

WINDSOR LOCKS PUBLIC SCHOOLS



BOARD OF EDUCATION MEETING

Regular Meeting

October 22, 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 22, 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** p. 4 Exhibit I
 - October 8, 2026 Regular Meeting
- VI. Human Resources Report: **Vote Possible** p. 8 Exhibit II
 - A. Job Description: Special Education Teacher
- VII. School Calendar Change - RISE Transition Academy: **Vote Needed** p. 13 Exhibit III
- VIII. Finance Report
 - A. Approval of Minutes: October 7, 2026: **Vote Needed** p. 14 Exhibit IV
- IX. Curriculum SubCommittee Report p. 15 Exhibit V
 - A. October 22, 2026 Meeting
- X. Upcoming Professional Development - November 3, 2026 p. 16 Exhibit VI
- XI. Old Business
 - A. Community Wellness & Athletic Complex - CIF Update p. 30 Exhibit VII A
 - B. Long Term Educational and Facilities Planning Task Force p. 31 Exhibit VII B
- 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: OCTOBER 22, 2026

RE: APPROVAL OF MINUTES

- October 8, 2026 Regular Meeting

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

**Board of Education
Town of Windsor Locks
Regular Meeting - October 8, 2026 6:00 pm
Minutes**

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

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

Member(s) Absent: Dennis Gragnolati

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

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.

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

Board of Education and Superintendent Communications:

Lindsay Cutler commented on the successful Dollars of Scholars Music Bingo Fundraiser. Amber Mortensen-Hurdle highlighted the Homecoming events with the double header soccer game and noted that she appreciated so many parents signing up to assist and help. Greg Guyette commented and shared his thanks to the Dollars for Scholars group and their recent fundraiser; he shared that he attended the girls soccer game during homecoming, was part of the Homecoming Parade and appreciated more participation this year. He further commented on the kickoff meeting of the Long Range Planning task form and noted that there was rich discussion at that meeting. Alba Osorio commented that she attended all the Open Houses and had a chance to visit classrooms during that time, she attended the book fair and was impressed with the lower level events at WLHS; she commented on Homecoming Events and how much Volleyball has improved. Superintendent Parkhurst shared his thanks to all the planning that went into Homecoming and publicly thank Amber Mortensen-Hurdle for her coordination, shout out to Whitsons for their Ct Grow Week events coming up in all of the schools, visit to PreK for the First Friday Pizza Delivery from Chef Mike, thanks new WLHS Culinary Teacher on a successful luncheon for the volunteers that were part of the College Fair. He also shared that WLPS is the recipient of a highly competitive grant of \$50,000 to provide High Dosage Tutor in the area of mathematics with a focus on 6th grade. Mr. Parkhurst also shared that if you have had a chance to see any of the MS Sports, you should as they have some very impressive athletes; in particular the girls volleyball team and cross country are ones not to miss this season.

Student Board Representative(s) - None present at this time.

Public Audience (only on Agenda Items) - None at this time

Approval of Minutes:

- September 24, 2026 Regular Meeting: A motion was made by Lindsay Cutler; seconded by Amber Mortensen-Hurdle; passed 3-0 with Greg Guyette abstaining due to not being present.

Human Resources Report: A motion was made by Greg Guyette to accept the resignation of Matthew Braddock and the retirement of Rob Howe; seconded by Lindsay Cutler; passed unanimously.

Board of Education Meeting Calendar 2027: After a brief discussion, a motion was made by Greg Guyette to approve the 2027 BOE meeting calendar with the following amendments: 3/25, 8/19 and 10/28 will be Public Forums; seconded by Amber Mortensen-Hurdle; passed unanimously.

Policy

- Review and Discuss Fundraising Policy
 - a) After a brief discussion, the consensus was to bring to a future BOE meeting a revised brief policy but a detailed regulation related to fundraising.

Finance Report

- Discussion of Athletic Funds

Greg Guyette provided an overview of the Finance Subcommittee meeting.

2026 Student Performance Presentation

Dr. Bissonnette gave a presentation on the Spring and EOY academic assessments. There was discussion on the scores and how the School Improvement Plans address the areas of need.

A motion was made by Greg Guyette to add an agenda item *CSDE ED099 Authorized Signature Change*; second by Amber Mortensen Hurdle; passed unanimously.

Superintendent Parkhurst outlined the need to add Lawrence Juhasz, Director of Finance and Grants, to be an authorized signer; motion was made by Amber Mortensen-Hurdle; seconded by Lindsay Cutler; passed unanimously.

Old Business

- **Pay to Participate Update**

Superintendent Parkhurst provided an update on Fall Sports.
- **Community Wellness & Athletic Complex - CIF Update**

Superintendent Parkhurst provided an update and shared a key to the process is the planning for the use of the facility meeting which will take place on October 15, 2026.
- **Long Term Educational and Facilities Planning Task Force**

Superintendent Parkhurst provided an update and shared that the Task Force directed the school administrators on the task force to bring back to the October 21, 2026 meeting scenario(s) that may be considered for further study and discussion.

Public Audience (only on Agenda Items): Crystal Benware made a public comment related to the policy on fundraising and specifically spoke to the use of the funds in the year they were raised.

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:

Superintendent of Schools Goals

That attendance in the Executive Session shall be limited to:

- Members of the Board of Education
- Superintendent

A motion was made by Greg Guyette; seconded by Lindsay Cutler to enter into Executive Session at 7:14 pm; passed unanimously.

Action, if any, on Executive Session item: The Board returned from executive session at 8:29 pm. A motion was made by Greg Guyette to accept the Superintendent's Goals as discussed; seconded by Amber Mortensen-Hurdle; passed unanimously.

Adjourn Meeting: A motion was made by Lindsay Cutler to adjourn the meeting; seconded by Greg Guyette; passed unanimously; meeting adjourned at 8:30 pm.

Respectfully submitted,
Shawn Parkhurst
Superintendent of Schools

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: OCTOBER 22, 2026

RE: HUMAN RESOURCES REPORT

Tonight, the Board will review the job description on the next page for a Special Education Teacher as a first read.

WINDSOR LOCKS PUBLIC SCHOOLS

Special Education Teacher Job Description

Position Summary

The Special Education Teacher/Case Manager is responsible for providing specially designed instruction to students with disabilities in accordance with the Individuals with Disabilities Education Act (IDEA), Connecticut State Department of Education (CSDE) regulations, and district policies. This position serves as both an instructional leader and case manager, ensuring that each student's Individualized Education Program (IEP) is implemented with fidelity while collaborating with families, educators, and related service providers to support student success in the Least Restricted Environment (LRE).

Essential Responsibilities

Instruction and Student Support

- Provide high-quality, specially designed and data driven instruction aligned to Connecticut academic standards and each student's IEP
- Differentiate instruction using evidence-based practices to address individual learning needs
- Develop measurable IEP goals and objectives based on student data
- Collect and analyze student progress-monitoring data to inform instructional decisions
- Implement accommodations, modifications, and behavioral supports identified within students' IEPs
- Foster student independence, self-advocacy, executive functioning, and transition skills
- Maintain a positive, structured, and inclusive learning environment

Case Management

- Serve as the primary case manager for assigned students receiving special education services
- Coordinate the development, implementation, and monitoring of Individualized Education Programs (IEPs)
- Prepare and submit required documentation, including evaluations, progress reports, and IEP documentation within CTSEDS, as may be needed and determined by current district policy
- Monitor compliance with annual reviews, reevaluations, transition planning, and procedural safeguards
- Monitor services outlined in each student's IEP are implemented appropriately
- Maintain accurate, confidential educational records in accordance with FERPA and district procedures

Collaboration

- Collaborate with general education teachers to support inclusive practices and develop and implement accommodations and modifications

- Partner with school psychologists, speech-language pathologists, occupational therapists, behavior specialists, physical therapists, school social workers, counselors, administrators, nurses, and related service providers for best inter-disciplinary practices
- Communicate regularly with families regarding student progress, programming and educational planning
- Participate actively in multi-disciplinary team meetings, professional learning communities (PLCs), and school improvement initiatives

Assessment and Progress Monitoring

- Modify and support classroom teacher on curriculum-based assessments and progress-monitoring tools
- Conduct comprehensive evaluations and reevaluations as part of multidisciplinary teams
- Administer and interpret assessment results to inform instruction planning and IEP development
- Monitor student progress toward annual IEP goals and report progress to families according to district timelines

Compliance

- Maintain compliance with IDEA, Connecticut special education regulations, and district policies
- Complete all required documentation accurately and within mandated timelines
- Participate in state monitoring activities, audits, and compliance reviews as needed
- Ensure confidentiality of student records and information

Professional Responsibilities

- Participate in ongoing professional learning related to special education, instructional practices, and legal requirements
- Maintain appropriate Connecticut educator certification
- Demonstrate professionalism, ethical practices, and effective communication
- Contribute positively to school culture and collaborative problem-solving
- Perform other duties as assigned by the Director of Pupil Services or school administration
- Guide and support ParaEducator in their assigned duties
- Support building administrator on ParaEducator evaluation

Qualifications

Required

- Valid Connecticut certification appropriate for assignment (e.g., Comprehensive Special Education PK-12 or applicable endorsement)
- Knowledge of IDEA, Connecticut special education regulations, CT SEDs, and IEP development
- Strong instructional planning and classroom management skills

- Effective written and verbal communication skills
- Ability to collaborate effectively with multidisciplinary teams and families
- Trained or willing to be trained in Safety Care and Deescalation Strategies, where applicable

Preferred

- Experience serving as an IEP case manager
- Experience with inclusive practices and co-teaching
- Experience utilizing data-driven instruction and progress monitoring
- Knowledge of Positive Behavioral Interventions and Supports and evidence-based interventions
- Experience with transition planning and postsecondary programming

Knowledge, Skills, and Abilities

- Knowledge of special education law, regulations, and best practices
- Strong organizational and time-management skills
- Ability to prioritize multiple responsibilities while maintaining compliance with deadlines
- Strong interpersonal skills and ability to build positive relationships with students, families, and colleagues
- Proficiency with educational technology and student information systems, including CTSEDS
- Ability to analyze educational data and make informed instructional decisions
- Commitment to equity, inclusion, and culturally responsive practices

Physical Demands

- Ability to move throughout school buildings and classrooms
- Ability to supervise students in a variety of educational settings
- Ability to lift instructional materials and classroom equipment as needed
- Ability to respond appropriately during emergency situations
- Support students in hands-on activities, including: fine and gross motor exercises, adaptive physical education activities and personal care as needed

Terms of Employment

- Work year and salary in accordance with the negotiated teachers' collective bargaining agreement
- Reports to the Building Principal, Coordinator of Pupil Services, and Director of Pupil Services

Core Competencies The Special Education Teacher/Case Manager demonstrates:

- Student-centered decision-making
- Collaborative leadership
- Strong instructional practice
- Effective case management and compliance
- Data-informed problem solving

- Professional communication
- Organization and attention to detail
- Commitment to continuous improvement and inclusive education practices

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: OCTOBER 22, 2026

RE: SCHOOL CALENDAR CHANGE - RISE TRANSITION ACADEMY

RISE Transition Academy would like to forgo the delayed opening for morning conferences on October 29, 2026 and on April 29, 2027, and request to have a regular school day on those dates.

Board of Education Motion: “**Move** that the Board of Education approve the request to hold a regular school day on the dates noted, October 29, 2026 and April 29, 2027 as discussed.”

**WINDSOR LOCKS PUBLIC SCHOOLS
BOARD OF EDUCATION MEETING**

Finance Subcommittee Meeting Minutes of 10/7/26

These minutes are not official until approved at the next Board of Education meeting

Members Present: Greg Guyette, Lindsay Cutler, Shawn Parkhurst & Lawrence Juhasz

- I. Call to Order: Superintendent Parkhurst called the meeting to order at 6:00 pm.
- II. FY 26 Finances
 - A. Expenses
 - B. Completed items
 - C. Remaining open items

Reviewed the FY26 expenditures, reviewed the variances and had discussion on state filing and audit. It was noted that overage is due to the insurance and outplacement for special education. There are still some items that we are waiting for clarity from the town which will then need to be reclassified.

- III. FY 27 Budget

- A. Overview

Reviewed the budget to date; noted the insurance line and watching that carefully as we go through the process.

- IV. Discussion of Athletic Funds

Reviewed all the accounts and the process of quarterly reviews that are taking place with the person in charge of the various accounts. Larry will be working to clean up these accounts.

- V. Public Comment - Only on Agenda Items - None

- VI. Adjourn: Greg Guyette made a motion to adjourn at 6:46 pm; seconded by Lindsay Cutler; passed unanimously.

Respectfully submitted,
Shawn Parkhurst
Superintendent of Schools

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: OCTOBER 22, 2026

RE: CURRICULUM SUBCOMMITTEE REPORT

Earlier this evening, the BOE Curriculum Subcommittee met. A brief report of the meeting will be provided by members of the Curriculum Subcommittee.

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

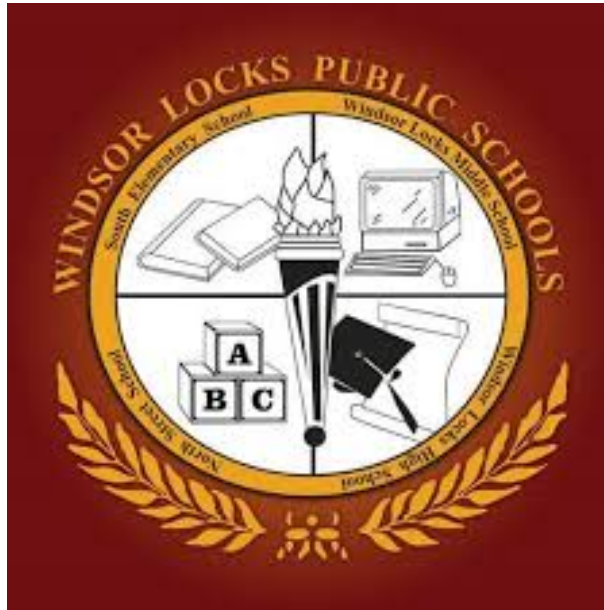
FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: OCTOBER 22, 2026

RE: UPCOMING PROFESSIONAL DEVELOPMENT

Tuesday, November 3rd will be a districtwide Professional Development Day. You will find each school's schedule on the following pages.

Windsor Locks Public Schools 2026-2027 School Year



**Professional Development
November 3, 2026**

Agenda

	North Street School	November 3, 2026
	South Elementary School	November 3, 2026
	Windsor Locks Middle School	November 3, 2026
	Windsor Locks High School	November 3, 2026
	Pine Meadow Academy	November 3, 2026
	RISE Transition Academy	November 3, 2026



North Street School

November 3, 2026 NSS

Time and Location	Event	Learning Targets	Session Information
8:25 am - 9:00 am	Staff Meeting: NSS School Improvement Plan Updates		
9:00 am - 10:30 am	PreK Staff Using Data to Improve Child Outcomes	I can identify the key changes to the CT DOTS II framework in order to monitor and communicate progress across skills, abilities, and behaviors in the CT ELDS.	Facilitator: Donna Rooney Location: Library Media Center
	Classroom Teachers, Resource/Flex Special Education Teachers Language Walls	I can create a language-rich environment to support oral language development and phonological awareness.	Facilitator: Giovanna Testani, Tom Croyle, Sheri Parsons, Amy Ouellette, Vita Beebe Location: NSS Cafeteria
	Resource Paraeducators Accommodations/Modifications	I can distinguish between accommodations and modifications and understand my role in supporting their effective implementation within students' IEPs.	Facilitator: Virtual Link to be provided Location: Room 13
	K-2 ABA Paraeducators LAMP	I can understand how the LAMP Words for Life language program is organized. I can identify the 5 pathways for vocabulary and functional device features.	Facilitator: Carly Villalobos CCC-SLP Location: Room 39
	Special Areas Curriculum Development	I can create units of instruction aligned to my Professional Growth Plan.	Facilitator: Self-Directed with provided resources
10:45 am - 12:15 pm	All Staff Restorative Practices	I can self-assess the use of restorative practices and create implementation goals. I	Facilitator: Kris Wraight & LaToya Fernandez

		can role-play a restorative conference.	
12:15 pm - 1:15 pm	Lunch		
1:15 pm - 3:25 pm	Classroom Teachers, Resource/Flex Special Education & Paraeducators Math Centers	I can create math centers that include differentiation across stages of development aligned to grade level standards.	Facilitator: Tom Croyle, Kristina Gleason, Kelly Klem Location: NSS Cafeteria
	PreK Staff Risky Play Analysis (1:15 pm - 2:15 pm) CPR Review (2:15 pm - 3:15 pm)	I can develop a Risk Analysis PD presentation for North Street staff that will support the goals of my Professional Growth Plan.	Facilitator: Grade Team Collaboration Cathi Dallesander Location: Library Media Center
	K-2 ABA Staff Play Based Learning & Assistive Technology	I can integrate the use of assistive technology during play based learning experiences.	Facilitator: Sarah Fitta Location: Room 39
	Special Areas	I can create units of instruction aligned to my Professional Growth Plan.	Facilitator: Self-Directed with provided resources



South Elementary School

November 3, 2026 SES

Time and Location	Event	Learning Targets	Session Information
8:00 am - 10:00 am	Classroom and Special Ed. Teachers, Paraeducators, Rdg. Team: ReadConn Modules 1 and 2 Math Team Sarah - Team Training Jess - Review Amplify Resources to Support Tier 1 Instruction Specialists Curriculum Development	I can continue to learn about best practices in literacy skills instruction. I can attend training to share my expertise with a student teacher. I can review Amplify resources and share them with teachers for Tier 1 instruction. I can create units of instruction aligned to my Professional Growth Plan.	Location: Library Facilitator: JoAnne Cutler Location: Intervention Rooms Facilitator: Self-facilitated Facilitator: Self-Directed with provided resources
10:00 am - 11:30 am	Certified Staff: Team Meeting Time	I can meet with my team to work on PGP goals, review data, and plan instruction.	Location: Various Classrooms Facilitator: Self-facilitated
10:45 am - 12:15 pm	Paraeducators: Executive Functioning	Paraeducators - I can learn what Executive Functioning is, why it matters, and how to help students use it effectively in the school setting.	Location: TBD / check email for link to session Facilitator: Self-facilitated
12:15 pm - 12:45 pm	Paraeducators: Self-Directed Wellness Time	I can choose an activity that helps me feel calm and happy.	Location: Anywhere on School Grounds Facilitator: Self-facilitated
11:30 am - 12:30 pm	Lunch on Your Own (Paraeducators Lunch 12:45 pm - 1:30 pm)		
12:30 pm - 1:30 pm	Amplify Math Pilot Team: Collaboration & Progress Monitoring	I can collaborate with our Pilot Manager to learn about progress monitoring for the Amplify Math Program.	Location: Virtual Link: meet.google.com/dob-bmko-xdc Facilitator: Amplify Consultant

	Other Certified Staff: Data Review and Instructional Planning	I can review student data and use it to plan targeted instruction to meet the needs of my students.	Location: Classrooms Facilitator: Self-facilitated
1:30 pm - 2:30 pm	Classroom Teachers, Special Ed. Teachers, Interventionists: Conversation About iBlock Skills Instructional Model • Bring your current iBlock plan	I can collaborate with my colleagues to develop a plan for iBlock instruction to maximize student learning.	Location: Library Facilitator: JoAnne Cutler
12:30 pm - 2:00 pm	Specialists: Meet with Social Worker and Psychologist to Review Behavioral Strategies	I can collaborate with the mental health team to learn about behavioral strategies to meet the needs of my students.	Location: Jessica Smith's Office Facilitator: Becca Ladd and Jess Smith
1:30 pm - 3:00 pm	Paraeducators: Accommodations & Modifications	Paraeducators - I can distinguish between accommodations and modifications and understand my role in supporting their effective implementation within students' IEPs.	Location: TBD / check email for link to session Facilitator: Self-facilitated
2:30 pm - 3:00 pm	Certified Staff: Self-Directed Wellness Time	I can choose an activity that helps me feel calm and happy.	Location: Anywhere on School Grounds Facilitator: Self-facilitated



Windsor Locks Middle School

November 3, 2026 WLMS

Time and Location	Event	Learning Targets	Session Information
7:30 am - 7:45 am Library	Opening & SIP Alignment	I can identify our school improvement priorities and how they connect to our work this year.	Review school improvement goals, share out notes from August PD, and outline objectives for the morning.
7:45 am - 8:15 am Library	Data Analysis: Student Behavior	I can identify trends in behavior and attendance data to better understand student needs.	Share Q1 behavior and attendance data, including referral trends, disciplinary outcomes, and grade-level and year-to-year comparisons.
8:15 am - 8:45 am Library	Data Analysis: Student Achievement	I can interpret student achievement and growth data to identify strengths, gaps, and areas for improvement.	Share SBA, i-Ready, and other student achievement data, including grade-level performance and growth.
8:45 am - 9:15 am TBD	Data Analysis: Action Steps	I can use student data to identify needs and plan targeted instructional and behavioral supports.	Work in grade level/UA teams to analyze shared data, identify areas of need, and develop targeted instructional and behavioral interventions.
9:15 am - 9:30 am	Break		
9:15 am - 10:45 am TBD	Paraeducators: Executive Functioning	I can learn what Executive Functioning is, why it matters, and how to help students use it effectively in the school setting.	Paraeducators Location: TBD / check email for link to session
9:30 am - 10:00 am Library	Communication: Climate Survey Feedback	I can identify key themes in stakeholder feedback related to school climate and culture.	Share student, staff, and family climate survey results, including feedback on communication, relationships, belonging, and school culture.
10:00 am - 10:30 am Library	Communication: Action Steps	I can use stakeholder feedback to identify strategies that strengthen relationships, communication, and belonging.	Work in grade level teams to reflect on survey feedback and identify strategies to strengthen communication, relationships, and collaboration.
10:30 am - 11:00 am Classrooms	Self-Directed Professional Time: Data Analysis & Communication	I can complete professional responsibilities and collaborate with colleagues to support student learning.	Individual time dedicated to data analysis and communication, including grading, report card comments, progress notes, PGP documentation, family outreach, and collaboration with colleagues.

11:00 am - 12:00 pm	Lunch		
11:30 am - 2:30 pm TBD	Amplify Math Session (in person)	I can navigate the Amplify Math platform and better understand the curriculum's structure, resources, and instructional approach.	Explore the Amplify Math curriculum, including its structure, instructional approach, and available resources to support classroom implementation.
12:00 pm - 1:00 pm Classrooms	Amplify Reading Session (virtual)	I can navigate the Amplify Reading platform and better understand its instructional components and available resources.	Explore the Amplify Reading platform, including its organization, instructional components, and available resources to support literacy instruction.
12:00 pm - 12:15 pm Library	Tier 1 Instruction: WLMS Tier 1 Guarantees	I can describe the five Tier 1 Guarantees and what they look like in classroom practice.	Revisit WLPS Tier 1 instructional priorities, including the five Tier 1 Guarantees and expectations for consistent implementation across classrooms.
12:15 pm - 1:00 pm TBD	Tier 1 Instruction: Action Steps	I can collaborate with colleagues to strengthen instructional practices aligned with the Tier 1 Guarantees.	Work in content-area teams to reflect on and explore the Tier 1 Guarantees and select one Guarantee to prioritize in Q2 as a department.
12:45 pm - 2:15 pm TBD	Paraeducators: Accommodations & Modifications	I can distinguish between accommodations and modifications and understand my role in supporting their effective implementation within students' IEPs.	Paraeducators Location: TBD / check email for link to session
1:00 pm - 1:30 pm Library	Tier 1 Instruction: Co-teaching	I can explain how shared roles and responsibilities support effective instruction and student success.	Review shared co-teaching expectations, reflect on what is working well, and identify areas where additional support or collaboration is needed.
1:30 pm - 2:30 pm Classrooms	Self-Directed Professional Time: Tier 1 Instruction	I can develop instructional materials, assessments, and lessons that reflect our Tier 1 instructional priorities.	Lesson planning, developing instructional materials, creating assessments, and collaborating on Tier 1 instructional strategies



Windsor Locks High School

November 3, 2026 WLHS

Time and Location	Event	Learning Targets	Session Information
7:30 am - 8:30 am	Faculty Meeting	I can review data connected to our SIP, including updates on Restorative Practices, Tier 1 Guarantees, and evaluation of classroom/school spaces	All staff- LMC
8:30 am - 9:15 am	School-Wide Grading Gallery Walk	I can better understand how other departments grade, asking questions and providing answers to build a clearer understanding schoolwide	All staff- LMC
9:15 am - 10:45 am	Calibration	I can work within my department to use student work samples to calibrate our grading for specific indicators/Priority Standards	Gen Ed Departments: Where you meet for Common Planning
		I can work within a specific department to use student work samples to better understand how the department grades	SPED- Have a representative from SPED participate in Gen Ed calibrations to be able to report back to the group
	Digital Tool for Parent Planning	I can work as a department to create a digital tool for parents to use to better reach families to assist in Junior Planning	Counselors in Counseling Suite
	Compliance	I can ensure I am up-to-date in my progress notes as well as my Medicaid responsibilities	Psych/SW in Counseling Suite
	Paraeducators - Executive Functioning	I can learn what Executive Functioning is, why it matters, and how to help students use it effectively in the school setting.	Paraeducators Location: TBD / check email for link to session
10:45 am - 11:30 am	Fall Clean Out	I can assess my space/department space(s) to determine what needs to remain or what can	Individual areas as needed

		shift/be removed in order to best use our school spaces	
	Paraeducators- Choose your own adventure!	Review IEPs/Accommodations SEL- do something for you Midterm planning support for kids Collaborate with Case Managers (if available)	
11:30 am - 12:30 pm	Lunch on your own		
12:30 pm - 2:25 pm	Choose your own adventure(s) (but please complete the survey before you leave today)	Menu: SEL- do something for you! (Here at school...) Effective Report Card Comments Midterm Work Curriculum Work /Updates/Assessments Collaborate with other departments Collaborate with Case Managers Priority Standard Data Review	Individual as needed
	Paraeducators - Accommodations & Modifications	I can distinguish between accommodations and modifications and understand my role in supporting their effective implementation within students' IEPs.	Paraeducators Location: TBD / check email for link to session



Pine Meadow Academy

November 3, 2026 PMA

Time and Location	Event	Learning Targets	Session Information
7:50 am - 8:15 am	Restorative Practices	I can use the restorative practices we want students to experience consistently at PMA, including relationship-building, responding to conflict, and helping students feel a sense of belonging.	Location: Randy's Room
8:15 am - 9:45 am	Exhibition Review / Next Steps	I can review the quality of Quarter 1 Exhibitions in relation to the School Improvement Plan and identify areas of growth for Quarter 2.	Location: Randy's Room
9:45 am - 11:30 am	Leave to Learn Data Review	I can use the LTL Data tracker for each student to evaluate whether the experiences are meaningful, individualized, include student-voice/choice, and are connected to their future pathways.	Location: Randy's Room
11:30 am - 12:30 pm	Lunch - Catered by Hot Heads		
12:30 pm - 1:30 pm	Tier 1 Guarantees in a Tier 3 Setting	I can intentionally use Tier 1 instructional strategies within a Tier 3 alternative school setting to create consistent, engaging, and high-expectation learning experiences that are responsive to individual student needs.	Location: Randy's Room
1:30 pm - 3:00 pm	Classroom / Individual Time	I can reflect on my practice and explore professional interests that align with my goals and improve my teaching.	Some Options: - LTL Exploration in community - Collaborate with other teachers - Progress Notes / Report Cards - SEL on your own, within PMA



RISE Transition Academy

November 3, 2026 RISE

Time and Location	Event	Learning Targets	Session Information
7:50 am - 8:00 am	Morning meeting	I can participate as part of a team of professionals focused on the secondary transition of all our students.	All events in the RISE school main area and breakout spaces
8:10 am - 8:30 am	Introduction to the transition skills resource chart - Connecticut State Department of Education (CSDE)	I can use the Transition Skills resource chart to evaluate skills of students I am working with across the 16 skill areas.	https://portal.ct.gov/sde/special-education/secondary-transition/documents-forms/core-transition-skills-resource-chart/overview
8:30 am - 10:00 am	Person-centered planning - video and discussion	I can use the person-centered planning process to assist students with identifying their personal strengths, talents, and favorite things to do.	https://www.youtube.com/watch?v=z5ROJlCV83A
10:00 am - 11:30 am	Review student records from the person-centered perspective; identify key strengths for this quarter's transition exploration	I can review existing documents and identify areas of strength for each of my students and areas of targeted growth	Review of student files in groups of three

11:30 am - 12:30 pm	Lunch - TBD		
12:30 pm - 1:30 pm	Secondary transition training for Paraeducators- video and discussion Secondary transition training for certified educators - video and discussion	I can identify the key components of secondary transitions in my role and apply them to the existing student population	https://forms.cloud.microsoft/pages/responsepage.aspx?id=-nyLEd2juUlwIjH_abtziyf8BX-7thHiHiM8J4PcoxUQVZNWUg1QkdGQIBJVUI3OVIGMjNTRExDNC4u&route=shorturl https://portal.ct.gov/sde/special-education/secondary-transition/secondary-transition-trainings/secondary-transition-training-for-certified-educators
1:30 pm - 2:30 pm	Program time - vocational exploration of present and future sites discussion/planning session	I can provide safe, equitable school environments and strengthen community connections	Review calendar of upcoming job sites and proposed job sites for further exploration. Plan calendar of visits to new sites, including Bloomfield Public Schools
2:30 pm - 3:00 pm	Closing meeting	I can reflect on the positive components of the training and make suggestions to strengthen future activities	

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: OCTOBER 22, 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 was held on October 15, 2026. This meeting included details on how the facility will be used to aid in the future planning. Much of the discussion centered on the new regulations related to bleachers and the required number of bathrooms. A full detail of the meeting minutes can be found on our website at wlps.org then go to the dropdown of Board of Education and toggle to Community Wellness and Athletic Complex. The next meeting is scheduled for November 5, 2026.

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: OCTOBER 22, 2026

RE: LONG-TERM EDUCATIONAL AND FACILITIES
PLANNING TASK FORCE

The Long-Term Education and Facilities Planning Task Force will meet on October 21, 2026 to review potential scenario(s) that warrant further study. A full review of the meeting will be provided at the BOE meeting this evening.

A dedicated website has been created at wlps.org and then, in the red banner area, go to Long-Term Facilities Planning; once there, you can review membership, agendas, and minutes.

Windsor Locks Public Schools

www.wlps.org

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