

**THE W.L. GILBERT SCHOOL CORPORATION
REGULAR MEETING
WEDNESDAY, SEPTEMBER 20, 2023
THE GILBERT SCHOOL
6:30 PM
Library**

AGENDA

(A portion of this meeting may be held in executive session)

1. OPENING OF MEETING

The W. L. Gilbert School Corporation

Scott Beecher	Holly Cassaday	Jared Fritch
Tore Lovetere	Ellen Marino	Theresa Padin
Doug Pfenninger	Astrid Robitaille	Renata Waldron

Administration

Greg P. Shugrue
Head of School

Student Representatives

Danica Poirier
James Slauta

- A. Pledge of Allegiance - Ellen Marino
- B. Vision and Mission Statement - Ellen Marino

The Gilbert School is committed to assuring that all of our students are prepared to be thoughtful and productive citizens in a complex, global society.

In pursuing this Mission, we believe that:

- All students can learn and be successful.
- All students are valued and deserve an education that addresses their academic, physical, and social/emotional needs.
- All students are entitled to a safe, healthy, and respectful learning environment.
- All members of The Gilbert School community must uphold high expectations, be accountable, and demonstrate a commitment to excellence.
- Celebrating the heritage of The Gilbert School strengthens community pride and inspires individual accomplishments.

2. PUBLIC FORUM

A. General Public

The W. L. Gilbert School Corporation welcomes comments from the public. Please state your name and address. Speakers will be limited to three (3) minutes. (Board Policy 1120).

B. Student Representatives Report

3. CALL FOR AGENDA ITEMS

4. INTRODUCTION OF NEW STAFF

Stephen Barone, Social Studies

Michaela Cutarelli, Social Worker

Michelle Farrar, Science

Bridget Grady, Art

Sarah Guenther, Math

Craig Levesque, Science

Shannon McGrane, Social Worker

Maryanne Shaffer, Administrative Executive Assistant

(Short intermission for refreshments)

4. APPROVAL OF MINUTES

A. Minutes of Regular Meeting - August 30, 2023

1. VOTE: Yeas _____ Nays _____ Abstain _____

5. COMMITTEE REPORTS

A. Finance

1. Monthly Finance Report

2. Next Meeting - October 18, 2023

B. Personnel

1. Report on Meeting September 13 (GAA Contract Negotiations)?

2. Next Meeting

C. Policy

1. Report on Meeting: N/A

2. Next Meeting - October 5, 2023

D. Building & Grounds

1. Report on Meeting

2. Next Meeting - October 18, 2023

6. APPROVAL OF POLICIES

A. 5113.2 - Attendance

1. VOTE: Yeas _____ Nays _____ Abstain _____

7. SECURITY

A. SRO vs ASO Discussion

1. LCSA Data

2. Next Steps

8. PRINCIPAL'S REPORT

9. ENHANCEMENT GRANT

10. HEAD OF SCHOOL REPORT

- A. Greg P. Shugrue
 - 1. Enrollment
 - 2. Solar Update
 - 3. Attendance Data

13. BOARD OF EDUCATION REPORT

- A. Winchester

14. SCHOOL CORPORATION CHAIRMAN'S REPORT

- A. Holly Cassaday

15. ADJOURNMENT

- A. VOTE: Yeas _____ Nays _____ Abstain _____

PREVIOUS MEETING MINUTES

8/30/23

W.L. Gilbert School Corporation
Regular Meeting Minutes

Meeting called to order by Holly Cassaday, Chair at 6:28 p.m.

Members Present: Renata Waldron, Tore Lovetore, Doug Pfenninger, Scott Beecher, Holly Cassaday, Ellen Marino, Astrid Robitaille, Jared Fritch, Theresa Padin

Admin Present: Greg Shugrue, Head of School, Debra Lewis, Principal

Public Comment: None

Call for agenda items:

11b- MOU with WBOE

11c- Recording of Meetings

Approval of Minutes

A motion was made by Renata Waldron, seconded by Theresa Padin to approve the minutes of the 6/21/23 Regular Meeting as presented.

9 Yea, 0 Nay, 0 Abstain

Resignations

- a. Rebecca Billingsley- Art
- b. Kelli Ann Gilbert- Nurse

Appointments

- a. Bridget Grady- Art
- b. Michaela Cutarelli- Social Worker

Kelli Ann Gilbert will not be replaced, duties in the Nurse's Office will be redistributed with current nurse promoted to Head Nurse.

Committee Reports

Finance: 8/30/23 Meeting presented by Ellen Marino. Little to discuss, only 1 month into fiscal year.

Personnel: 8/22/23 Meeting presented by Holly Cassaday: Admin Contract Negotiations ongoing

Policy: No Meeting to report, next meeting 9/7/23

Building & Grounds: 8/30/23 Meeting presented by Scott Beecher. Gym roof complete. Roof repair & solar project has moved to underwriting.

Second Reading of Policy

5113.2 Attendance

Approval of Policies.

A motion was made by Theresa Padin, seconded by Astrid Robitaille to approve Policy 6146 with an amendment to add the language "25 credits required for graduation".

9 Yea, 0 Nay, 0 Abstain

International Field Trip Request

A motion was made by Theresa Padin, seconded by Jared Fritch to approve the European Field trip presented.

9 Yea, 0 Nay, 0 Abstain

Instruction:

Deb Lewis presented on the 23/24 School Improvement Plan focused on 4 core areas:

Academics

Culture

Aspirations

Belonging

Deb reviewed schedule of benchmark assessments.

School Security

Continued discussion on ARO vs. SRO.

Greg noted WPD does not have enough officers to fit the SRO model at this time. There are current vacancies on the policy force.

School Corp would like Greg to have sample MOUs and Salary scales for the ASO model for the September Meeting.

MOU with Winchester BOE

Tore presented a draft MOU with the WBOE to focus on three areas

1. Annual Joint Meeting (date TBD)
2. Sharing of WBOE & WLGSC Information (minutes, agendas, etc.)
3. Look for joint cost saving opportunities whenever possible (plowing, garbage collection, etc.)

A motion was made by Tore Lovetore, seconded by Scott Beecher for the W.L. Gilbert School Corp to direct the Head of Schools to work with Superintendent Shanley to draft a formal MOU addressing these issues.

9 Yea, 0 Nay, 0 Abstain

Taping of Board Meetings

Greg will investigate technological requirements needed to record meetings and report to us at a future meeting.

Principal's Report- Deb Lewis

- Leadership Retreat
- Professional Development
- AI update
- SAT Changes- shorter/digital/adaptive
- De-Escalation Training
- Athletics Fair
- Home Visits

Head of School Report- Greg Shugrue

- Enrollment- 440 (increasing)
- Solar/Roof project is in the underwriting phase with CT Greenbank
- Attendance Info

Board of Education Report- Doug Pfenninger

- 603 Enrolled
- Greenleaf Solar project in the works for Pearson & Hinsdale
- BOE revised Board Goals at retreat

- 1 custodial vacancy at Pearson
- AC Project at Pearson done

A motion was made by Theresa Padin, seconded by Tore Lovetore to adjourn the meeting.
9 Yea, 0 Nay, 0 Abstain.

POLICIES FOR APPROVAL

Students

Attendance/Excuses/Dismissal

Attendance

Connecticut state law requires parents to cause their children, ages five through eighteen inclusive, to attend school regularly during the hours and terms the public school is in session. Parents or persons having control of a child five years of age have the option of not sending the child to school until ages six or seven. Mandatory attendance terminates upon graduation or withdrawal with written parent/guardian consent at age seventeen.

A student is considered to be “in attendance” if present at his/her assigned school, or an activity sponsored by the school (e.g., field trip), for at least half of the regular school day. A student is also in attendance if the student is participating in statutorily authorized remote learning as determined through a combination of: synchronous virtual classes, synchronous virtual meetings, activities on time-logged electronic systems, and/or the completion and submission of assignments, for at least half of the regular school day. A student who is serving an out-of-school suspension or expulsion should always be considered absent. A student not meeting the definition of “in attendance” shall be considered absent.

Classroom learning experiences are the basis for public school education. Time lost from class is lost instructional opportunity. The Board of Education requires that accurate records be kept of the attendance of each child, and students should not be absent from school without parental knowledge and consent.

Definitions (related to chronic absenteeism)

Chronically absent child: An enrolled student whose total number of absences at any time during a school year is equal to or greater than ten percent of the total number of days that such student has been enrolled at such school during such school year.

Absence: An excused absence, unexcused absence or disciplinary absence, as those terms are defined by the State Board of Education pursuant to C.G.S. 10-198b.

District chronic absenteeism rate: The total number of chronically absent children in the previous school year divided by the total number of children under the jurisdiction of the Board of Education for such school year.

School chronic absenteeism rate: The total number of chronically absent children for a school in the previous school year divided by the total number of children enrolled in such school for such school year.

Students

Attendance/Excuses/Dismissal

Excuses (continued)

Note: *The use of the state approved definitions of “excused” and “unexcused” absences are for state purposes for the reporting of truancy. Districts are not precluded from using separate definitions of such absences for their internal uses such as involving decisions on areas such as promotion and grading.*

A student’s absence from school shall be considered “excused” if written documentation of the reason for such absence has been submitted within ten (10) school days of the student’s return to school and meets the following criteria:

- A. For absences one through nine, a student’s absences from school are considered “excused” when the student’s parent/guardian approves such absence and submits appropriate documentation to school officials.
- B. A student’s engagement in remote classes, remote meetings, activities on time-logged electronic systems, and completion and submission of assignments, if such engagement accounts for not less than one-half of the school day during remote learning is excluded from the definitions of “excused absence” and “unexcused absence.”
- C. Absence resulting from a student enrolled in grades K-12, taking two mental health days during the school year. Such absence is to permit the student to attend to his/her emotional and psychological well-being in lieu of attending school.

The student shall not be required to present documentation or parental/guardian consent. For purposes of school year limitation, such absence shall be identified as a “mental health wellness day.”

A student cannot take these mental health days during consecutive school days.

Such documentation includes a signed note from the student’s parent/guardian, a signed note from a school official that spoke in person with the parent/guardian regarding the absence, or a note confirming the absence by the school nurse or by a licensed medical professional, as appropriate. Documentation should explain the nature of and the reason for the absence as well as the length of the absence. Separate documentation must be submitted for each incidence of absenteeism.

- D. For the tenth absence and all absences thereafter, a student’s absences from school are considered excused for the following reasons:
 - 1. Student illness (must be verified by a licensed medical professional to be deemed excused, regardless of the length of the absence);
 - 2. Student’s observance of a religious holiday;
 - 3. Death in the student’s family or other emergency beyond the control of the student’s family;

Students

Attendance/Excuses/Dismissal

Excuses (continued)

4. Mandated court appearances (documentation required);
 5. The lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation required);
 6. Extraordinary educational opportunities pre-approved by District administration and to be in accordance with Connecticut State Department of Education guidance.
- E. A student's absence from school shall be considered unexcused unless:
1. The absence meets the definition of an excused absence and meets the documentation requirements; or
 2. The absence meets the definition of a disciplinary absence, which is the result of school or District disciplinary action and are excluded from these State Board of Education approved definitions.

When the school in which a child is enrolled receives no notification from a parent or other person having control of the child is aware of the child's absence, a reasonable effort shall be made by school personnel or volunteers under the direction of school personnel to notify by telephone and by mail such parent or other person having control of the child.

Responsibility for completion of missed classwork lies with the student, not the teacher. Unless a student has an extended illness, all make-up work will be complete within five days after the student returns to school.

Excused Absences for Children of Service Members

An enrolled student, age five to eighteen, inclusive, whose parent or legal guardian is an active duty member of the armed forces, as defined in section 27-103, and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting, shall be granted ten days of excused absences in any school year and, at the discretion of the Board of Education, additional excused absences to visit such child's parent or legal guardian with respect to such leave or deployment of the parent or legal guardian. In the case of such excused absences such child and parent or legal guardian shall be responsible to obtaining assignments from the student's teacher prior to any period of excused absence, and for ensuring that such assignments are completed by such child prior to his or her return to school from such period of excused absence.

Chronic Absenteeism

The Board of Education, in compliance with statute, requires the establishment of attendance review teams when chronic absenteeism rates in the District or at individual schools in the District meet the following circumstances:

Students

Attendance/Excuses/Dismissal

Chronic Absenteeism (continued)

1. A team for the District must be established when the District chronic absenteeism rate is 10 percent or higher.
2. A team for the school must be established when the school chronic absenteeism rate is 15 percent or higher.
3. A team for either the District or each school must be established when (a) more than one school in the District has a school chronic absenteeism rate of 15 percent or higher or (b) a District has a District chronic absenteeism rate of 10 percent or higher and one or more schools in the District have a school chronic absenteeism rate of 15 percent or higher.

Each attendance review team shall be responsible for reviewing the cases of truants and chronically absent children, discussing school interventions and community referrals for such truants and chronically absent children and making any additional recommendations for such truants and chronically absent children and their parents or guardians. Each established attendance review team shall meet at least monthly.

The District shall utilize the chronic absenteeism prevention and intervention plan developed by the State Department of Education. Such plan must include the means for collecting and analyzing data relating to student attendance, truancy and chronic absenteeism. The data must be disaggregated by school district, school grades and subgroups such as race, ethnicity, gender, eligibility for free and reduced priced lunches, students whose primary language is not English, and student with disabilities.

The District shall annually include in information for the strategic school profile report for each school and the District that is submitted to the Commissioner of Education, data pertaining to truancy and chronically absent children.

The Principal or his/her designee of any elementary or middle school located in a town/city designated as an alliance district may refer to the children's truancy clinic established by the Probate Court serving the town/city, a parent/guardian with a child defined as a truant or who is at risk of becoming a truant. *(An attendance officer or a police officer shall deliver the citation and summons and a copy of the referral to the parent/guardian.)*

Dismissal

No school, grade, or class may be dismissed before the regularly scheduled dismissal time without the approval of the Superintendent or his/her designee.

No teacher may permit any individual student to leave school prior to the regular hour of dismissal without the permission of the Principal.

Students

Attendance/Excuses/Dismissal

Dismissal (continued)

No student may be permitted to leave school at any time other than at regular dismissal without the approval of the student's parent/guardian. If a court official with legal permission to take custody of a child, or if a police officer arrests a student, the parent/guardian should be notified of these situations by the administration.

(cf. 5142 - Student Safety)

(cf. 5113.2 - Truancy)

(cf. 6113 - Released Time)

Legal Reference: Connecticut General Statutes
 10-220(c) Duties of boards of education (as amended by PA 15-225)
 10-184 Duties of parents (as amended by PA 98-243, PA 00-157 and PA 18-15)
 10-185 Penalty
 10-198a Policies and procedures concerning truants (as amended by PA11-136, An Act Concerning Minor Revisions to the Education Statutes and PA 14-198, An Act Concerning Excused Absences from School for Children of Service Members, and PA 16-147, An Act Concerning the Recommendations of the Juvenile Justice Policy and Oversight Committee)
 10-198b State Board of Education to define "excused absence," "unexcused absence," and "disciplinary absence" (as amended by PA 21-46, Section 19)
 10-198c Attendance review teams.
 10-198d Chronic absenteeism (as amended by PA 17-14 and PA 18-182)
 45a-8c Truancy clinic. Administration. Policies and procedures. Report. (as amended by PA 15-225)
 10-199 through 10-202 Attendance, truancy - in general
Action taken by State Board of Education on January 2, 2008, to define "attendance."
Action taken by State Board of Education on June 27, 2012, to define "excused" and "unexcused" absences.
 PA 17-14 An Act Implementing the Recommendations of the Department of Education
 PA 21-46 An Act Concerning Social Equity and the Health, Safety and Education of Children
Action taken by the State Board of Education on September 7, 2022 to amend the definition of "in attendance."

Policy adopted:

rev 7/21

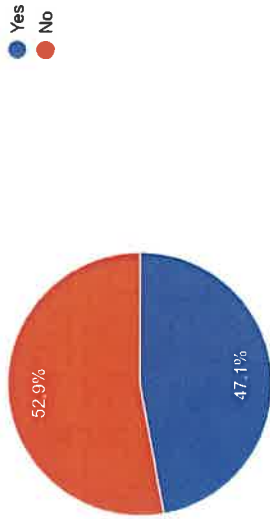
rev 11/22

Sample policies are distributed for demonstration purposes only. Unless so noted, contents do not necessarily reflect official policies of the Connecticut Association of Boards of Education, Inc.

LCSA DATA

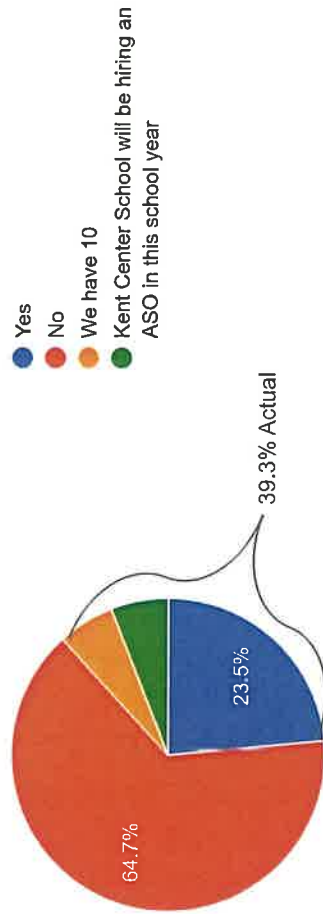
**Litchfield County
Superintendents Group
School Security Survey
Results**

Do you currently have an SRO?
17 responses



SRO	NO SRO
Plymouth	Barkhamsted
Region 10	Colebrook
Region 12	Gilbert
Region 14	Hartland
Region 15	Litchfield
Torrington	New Hartford
Watertown	Region 1
Wolcott	Region 6
	Winchester

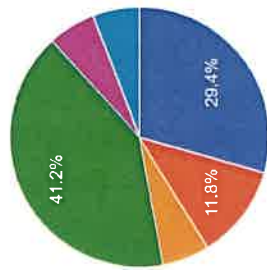
Do you currently have an ASO?
17 responses



ASO	NO ASO
Litchfield	Barkhamsted
Region 1 (hiring this year)	Colebrook
Region 6	Gilbert
Region 10	Hartland
Region 15 (10 ASOs)	New Hartford
Watertown	Plymouth
	Region 12
	Region 14
	Torrington
	Winchester
	Wolcott

How is this security position funded in your district ?

17 responses

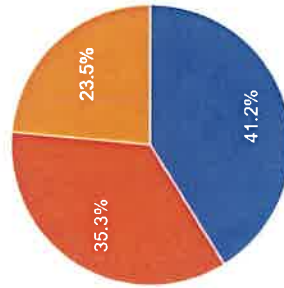


- BOE
- Town
- Shared
- N/A
- ASO by district, SRO by town
- ASO's funded by BOE - SRO's funded by Local PD

BOE Funded	TOWN Funded	SHARED	ASO Funded by BOE SRO by Town	ASO Funded by BOE, SRO's by Local PD	N/A
Litchfield	Plymouth	Region 12	Region 15	Watertown	Barkhamsted
Region 1	Wolcott				Colebrook
Region 6					Gilbert
Region 10					Hartland
Region 14					New Hartford
					Torrington
					Winchester

Do you currently have an MOU/contract with your local police department?

17 responses



- Yes
- No
- N/A

MOU	NO MOU	N/A
Plymouth	Barkhamsted	Gilbert
Region 10	Colebrook	New Hartford
Region 12	Hartland	Region 1
Region 14	Litchfield	Winchester
Region 15	Region 6	
Torrington	Wolcott	
Watertown		

ENHANCEMENT GRANT

APPLICATION FOR ENHANCEMENT GRANTS

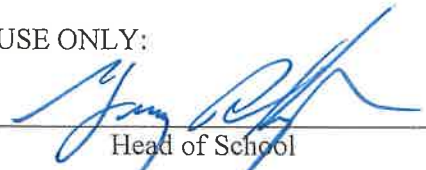
Name(s) Debra Lewis Date: 7/25/23

Department: Administration Amount Requested: _____

Summary of request: _____

*Attach your proposal and any supporting documentation to this form.
Return to Sandy O'Connor or Diane Cook.*

FOR OFFICE USE ONLY:

Reviewed by :  Date: 9/18/23
Head of School

Comments: _____

Recommendation: Reject Approve Approve with modifications

Reviewed by : _____ Date: _____
CEO, The W. L. Gilbert Trust Corporation

Comments: _____

Recommendation: Reject Approve Approve with modifications

GUIDELINES FOR ENHANCEMENT REQUESTS

What are enhancement grants:

Enhancement grants typically cover items that do not fall under the school's normal operating budget. Requests should be for projects or items that enhance the learning experience of your students and/or the learning environment for members of The Gilbert School community. In keeping with William L. Gilbert's vision when he founded the school in 1895, enhancement grants help to preserve a tradition of excellence and further improve the educational environment.

How are these grants funded?

Enhancement grants are funded through The Gilbert Annual Fund, a yearly appeal for donations to several thousand alumni and friends. Before the establishment of the annual fund, enhancement grants were made available directly from The W.L. Gilbert Trust Corporation, whose trustees oversee the mission of carrying out Mr. Gilbert's original wishes.

What are some examples of recent enhancement grants?

Support for the Girls' Basketball team trip to China
Two 3-D printers
K-6 books for distribution by the town-wide Literacy Committee
Training mannequin for use in forensics and EMT classes
Field trip to the Baseball Hall of Fame in Cooperstown for the baseball team
Vibraphone for the school's various music bands
Additional SMART Board technology for the classroom

Where can I get an application?

Contact the Alumni Office or Sandy O'Connor or Diane Cook at The Gilbert School. Please return your completed application to Sandy O'Connor or Diane Cook.

How are applications reviewed?

Proposals are reviewed in the following order by:
Head of School
The W.L. Gilbert School Corporation
The Enhancement Committee of the W.L. Gilbert Trust Corporation
Full Board of the W.L. Gilbert Trust Corporation

What are the deadlines*?

Oct 1 (for tentative review at Oct School Corp and Nov Trust meetings)
Nov 1 (for tentative review at Dec School Corp and Jan Trust meetings)
Jan 1 (for tentative review at Feb School Corp and March Trust meetings)
March 1 (for tentative review at April School Corp and Ma Trust meetings)
*Flexibility in application submissions is allowed on case-by-case basis.

Are there any other funds available in addition to enhancement grants?

Yes, the Fred and Mary Centrella Fund for Student and Faculty Enrichment offers a limited number of funds to provide assistance with out-of-school learning opportunities for students and faculty for the purpose of intellectual enrichment. You may request guidelines and an application from Diane Cook in the school's Business Office.

What if I have more questions?

Please contact Sandy O'Connor or Diane Cook at The Gilbert School.

Enhancement Request: '23-'24

Last year, we incorporated several school climate initiatives in order to help our students connect to our school community and to recognize their positive contributions academically and beyond.

However, most of these initiatives resulted in administrators spending money out of pocket for rewards and positive recognition for students. As of now, there is no money budgeted for specific Positive Behavioral Interventions and Supports. Administrators can not continue to fund these initiatives, especially given our recent expansion of PBIS through Powerschool.

Our new Powerschool add-on tracks all students in all classes for behaviors, both positive and negative. This is exactly what we need to take our PBIS initiatives to the next level, but once again, there is no money to support the actual prizes/rewards that students will earn in classes. As students earn positive points, ideally they would get to earn incentives like the following:

- Gift cards
- School store items
- Gilbert swag
- medals/certificates

We would like to be able to purchase these items so they are available when students earn them. The goal for this program is to help improve school culture and to assist student connections to school and reward them for positive behaviors both inside the classroom and outside of it.

Looking for: \$5,000

Respectfully Submitted, Debra Lewis



ENROLLMENT DATA

ATTENDANCE DATA

2023-2024				2022-2023				2021-2022			
Date	Membership	Number of Students Absent	Percentage in Attendance	Date	Membership	Number of Students Absent	Percentage in Attendance	Date	Membership	Number of Students Absent	Percentage in Attendance
08/30/2023	441	10	97.73%	08/31/2022	404	1	100%	08/25/2021	429	10	97.87%
08/31/2023	441	7	98.41%	09/01/2022	404	14	96.53%	08/26/2021	431	48	88.86%
09/01/2023	442	12	97.29%	09/02/2022	404	13	96.78%	08/27/2021	431	43	90.02%
09/05/2023	443	14	96.84%	09/06/2022	404	18	95.54%	08/30/2021	435	32	92.64%
09/06/2023	444	15	96.62%	09/07/2022	407	12	97.05%	08/31/2021	437	40	90.85%
09/07/2023	444	27	93.92%	09/08/2022	407	21	94.84%	09/01/2021	438	30	93.15%
09/08/2023	444	26	94.14%	09/09/2022	405	30	92.59%	09/02/2021	439	34	92.26%
09/11/2023	443	23	94.81%	09/12/2022	405	46	88.64%	09/03/2021	439	41	90.66%
09/12/2023	443	29	93.45%	09/13/2023	408	43	89.46%	09/07/2021	439	32	92.71%
09/13/2023	444	28	93.69%	09/14/2022	408	43	89.46%	09/08/2021	441	46	89.57%
09/14/2023	444	25	94.37%	09/15/2022	409	49	88.02%	09/09/2021	441	45	89.80%
09/15/2023	444	43	90.32%	09/16/2022	409	48	88.26%	09/10/2021	443	42	90.52%
09/18/2023	445	51	88.54%	09/19/2022	409	46	88.75%	09/13/2021	443	33	92.55%
				09/20/2022	409	53	87.04%	09/14/2021	443	43	90.29%
				09/21/2022	409	46	88.75%	09/15/2021	441	49	88.89%
				09/22/2022	409	44	89.24%	09/16/2021	442	51	88.46%
				09/23/2022	408	41	89.95%	09/17/2021	442	65	85.29%
				09/26/2022	408	24	94.12%	09/20/2021	442	48	89.14%
				09/27/2022	408	32	92.16%	09/21/2021	441	46	89.57%
				09/28/2022	409	28	93.15%	09/22/2021	442	47	89.37%
				09/29/2022	410	36	91.22%	09/23/2021	440	53	87.95%
				09/30/2022	410	43	89.51%	09/24/2021	438	58	86.76%
								09/27/2021	437	46	89.47%
								09/28/2021	437	45	89.70%
								09/29/2021	436	56	87.16%
								09/30/2021	437	78	82.15%
Average	444		92.53%	Average	407		91.86%	Average	439		89.83%