

**THE W.L. GILBERT SCHOOL CORPORATION
REGULAR MEETING
WEDNESDAY, NOVEMBER 8, 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 - Jared Fritch
- B. Vision and Mission Statement - Jared Fritch

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. **APPROVAL OF MINUTES**
 - A. Minutes of Regular Meeting - October 18, 2023
 1. VOTE: Yeas _____ Nays _____ Abstain _____

5. **COMMITTEE REPORTS**
 - A. Finance
 1. Monthly Finance Report
 2. Next Meeting - December 14, 2023
 - B. Personnel
 1. Report on Meeting
 2. Next Meeting
 - C. Policy
 1. Report on Meeting - November 2, 2023
 2. Next Meeting - December 7, 2023
 - D. Building & Grounds
 1. Report on Meeting - November 8, 2023
 2. Next Meeting - December 14, 2023

6. **SECURITY**
 - A. ASO Discussion

7. **FIRST READING OF POLICIES**
 - A. 5118 - Nonresident Attendance

8. **MOU w/ WBOE DISCUSSION**

9. **TAPING SCHOOL CORP MEETINGS DISCUSSION**

10. **PRINCIPAL'S REPORT**
 - A. Hive Time

11. **HEAD OF SCHOOL REPORT**
 - A. Greg P. Shugrue
 1. Enrollment
 2. Attendance Data
 3. Food Service
 4. Solar Update
 5. Grants update
 6. Gilbert Parent Ambassadors Committee

12. **BOARD OF EDUCATION REPORT**
 - A. Winchester

13. **SCHOOL CORPORATION CHAIRMAN'S REPORT**
 - A. Holly Cassaday

14. **ADJOURNMENT**
 - A. VOTE: Yeas _____ Nays _____ Abstain _____

PREVIOUS MEETING MINUTES

The W.L. Gilbert School Corporation
Regular Meeting Minutes
Wednesday, October 18, 2023
The Gilbert School

Meeting was called to order at 6:30 p.m. by Holly Cassaday
Members Present: Scott Beecher, Holly Cassaday, Jared Fritch, Tore Lovetere, Theresa Padin, Doug Pfenninger, Renata Waldron. (Ellen Marino arrived late)
Admin Present: Greg Shugrue, Head of School, Debra Lewis, Principal
Student Representatives: Danica Poirier, James Slauta
Others: Dian Cook, Business Manager

Public Forum: None

Call for Agenda Items:

1. 10A, Lease Modification Agreement
 - a. A motion was made by Scott Beecher, seconded by Doug Pfenninger to add the Lease Modification Agreement to the agenda.
7 Yea, 0 Nay, 0 Abstain
2. 8D, School Corp Calendar meeting changes
 - a. A motion was made by Doug Pfenninger, seconded by Scott Beecher to add item 8D, School Corp Calendar meeting changes to the agenda.
7 Yea, 0 Nay, 0 Abstain
3. 11A-7, School Corporation 2024 Meeting Schedule
 - a. A motion was made by Theresa Padin, seconded by Jared Fritch to add item 11A-7, 2024 School Corporation Meeting Schedule to the agenda.
7 Yea, 0 Nay, 0 Abstain

Approval of Minutes:

A motion was made by Renata Waldron, seconded by Jared Fritch to approve the minutes of the 9/20/23 School Corporation Regular Meeting, as presented.
7 Yea, 0 Nay, 0 Abstain

Committee Reports

- a. Finance: (Diane Cook, 10/18/23 Meeting)
 - i. Unemployment may run over
 - ii. Nothing major to report as very early on in year
- b. Personnel: (Holly Cassaday)
 - i. GAA contract discussion in Executive Session
- c. Policy (Holly Cassaday, 10/5/23 Meeting)
 - i. ASO Policies & Discussion
- d. Building & Grounds (Scott Beecher, 10/18/23 Meeting)
 - i. HVAC/AC Presentation
 - ii. Grant Prospects

Food Service Report- Becky Tyrell, EdAdvance Food Service Director

- a. State Review Plan of Correction was completed.
- b. Visit from State went well, we are in compliance with regulations
- c. Food options have increased now that cafeteria is fully staffed
- d. Avg. 83 breakfast and 333 lunches per day (77% of students eating lunch in cafeteria)

Security- WPD Chief Ciuci participated in discussion regarding ASO vs. RSO. Sample policies, MOU and ASO Handbook were distributed for first read.

Next Step: Greg to engage with new WBOS (after 11/7 election) to discuss MOU regarding ASO.

- a. A motion was made by Renata Waldron, seconded by Tore Lovetere to authorize Greg & Holly to meet with the Town Manager and Chief Ciuci to investigate the MOU with the town.
7 Yea, 0 Nay, 0 Abstain

Calendars

- a. A motion was made by Tore Lovetere, seconded by Theresa Padin to amend the 24/25 school calendar as presented.
7 Yea, 0 Nay, 0 Abstain
- b. A motion was made by Tore Lovetere, seconded by Ellen Marino to approve the 2025/2026 school calendar as presented.
7 Yea, 0 Nay, 0 Abstain
- c. A motion was made by Theresa Padin, seconded by Ellen Marino to approve June 7, 2024 for graduation.
7 Yea, 0 Nay, 0 Abstain

MOU with WBOE

- a. WBOE is requesting edits to the MOU, regarding duration and language about holding a joint meeting. No formal modified MOU has been received, no action can be taken.

Principal's Report

From Deb Lewis:

- Class elections are complete! Fundraisers in full swing
- PSATs 10/18/23- successful. Only 13 absent (96% attendance)
- Senior seminars and 7th grade schedule modified to allow for viewing of movie for SS prepping for Mexican Dia de los muertos projects
- College visits- open to juniors and seniors. Average of over 10 per visit — increased participation this year this week: Endicott, UCONN, Emanuel— WNEU, URI, Merrimack, and others
- We won a state of CT \$4500 fafsa challenge grant. Last year we had 70% filling out. This year goal is at least 75%
- Upcoming: on site interviews and instant decision through WNEU
- Financial Aid night booked

- Senior Sam Goncalves won 3rd overall at World Championships in Utah for wakeboarding in the Pro Division! Congrats Sam!
- New Art teacher Ms Grady developing the Art Club. Started today. Not getting a stipend, just wants to interest more students in Art !!!
- Activity Period ready to roll in a few weeks
- Rolling out PBIS system with school on PS
- NEASC rollout. Timeline provided from Fran Kennedy, TGS liaison
- Our Niche Rating has improved to A-
- Made US News best high schools list 2023

Head of School Report- Greg Shugrue

- Enrollment- 432
- Solar Update- Moving along
 - It was brought to our attention that the legal address of the school was listed incorrectly on the lease and at Town Hall. This needs to be rectified ASAP as part of the underwriting process for the roof/solar project

A motion was made by Renata Waldron, seconded by Doug Pfenningerto authorize Holly Cassada to sign a Lease Modification Agreement, correcting the school address to 200 Williams Ave.

7 Yea, 0 Nay, 0 Abstain

- HVAC Grants- will need a letter of support from the Town to apply. Grant requires a 25% match from the town.
- Gilbert Parent Ambassadors (PTO) is meeting the first Tuesday of each month at 6 p.m. First meeting had 4 attendees. The November meeting will focus on a presentation from the school Social Workers surrounding mental health.
- Williams Ave. was washed out in sections due to the large amount of rain this summer/fall. Greg is working with the town regarding repair.

Board of Education Report

- New members will be elected on 11/7/23. Doug Pfenninger, Tara Sundie & Kristin Peterson will no longer be members of the WBOE.
- WBOE switched policy providers, from CABB to Shipman and Goodman
- Added 4/2/24 as a day off as Pearson School will host the presidential primary elections.
- STEAM Night at Pearson on 10/16- 300 people attended.

Chairman's Report

- Acknowledgement and Thank you to Doug Pfenninger for his commitment to the WBOE and the Gilbert School Corporation over the past 5 years.

A motion was made by Theresa Padin, seconded by Ellen Marino to enter Executive Session, inviting the Head of Schools Greg Shugrue to join, at 8:20 p.m.

7 Yea, 0 Nay, 0 Abstain

Exit Executive Session at 8:34 p.m.

A motion was made by Scott Beecher , seconded by Theresa Padin to approve the GAA contract for 2024-2027.

7 Yea, 0 Nay, 0 Abstain

A motion to adjourn was made by Doug Pfenninger at 8:35 p.m.

POLICY 1st READ: #5118 "NONRESIDENT ATTENDANCE"

Students

Nonresident Attendance

Applications from nonresidents to attend The Gilbert School will be considered when space is available. Applications will be accepted on the basis of qualifications set by the administration and a tuition rate set by the Board. Nonresident students are defined as those who reside outside the Town of Winchester and any sending district.

Admission

The Gilbert School will admit nonresident students provided that:

1. Enrollment of these students will not cause class size to exceed the desired maximum in any classroom or program as set by the Superintendent.
2. The records of these students indicate to the administration that the student can profit from the school program and not distract from the education offered to resident students.
3. The tuition rate shall be established at the current per pupil tuition charge to Winchester or any sending district plus the cost of special education if any.
4. The parent/student assumes full responsibility for transportation and any other charges incurred.

Future Residents

Students whose parent(s)/guardian(s) provide written evidence that they have assumed a legal obligation to purchase, build, or rent housing in one of the sending towns will be enrolled with a waiver of tuition. They will be required to pay tuition as of the expiration of the two-month period. Students will be admitted upon the approval of the sending Board of Education.

Former Residents

Students of families who move from either Winchester or any sending district after May 1 may continue in The Gilbert School for the balance of that school year without payment of tuition charges. Parents will be responsible for transportation and/or any other charges incurred.

Students who have successfully completed Grade 11 and whose parents/guardians move from either Winchester or any sending district may attend The Gilbert School on a non-tuition basis providing:

1. There is a written request for this consideration that is approved by the Superintendent.
2. The parent/student assumes full responsibility for transportation and any other charges incurred.

Legal Reference: Connecticut General Statutes

10-4a Educational interests of state defined (amended by PA 97-290, An Act Enhancing Educational Choices and Opportunities)

10-33 Tuition in towns in which no high school is maintained.

10-35 Notice of discontinuance of high school service to nonresidents.

10-55 Students to attend regional school.

10-253 School privileges for children in certain placements, nonresident children and children in temporary shelters.

Policy adopted: May 20, 2009

THE GILBERT SCHOOL

Winsted, Connecticut

MOU WITH WBOE

Memorandum of Understanding

Between the W.L. Gilbert School Corporation and Winchester Board of Education

This Memorandum of Understanding (MOU) sets the terms and understanding between the W.L. Gilbert School Corporation (hereinafter called the "Corporation") and the Winchester Board of Education (hereinafter called the "WBOE").

Background

Founded in 1895, The Gilbert School is a co-educational, non-elective, independent secondary school serving students in grades seven through twelve. The Gilbert School community takes great pride in working with our trusted partners from Winchester/Winsted and more specifically, the Winchester Board of Education to provide its comprehensive and diverse academic programs, opportunities for academic rigor and enrichment, long history and traditions as well as the natural beauty of its surroundings.

Purpose

This MOU will outline four basic tenets in an effort from both the Corporation and the WBOE to be transparent, collegial, and fiscally responsible.

1. Both the Head of the Gilbert School and the Superintendent of Winchester Public Schools will share their respective board packets prior to each board meeting.
2. Where possible, both the Corporation and the WBOE will investigate ways to save money through the formal bid process.
3. Members of the WBOE will attend the Gilbert School's Budget workshop held annually in January.
4. Members of the Corporation attend the WBOE's Budget workshop held annually in February.

3. PROPOSED - The WBOE and the Corporation will hold one joint Board Meeting by the end of January for the purpose to review and discuss the respective institutions budgets in progress.

Duration

This MOU is renewable annually and the terms may be modified by mutual consent of authorized officials from the Corporation and the WBOE. This MOU shall become effective upon signature by authorized officials from the Corporation and the WBOE. PROPOSED - The term of this MOU will be one year in duration with automatic renewal annually absent action by either board and may be modified by mutual consent.

Greg P. Shugrue
Head of School

Date

Melony Brady-Shanley
Superintendent

Date

VIDEO RECORDING OF SCHOOL CORP MEETINGS

BOE VIDEO RECORDING SYNOPSIS

We spoke with six different districts regarding the video recording of their BOE meetings (Bloomfield, New Hartford, New Milford, NW Region 7, Somers, and Windsor). One does not record them, some have a system set up, some are building a system, and some outsource.

In summary, a videography system with microphones, audio, cameras, sound boards, cabling, etc. can run from \$5,000 to \$50,000 to do it properly.

Consider an 'on the street' newscaster reporting from the field. The equipment required to produce a decent video recording for one solitary reporter requires an entire news van, and at least 2-3 staffers to produce their newscast (cameraman, audio technician, and producer).

While we're not considering producing prime-time television, there are significant components required to produce a quality video recording with a clear picture and sound.

AUDIO

- Audio is one of the most challenging aspects of the process. For example, one of the districts we spoke with indicated that they tried to reduce their costs by the sharing of microphones between two BOE members, but ultimately had to purchase one for each member. With our nine-member School Corp, in addition to a supplementary microphone required for guest speakers/public commenters, the system would require 12 microphones at roughly \$100 to \$150 each. On top of the cost of the microphones themselves, a ten-channel mixing board with wired XLR connection microphones would be required. According to our research, they start at approximately \$500 and go up from there.
- Cabling for the audio system would run an additional \$300+.
- To minimize the cabling/wires and instead set up the audio wirelessly, wireless microphones are an option, although exponentially more expensive for a decent quality product. For example, a standard SM58 Shure 2-microphone wireless set through Sweetwater (an online retailer) would run roughly \$650-\$1,300. However, with a live recording such as a BOE meeting, wireless microphones are considered less than ideal, and not recommended.

VIDEO

- Unfortunately, a web camera would be completely inadequate to frame nine members of the board (due to focus, resolution, and depth of field), so a more expensive camera would be needed.
- A professional video camera is one option. For example, the [Canon - XF605 4K UHD Professional Camcorder](#) runs approximately \$4,500.
- A mirrorless full-frame camera such as [Sony Alpha a7 IV Mirrorless Digital Camera with Sony FE 24-105mm f/4 G OSS E-Mount Lens](#) would be a less expensive option than a comparable video camera such as the Canon mentioned above. It would likely require a 24mm lens at a distance of 15-20'. The price for the Sony setup would be approximately \$3,500.
- A basic system (bare minimum) with a static camera set up and pointed at the meeting space, a microphone system would still be required.

OPERATION

- Set up and operation requires a staff member to monitor everything in real-time. Set up and break-down would take roughly an hour. Someone would need to monitor the system on a computer on OBS Studio (Open Broadcaster Software) and do the recording, monitoring audio and video, streaming maintenance, etc.

ENROLLMENT DATA

Gilbert Grade Level Enrollment - Winchester Only

	August 2023	September 2023	October 2023	November 2023	December 2023	January 2024	February 2024	March 2024	April 2024	May 2024	June 2024
Grade 7	80	88	89	89							
Grade 8	66	72	72	71							
Grade 9	61	64	67	66							
Grade 10	61	61	61	61							
Grade 11	85	88	88	85							
Grade 12	55	55	55	54							
Total	408	428	432	426							

ATTENDANCE DATA

