

THE W.L. GILBERT SCHOOL CORPORATION
REGULAR MEETING
THURSDAY, DECEMBER 14, 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
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 - November 8, 2023
 1. VOTE: Yeas _____ Nays _____ Abstain _____

5. **COMMITTEE REPORTS**
 - A. Finance
 1. Monthly Finance Report
 2. Next Meeting - January 10, 2024
 - B. Policy
 1. Report on Meeting - December 7, 2023
 2. Next Meeting - January 4, 2024
 - C. Building & Grounds
 1. Report on Meeting - December 14, 2023
 2. Next Meeting - January 17, 2023

6. **FOOD SERVICE**
 - A. Becky Tyrell - EdAdvance - Update on Spring of 2023 Audit

7. **SECURITY**
 - A. ASO Discussion

8. **FIRST READING OF POLICIES**
 - A. #5112.3 - Dropouts
 - B. #5118 - Nonresident Attendance

9. **2024 MEETING SCHEDULE**

10. **TAPING SCHOOL CORP MEETINGS DISCUSSION (Update)**

11. **OUT OF STATE FIELD TRIP (Wrestling)**
 - A. VOTE: Yeas _____ Nays _____ Abstain _____

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

13. **HEAD OF SCHOOL REPORT**
 - A. Greg P. Shugrue
 1. Enrollment
 2. Attendance Data
 3. Solar Update
 4. Gilbert Parent Ambassadors Committee

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

15. SCHOOL CORPORATION CHAIRMAN'S REPORT

A. Holly Cassaday

16. ADJOURNMENT

B. VOTE: Yeas _____ Nays _____ Abstain _____

PREVIOUS MEETING MINUTES

The W.L. Gilbert School Corporation
Regular Meeting
Wednesday, November 8, 2023
The Gilbert School
Meeting called to order by Holly Cassaday at 6:30 p.m.

Members Present: Scott Beecher, Holly Cassaday, Ellen Marino, Theresa Padin, Astrid Robitaille, Renata Waldron

Administration: Greg Shugrue, Head of Schools
Others: Diane Cook, Business Manager

Student Report: N/A

Public Forum:

Brian Sundie, 152 Spencer Hill Rd., Winsted- Request meetings to be filmed and/or live streamed for parent and community viewing.

Call for Agenda Items: None

Approval of Minutes:

A motion was made by Ellen Marino, seconded by Theresa Padin to approve the minutes of the Regular Meeting held on 10/18/23.

4 yea, 0 Nay, 1 Abstain

Committee Reports:

Finance- Ellen Marino- Meeting 11/8/23- Reviewed financials, Unemployment line is over.

Personnel- Holly Cassaday- No Meeting to Report

Policy- Ellen Marino- Meeting 11/2/23- Reviewed Drop Out Policy- conflict in language, reviewing with CABE, Continue reviewing 5000 series

Building & Grounds- Scott Beecher- Meeting 11/8/23- Solar/Roof Project still in

Underwriting/Financing Status. Air Conditioning Quote (\$4 Million) will investigate further

Celebration of Education- No Meeting to Report

ASO Discussion- Waiting for new BOS to be seated to continue. Greg to make appointment to meet with the Mayor regarding MOU.

Discussion regarding the livestream/taping of School Corp Meeting. Suggested we try to meet in the auditorium in December to assess the level of work/time/cost to use existing video/sound in the auditorium.

First Reading of Policy 5118- Nonresident Attendance

MOU w/ WBOE

A motion was made by Holly Cassady, seconded by Ellen Marino to change the MOU with WBOE to reflect language change under duration to the last line being "The term of thisMOU will be one year in duration, and may be modified by mutual consent."

5 Yea, 0 Nay, 0 Abstain

A motion was made by Ellen Marino, seconded by Holly Cassaday to change MOU with WBOE to keep items 1 & 2 in the Purpose section only, striking items 3 & 4, and change the first sentence of the Purpose section to read " This MOU will outline two basic tenets..."

5 Yea, 0 Nay, 0 Abstain

Head of School Report-Greg Shugrue

Enrollment-442

GPA Meeting held in November. Eleven parents attended. Presentation on Student Mental Health and TGS Guidance/Social Work services.

December's GPA meeting will be a discussion regarding ASO.

Letter going out to parents (from feedback received at GPA) to highlight service programs (Thanksgiving meals, etc.) that the school does and allow any parent interested to contribute to these programs. Currently these programs are 100% funded from staff.

Lunch Program- avg. 370 lunch and 100 breakfast per day

Did not receive the Federal Security grant (only 1 applicant in CT rec'd funding)

WBOE Report- None. Board has not met since School Corp Oct. Mtg.

Chairman Report- Holly Cassaday

Annual Meeting in Dec before the Regular Meeting- 12/14/23- Thursday

Appoint new officers, sign confidentiality and acceptable use policies, etc.

Nominations will need to meet after the 11/14 WBOE Meeting and before the 12/14 School Corp Meeting

A motion was made by Scott Beecher, seconded by Ellen Marino to adjourn the meeting at 7:28 p.m.

5 Yea, 0 Nay, 0 Abstain.

POLICY #5112.3 "DROPOUTS"

A recommended policy.

Students

Dropouts

Parents and those who have the control of children from five years of age to eighteen years of age, are obligated by Connecticut law to require their children to attend public day school or its equivalent in the district in which such child resides, unless such child is a high school graduate or the parent or person having control of such child is able to show that the child is elsewhere receiving equivalent instruction in the studies taught in the public schools. The parent or person having control of a child seventeen years of age may consent to such child's withdrawal from school. For the school year commencing July 1, 2023 and each school year thereafter, a student who is eighteen years of age or older may withdraw from school. Such parent, guardian or student shall personally appear at the school district office and sign a withdrawal form. Such withdrawal form shall include an attestation from a guidance counselor, school counselor or school administrator of the school that such a school district has provided such parent, guardian or student with information on the educational options available in the school system and in the community. The parent or guardian having such control of a child seventeen years of age may withdraw such child from school and enroll such child in an adult education program pursuant to section 10-69 in the state statutes. Such parent or guardian must personally appear at the school district office and sign an adult education withdrawal and enrollment form. The adult education withdrawal and enrollment form must include an attestation from a school counselor or school administrator of the school the district has provided the parent or guardian with information on the educational options available in the school system and in the community, and the parent or guardian that the child will be enrolled in an adult education program upon the child's withdrawal from school.

The administration, guidance staff and faculty of the school system shall extend every possible effort to ensure each student may meet with success in his/her/their school program, have a favorable school experience and earn a diploma. Every attempt will be made to identify the potential dropout and to provide the appropriate resources in order to assist such students.

If the drop-out rate of the District is determined to be 8% or higher in the previous school year, the Board of Education shall establish an on-line credit recovery program for those students who are identified as being in danger of failing to graduate. These students, once identified by certified personnel, must be allowed to complete on-line District-approved coursework toward meeting high school graduation requirements. Each high school within the District shall designate, from among existing staff, an online learning coordinator to administer and coordinate the online credit recovery program.

The Board directs the Administration to propose programs and initiatives to mitigate drop out, including, but not limited to, online credit recovery programs.

Students

Dropouts (continued)

Any student who seeks to drop out of school shall be referred immediately to a guidance counselor or school administrator. The student, eighteen years of age or younger, must present to the guidance counselor or administrator the required written parental consent of his/her/their withdrawal. If the student is at or above the age of majority no such parental consent shall be sought. A student under age eighteen shall not be allowed to withdraw who has not presented such parental consent.

The interval between the student's announcement of his/her/their desire to leave and the possible presentation of the written consent will be used to attempt to dissuade the student from leaving and to resolve his/her/their problems so that he/she/they might continue in school and finish satisfactorily.

- (cf. 5111 - Admission)
- (cf. 5112 - Ages of Attendance)
- (cf. 5113 - Admission/Excuses/Dismissal)
- (cf. 5113.2 - Truancy)
- (cf. 6146 - Graduation Requirements)
- (cf. 6172.6 - Virtual/Online Courses)

Legal Reference: Connecticut General Statutes
10-69 Adult education
10-184 Duties of parents as amended by PA 98-243, PA 00-157, PA 09-6 (September Special Session) and PA 18-15
10-199 through 10-202 Attendance, truancy - in general.
10-221a High school graduation requirements. (as amended by P.A. 00-124, An Act Concerning High School Diplomas and Veterans of World War II, P.A. 00-156, An Act Requiring A Civics Course for High School Graduation and P.A. 08-138, An Act Concerning High School Credit for Private World Language Courses, Other Subject Areas) and P.A. 10-111, An Act Concerning Education Reform in Connecticut.
PA 21-199 An Act Concerning Various Revisions and Additions to the Statutes Relating to Education and Workforce Development

Policy adopted:

rev 7/18
rev 7/23

POLICY #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. Any monies collected for special ed costs from the sending district will be forwarded to WBOE.
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

2024 BOARD MEETING SCHEDULE REVISION

**The W. L. Gilbert School Corporation
200 Williams Avenue
Winsted, CT 06098**

**Board Meeting Schedule
2024**

All School Corporation meetings will be held at The Gilbert School Library/Media Center and will convene at 6:30 p.m. unless otherwise noted on the posted agenda.

Wednesday, January 3	Special Finance Meeting @ 6:00 p.m. Budget Workshop (Special Finance Meeting canceled)
Wednesday, January 10*	Special Finance Meeting @ 6:00 p.m. (*if necessary)
Wednesday, January 17	Regular Meeting
Wednesday, February 7	Special Finance Meeting @ 5:30 p.m. Board Meeting to Follow for Budget Presentation
Thursday, February 22	Regular Meeting Budget Adoption
Wednesday, February 28*	Special Meeting Budget Adoption *(if necessary)
Wednesday, March 20	Regular Meeting
Wednesday, April 24	Regular Meeting
Wednesday, May 15	Regular Meeting
Wednesday, June 19	Regular Meeting
Wednesday, July 17*	Regular Meeting (*if necessary)
Wednesday, August 21	Regular Meeting
Wednesday, September 18	Regular Meeting
Wednesday, October 16	Regular Meeting
Wednesday, November 20	Regular Meeting
Wednesday, December 18	Regular Meeting

Special meetings of the School Corporation will be held on an as needed basis.

Approved by Board: 10/18/2023

OUT OF STATE FIELD TRIP

THE GILBERT SCHOOL
200 WILLIAMS AVENUE
WINSTED, CT 06098

FIELD TRIP REQUEST FORM
OVERNIGHT AND/OR OUT-OF-STATE

This form must be submitted for all Overnight and/or Out-of-State trips.
Forms must be submitted at least 90 days prior to the trip and will be forward to
The W. L. Gilbert School Corporation for approval

DATE(S) OF TRIP: 1/6/23 (10:00AM) 1/13/23 (10:00 AM)

TIME(S) OF TRIP 1/20/23 (10:00 AM) 1/27/23 (10:00 AM)

PRIMARY DESTINATION(S): 1/6 - MT. Anthony HS Bennington, UT., 1/13 - Pittsfield Mass
1/20 - MT Everett Duals, Sheffield, Mass, 1/27 - Mt Greylock Williams town, M

NUMBER OF STUDENTS ATTENDING: ≈ 20

STUDENT CLASS/GROUP: HS Wrestling

NAME(S) OF SPONSORING FACULTY: Josh Penn

NAMES OF CHAPERONES:

Derek Schibi

Ed DeSimas

ANTICIPATED COST TO STUDENTS: 0 \$

Attached Curriculum and Objective Linkages Form must be submitted.

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	89						
Grade 8	66	72	72	71	70						
Grade 9	61	64	67	66	66						
Grade 10	61	61	61	61	60						
Grade 11	85	88	88	85	86						
Grade 12	55	55	55	54	53						
Total	408	428	432	426	424						

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	Date	Membership	Number of Students Absent	Percentage in Attendance		
11/01/2023	441	38	91.38%	11/01/2022	411	37	91.00%	11/01/2021	439	61	86.10%						
11/02/2023	439	55	87.47%	11/02/2022	411	43	89.54%	11/03/2021	438	48	89.04%						
11/03/2023	438	38	91.32%	11/03/2022	411	31	92.46%	11/04/2021	438	50	88.58%						
11/06/2023	439	32	92.71%	11/04/2022	412	36	91.26%	11/05/2021	438	32	92.69%						
11/08/2023	439	22	94.99%	11/07/2022	415	28	93.25%	11/08/2021	437	26	94.05%						
11/09/2023	439	30	93.17%	11/09/2022	415	26	93.73%	11/09/2021	437	28	93.59%						
11/10/2023	439	41	90.66%	11/10/2022	415	30	92.77%	11/10/2021	437	26	94.05%						
11/13/2023	439	42	90.43%	11/11/2022	415	38	90.84%	11/11/2021	437	40	90.85%						
11/14/2023	439	28	93.62%	11/14/2022	417	32	92.33%	11/12/2021	434	38	91.24%						
11/15/2023	439	35	92.03%	11/15/2022	417	36	91.37%	11/15/2021	434	32	92.63%						
11/16/2023	439	29	93.39%	11/16/2022	417	34	91.85%	11/16/2021	434	22	94.93%						
11/17/2023	439	41	90.66%	11/17/2022	417	39	90.65%	11/17/2021	434	34	92.17%						
11/20/2023	439	34	92.26%	11/18/2022	417	42	89.93%	11/18/2021	434	29	93.32%						
11/21/2023	440	68	84.55%	11/21/2022	417	33	92.09%	11/19/2021	434	42	90.32%						
11/27/2023	440	33	92.50%	11/22/2022	417	47	88.73%	11/22/2021	434	20	95.39%						
11/28/2023	440	48	89.09%	11/28/2022	418	45	89.23%	11/23/2021	434	27	93.78%						
11/29/2023	440	37	91.59%	11/29/2022	418	43	89.71%	11/29/2021	435	30	93.10%						
11/30/2023	440	43	90.23%	11/30/2022	419	48	88.54%	11/30/2021	435	37	91.49%						
Average	439		91.28%	Average	416		91.22%	Average	436		92.07%						