Participate	3	\$ 375.00	3	100.00%	3 East Granby, 6 Ellington, 4 Somers
HS Volleyball - Pay to Participate	12	\$ 1,475.00	20	60.00%	
Windsor Locks Middle School - Boys Soccer	5	\$ 625.00	18	27.78%	
Windsor Locks Middle School - Cross Country	10	\$ 1,250.00	42	23.81%	
Windsor Locks Middle School - Girls Soccer	8	\$ 1,000.00	20	40.00%	
Windsor Locks Middle School - Girls Volleyball	4	\$ 500.00	20	20.00%	
Grand Total	99	\$ 12,350.00	197	50.25%	

Notes Regarding FY 2026-27 Pay-to-Participate:

1. Nine waivers approved, one awaiting approval for reduced fee
2. Four co-op teams with other schools (number of players by school noted above); co-op agreements for cost sharing to be initiated in the next week or two
3. Suffield Girls Swim Team also using the WLHS pool; will be billed by 10/31/2026

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: SEPTEMBER 24, 2026

RE: COMMUNITY WELLNESS & ATHLETIC COMPLEX -
CIF UPDATE

The Community Wellness and Athletic Complex Community Investment Fund Grant continues to make progress. A planning and programming meeting is the next step and is planned for October 15, 2026. This meeting will discuss the uses of the facility with KBA to ensure that the work going forward plans for the adequate use of the facility.

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: SEPTEMBER 24, 2026

RE: CHALLENGING BEHAVIOR DATA

Windsor Locks Public Schools Challenging Behavior Reports

Through September 15, 2026

School	Reports Received This Month	Year-to-Date Reports
North Street School		
South Elementary School	3	3
Windsor Locks Middle School		
Windsor Locks High School		
Pine Meadow Academy		
RISE		
District Total	3	3

Challenging Behavior Reports: To date, the district has received 3 Challenging Behavior Reports. The district reviews and addresses reports in accordance with district procedures. Data are reported in aggregate to protect student confidentiality.

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: SEPTEMBER 24, 2026

RE: LONG-TERM EDUCATIONAL AND FACILITIES
PLANNING TASK FORCE

The Task Force has been formalized and includes the following members:

Name	Group Represented
Shawn Parkhurst	Superintendent
Greg Guyette	Board of Education
Dennis Gragnolati	Board of Education
Jeff Bernabe	Secondary Administrator
Jeff Ferranti	Elementary Administrator Special Education
Greg Weigert	Director of Facilities
Larry Juhasz	Director of Finance
Judy Chapman	Board of Finance Member
Maureen Graham	North Street School Special Education Teacher
Jo-Anne Cutler	South Street School Instructional Specialist
Courtney Johnson	WLMS Special Ed Teacher
TBD	WLHS Teacher
Solmarie Castro Megan Gardner Matt Brown Emily Randolph	Parents

Name	Group Represented
James McAbee	WLHS Student
TBD	WLHS Student
Joe Calsetta	Town Representative
Laura Canon Daryl Pease	Community Members

The meeting schedule has been set to begin on Wednesday, September 30, 2026 from 5:00 pm - 7:00 pm. Meetings will be held on the following dates:

October Meeting Dates: October 7, 14, & 21

By October 22, 2026, the following will be completed:

Review enrollment trends

Evaluation of district facilities, including costs to operate each bldg.

Examination of educational considerations & transportation

Survey of families, staff and residents

November Meeting Dates: November 4 & 18

By November 20, 2026, the following will be completed:

Analysis of financial implications

Community forum(s)

December Meeting Dates: December 2 & 9

By December 10, 2026, the long-range facilities task force will present scenario(s) to the Board of Education for consideration regarding the 5-10 year use and plans for Windsor Locks Public 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

Amy Bosco

Human Resource Coordinator 860-292-5744

abosco@wlps.org

Jeff Ferranti

Director of Pupil Services 860-292-5707

jferranti@wlps.org

Megan Parrette

Coordinator of Pupil Services - Elementary

mparrette@wlps.org

Rachel March

Coordinator of Pupil Services - Secondary

rmarch@wlps.org

Larry Juhasz

Director of Finance and Grants Manager

ljuhasz@wlps.org