WINDSOR LOCKS PUBLIC SCHOOLS

BOARD OF EDUCATION MEETING

Regular Meeting
October 8, 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

October 8, 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.	Approval of Minutes: **Vote Needed** - September 24, 2026 Regular Meeting	p. 4	Exhibit I
VI.	Human Resources Report: **Vote Needed**	p. 8	Exhibit II
VII.	Board of Education Meeting Calendar 2027: **Vote Needed**	p. 9	Exhibit III
VIII.	Policy A. Review and Discuss Fundraising Policy	p. 11	Exhibit IV
IX.	Finance Report A. Discussion of Athletic Funds	p. 15	Exhibit V A
X.	2026 Student Performance Presentation	p. 16	Exhibit VI
XI.	Old Business		
	A. Pay to Participate Update	p. 17	Exhibit VII A
	B. Community Wellness & Athletic Complex - CIF Update	p. 18	Exhibit VII B
	C. Long Term Educational and Facilities Planning Task Force	p. 19	Exhibit VII C

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. Executive Session: To adjourn the meeting to Executive Session as permitted by Connecticut General Statutes Section 1-225(a) for the following purposes as allowed by Section 1-200(6), that is:

A. Superintendent of Schools Goals

That attendance in the Executive Session shall be limited to:

- Members of the Board of Education
- Superintendent

XIV. Action, if any, on Executive Session item: **Vote Needed**

XV. Adjourn Meeting

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

Exhibit I

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: OCTOBER 8, 2026

RE: APPROVAL OF MINUTES

- September 24, 2026 Regular Meeting

Board Motion: "Move that the Board of Education approve the minutes of the September 24, 2026 Regular Meeting."

Board of Education
Town of Windsor Locks
Regular Meeting - Minutes
September 24, 2026 6:00 pm
Windsor Locks High School Library Media Center

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

Members Present: Alba Osorio, Amber Mortensen-Hurdle, Lindsay Cutler and Dennis Gragnolati

Administrators: Shawn Parkhurst

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

Call to Order: Chairwoman Osorio called the meeting to order at 6:01 pm in the Windsor Locks High School Library Media Center.

Roll Call: Superintendent Parkhurst conducted roll call with four (4) Board members present at the time of roll call.

Pledge of Allegiance: All stood for the Pledge of Allegiance.

Board of Education and Superintendent Communications:

Amber Mortensen-Hurdle commented on the girls soccer team and the football game that she recently attended. She further shared the upcoming Homecoming Soccer events to be held at Vets with Food Trucks on October 2, 2026. Alba Osorio commented on her attendance at the PMA and HS Parent Information Nights, as well as the Volleyball game, Swimming and Soccer that she recently attended. Lindsay Cutler shared the upcoming Dollars for Scholars Music Bingo to be held on October 3, 2026. Superintendent Parkhurst shared and congratulated the buildings on successful Parent Information Nights with the elementary nights coming up next week, highlighting fall sports are well underway and thanked Amber Mortensen-Hurdle for her work behind the scenes to make sure that the upcoming Homecoming events are well planned. He further shared how heavy the summer budget and narratives that were portrayed about our schools and staff are weighing on the climate throughout the buildings. He complimented the incredible work that our staff are doing; often doing more with less but yet the feeling is one of defeat and deflated. He shared that he and Dr. Bissonnette along with the leadership team will be discussing this but felt it was important for the Board to know that the impact of the summer budget and community narrative has had a long-lasting impact.

Student Board Representative(s): None

Public Audience (only on Agenda Items): Crystal Benware made public comment regarding Athletic funds and requesting to know about swimming funds collected and how

they were spent. Additionally, she requested that funds earned in a given year be spent in that particular year.

Staff Recognition: Retirement: Superintendent Parkhurst acknowledged and thanked Deb Foster for her 21 years of service to Windsor Locks Public Schools.

Approval of Minutes:

- September 8, 2026 Special Meeting: Motion was made by Lindsay Cutler; second by Amber Mortensen-Hurdle; passed unanimously.

2027 Board of Education Meeting Calendar: Superintendent Parkhurst reviewed the proposed calendar and after discussion the Board reached consensus to review the calendar and bring this back to the next meeting for a vote.

Athletic Funds Review: Superintendent Parkhurst presented a 51 page review of accounts. After discussion, the Board decided to take the packet to review and provide their questions to the members of the Board Finance Subcommittee

PreK Food and Menu: Hunter Merrill and Dawn Carr from Whitson's review the guidelines for PreK food and menu planning. They also highlighted the menu for PreK at North Street School. Additionally, they shared typical food plates for lunch:





Fundraiser Request / Use of School Facilities: Superintendent Parkhurst outlined the request and the board discussed and asked questions of the parent. After discussion, the board took no action as the parent withdrew the request.

Old Business

A. Pay to Participate Update
   1. Superintendent Parkhurst provided an update on funds collected by sport to date.

B. Community Wellness & Athletic Complex - CIF Update
   1. Superintendent Parkhurst highlighted that the next important meeting on planning for the use will be on October 15, 2026.

C. Challenging Behavior Data

1. A review of the monthly and year to date data took place.

D. Long Term Educational and Facilities Planning Task Force

1. Superintendent Parkhurst outlined the task force membership and the agenda for the first meeting to be held on September 30, 2026.

Public Audience (only on Agenda Items): None

Adjourn Meeting: Motion was made by Dennis Gragnolati; second by Lindsay Cutler, passed unanimously; meeting adjourned at 7:32 pm.

Respectfully submitted,

Shawn Parkhurst

Superintendent of Schools

Exhibit II

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: OCTOBER 8, 2026

RE: HUMAN RESOURCES REPORT

Matt Braddock, a Physical Education teacher, at South Elementary School, has submitted his resignation effective October 16, 2026. At the time of his resignation he will have served the students of Windsor Locks for six years.

Rob Howe, a Mathematics teacher and Athletic Director/Coach, at Windsor Locks Middle School, has submitted his retirement effective June 30, 2027. At the time of his retirement, he will have served the students of Windsor Locks for twenty-three years.

Board Motion: "**Move** that the Board of Education approve the resignation and retirement as presented, and thank them for their service to the children of Windsor Locks."

EXHIBIT III

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: OCTOBER 8, 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						

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

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

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

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

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

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

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 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		

8, 23 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

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

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

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

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.

Exhibit IV

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: OCTOBER 8, 2026

RE: DISCUSSION OF FUNDRAISING POLICY

As requested at the last meeting, the current Board of Education Fundraising Policy 5135, is provided on the next page for review and discussion.

The Windsor Locks Public Schools shall cooperate with school affiliated and service organizations that propose fund raising activities, which are deemed by the school administration to be beneficial to the students and/or the education program. Only those fund raising activities approved in advance by the Superintendent of Schools shall be permitted to take place on school grounds or in the community when the fund raising activity is school related. The following factors shall be considered in granting such approval.

a) The proposed benefits to students, who either participate in or benefit from the proposed fund raising activity.

b) Any potential adverse effects upon students, (i.e., pressure to contribute or potential embarrassment for not participating).

c) Time limitations during the school day, including consideration of other fund raising activities also taking place.

d) Potential for either positive or adverse effects upon the curriculum and courses of study.

The schools have a responsibility to safeguard students and parents from possible adverse aspects of fund raising plans. The Superintendent shall develop procedures for approval or rejection, and ongoing monitoring of all school solicitations, employing the following guidelines:

1. Activities which contribute to the welfare of children such as scholarships, recreational and educational activities are to be encouraged.

2. There shall be no cause for embarrassment to staff or students who cannot or do not choose to participate. All participation shall be voluntary.

3. No student shall be required to purchase material or incur any expense as a condition of participation in a curricular activity.

4. No student shall be required to purchase any material or incur any expense as a condition of participation in a fundraising activity.

5. The building administrator shall make provision for appropriate student opportunity to participate in a curricular activity through suitable school activity funds if a student is unable to participate due to lack of financial resources.

6. Interclass competition is to be discouraged.

7. No activity shall be conducted within a school building during the regular school day for which admission charges shall be made to the student body. No admission charge shall be permitted from any member of the student body during the school day.

8. School related and service organizations may communicate with parents regarding fundraising activities through pupil distribution of written announcements, which have been approved by the school administration.

9. All written or printed materials shall carry the name of the sponsor. The use of the name or endorsement of Board of Education shall not be used on any materials, without the specific consent of the Board.

10. No student or member of the teaching staff shall participate in or sponsor any gambling or lottery activity or any other game of chance, without the consent of the Board of Education.

11. Food sales at pooling places on Election Day shall be permitted, subject to any requirements of State Law.

Reference: CGS §10-237 School Activity Funds

POLICY EFFECTIVE AUGUST 2003

FORM A
APPROVAL FORM FOR FUNDRAISER EVENT

Windsor Locks Board of Education Policy 5135 requires advance approval of the Superintendent of Schools for all school fundraising events, including those of the PTO**. A sample of fundraising information going home with students must be pre-approved by the school administrator and accompany this form to be presented for the Superintendent's approval.**

This form must be submitted prior to any fundraising event. DO NOT order fundraising material until the Superintendent has approved your fundraiser (effective August 2003).

Date Received in Central Office:	**From (School & Department):**
Person in charge of Fundraising event:	**Principal's Signature**
Company providing fundraising material:	
Purpose of Fundraiser:	
Method of Conducting Fundraiser:	
Date Fundraiser begins:	**Date Fundraiser Ends:**
Permission: Granted Denied Granted w/Condition	
Comments:	
Signature of Superintendent:	**Date:**

Exhibit V A

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: OCTOBER 8, 2026

RE: DISCUSSION OF ATHLETIC FUNDS

At the last meeting, the Board was provided with detailed athletic fund reports. The BOE Finance Subcommittee collected questions from Board members and will share those this evening for review and further discussion.

Exhibit VI

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: OCTOBER 8, 2026

RE: 2026 STUDENT PERFORMANCE PRESENTATION

Each spring, students are administered assessments of their academic achievement and growth. Dr. Bissonnette will review these assessment results this evening for your review and discussion.

Exhibit VII A

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: OCTOBER 8, 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 10/01/2026, 4:00pm

Activity / Sports	Students on Roster	Number of WLPS Students	Nmber of WLPS Students Paid	Sum of Payment on Account	% Paid	Waivers	Payments Outstanding	Co-Op Students	Comments
HS Boys Soccer	26	26	22	$ 2,750.00	84.62%	4	0	0	
HS Fall Cheer	13	9	5	$ 250.00	55.56%	2	2	4	3 Suffield, 1 East Granby
HS Cross Country	10	10	8	$ 1,000.00	80.00%	2	0	0	
HS Football	40	12	12	$ 1,500.00	100.00%	0	0	28	8 East Granby, 3 East Windsor, 17 Suffield
HS Girls Soccer	23	17	16	$ 2,000.00	94.12%	1	0	6	6 East Windsor
HS Swimming	16	3	3	$ 375.00	100.00%	0	0	13	3 East Granby, 6 Ellington, 4 Somers
HS Volleyball	20	20	17	$ 2,050.00	85.00%	3	0	0	
MS Boys Soccer	18	18	18	$ 2,250.00	100.00%	0	0	0	
MS Cross Country	35	35	34	$ 4,250.00	97.14%	0	1	0	
MS Girls Soccer	20	20	19	$ 2,375.00	95.00%	0	1	0	
MS Girls Volleyball	20	20	19	$ 2,375.00	95.00%	1	0	0	
MS Drama	23	23	19	$ 2,375.00	82.61%	0	4	0	
Grand Total	264	213	192	$ 23,550.00	90.14%	13	8	51	

Exhibit VII B

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: OCTOBER 8, 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.

Exhibit VII C

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: OCTOBER 8, 2026

RE: LONG-TERM EDUCATIONAL AND FACILITIES PLANNING TASK FORCE

The task force met on September 30, 2026 with the following agenda; minutes from the meeting can be found at wlps.org.

<table>
<tr><th colspan="3">Windsor Locks Public Schools - Long Range Task Force Meeting
September 30, 2026 | 5:00 pm - 7:00 pm - Windsor Locks High School Library/Media Center</th></tr>
<tr><th>Agenda Item</th><th>Resources, Preparations, and Tasks</th><th>Presenter(s)</th></tr>
<tr><td>• Welcome, Introductions & Charge of the Task Force
○ Assign Facilitator, Record Keeper, Time Keeper</td><td>Students + Space + Cost
What does it cost us to provide the educational space we have, how much space will we need in the future, and what configuration best supports our students?”</td><td>Shawn</td></tr>
<tr><td>• Review of 2016 Drummey, Rosane and Anderson (DRA) WLPS Facilities Study
○ Three Options Outlined</td><td rowspan="3"><u>What do we know?</u>
• Enrollment has changed materially
• The decline appears to be more than a one-year anomaly
• The future is not predetermined
• Capacity is uneven across our schools
• Enrollment and facilities need to be analyzed together
• Cost must be part of the conversation

“If our district is serving approximately 1,200 students ten years from now, what should Windsor Locks Public Schools look like—and what facilities configuration allows us to provide the strongest educational program in the most sustainable way?”</td><td>Shawn
Greg W</td></tr>
<tr><td>• District Enrollment Trends and Projections
○ What is our long-term enrollment footprint likely to be?
○ If WLPS ultimately serves approximately xxxx students, what configuration of schools and facilities makes the most educational and financial sense?</td><td>Shawn</td></tr>
<tr><td>• Evaluation of current District Facilities & Operating Costs
○ Where is the available space and does it align with where our students are or will be?
○ Define instructional capacity versus physical capacity.</td><td>Greg W
Larry</td></tr>
<tr><td>• Survey Discussion</td><td></td><td>Shawn</td></tr>
</table>

Future Meeting Dates and Topics

October Meeting Date: October 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