

**THE W. L. GILBERT SCHOOL CORPORATION
REGULAR MEETING
WEDNESDAY, OCTOBER 16, 2024
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	Shane Centrella
Jared Fritch	Ellen Marino	Jonathan Morhardt
Theresa Padin	Renata Waldron	

Administration

Debra Lewis
Interim Head of School

Student Representatives

Shelby Salius
James Slauta

- A. Pledge of Allegiance - Theresa Padin
- B. Vision and Mission Statement - Theresa Padin

The Gilbert School is committed to ensuring that all 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 The Gilbert School community members 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).

3. CALL FOR AGENDA ITEMS

4. APPROVAL OF MINUTES

A. Minutes of Regular Meeting - September 18, 2024

1. VOTE: Yeas _____ Nays _____ Abstain _____

5. COMMITTEE REPORTS

A. Finance

1. Monthly Finance Report

2. Next Meeting - November 20, 2024

B. Policy

1. Report on Meeting - October 3, 2024

2. Next Meeting - November 7, 2024

C. Building & Grounds

1. Report on Meeting - September 18, 2024

2. Next Meeting - November 20, 2024

D. Personnel

1. Next Meeting - TBD

6. SECURITY UPDATE

A. ASO Update

B. Town of Winchester MOU

a. VOTE: Yeas _____ Nays _____ Abstain _____

C. Vote to add ASO Position

a. VOTE: Yeas _____ Nays _____ Abstain _____

7. FIRST READING OF POLICIES

A. #5142.4 - (Safety) Armed School Security Officers

B. #5142.41- (Students) Armed School Security Officers

8. SECOND READING OF POLICIES

A. # 5131.911 - School Climate (formerly Hazing/Bullying)

B. # 5145.44 - Title IX

9. GRADUATION 2025 (JUNE 6)

A. VOTE: Yeas _____ Nays _____ Abstain _____

10. POSSIBLE RATIFICATION OF CONTRACT BETWEEN THE W. L. GILBERT SCHOOL CORPORATION AND THE GILBERT EDUCATION ASSOCIATION

A. VOTE: Yeas _____ Nays _____ Abstain _____

11. PRINCIPAL'S REPORT

12. HEAD OF SCHOOL REPORT

A. Delivered by Ms. Lewis

1. Enrollment

2. Attendance

3. Food Service Report

13. BOARD OF EDUCATION REPORT

A. Winchester

14. SCHOOL CORPORATION CHAIRMAN'S REPORT

A. Holly Cassaday

15. ADJOURNMENT

B. VOTE: Yeas _____ Nays _____ Abstain _____

PREVIOUS MEETING MINUTES

**THE W. L. GILBERT SCHOOL CORPORATION
REGULAR MEETING
WEDNESDAY, SEPTEMBER 18, 2024
THE GILBERT SCHOOL
6:30 PM
Library
MINUTES**

A portion of this meeting may be held in executive session

1. Opening of Meeting

Chair Holly Cassaday calls the meeting to order at 6:30PM.

In attendance is Scott Beecher, Jared Fritch, Theresa Padin, Greg P. Shugrue (Head of School), Holly Cassaday, Ellen Marino, Shane Centrella, Jonathan Morhardt, Renata Waldron

A. Pledge of Allegiance - Jonathan Morhardt

B. Vision and Mission Statement - Jonathan Morhardt

2. Public Forum

A. General Public

None

3. Call for Agenda Items

Motion by Holly Cassaday, seconded by Ellen Marino and unanimously approved to add "Committee Assignments" under item 7 (see 7c).

Motion by Holly Cassaday, seconded by Jared Fritch and unanimously approved to move item 11 to immediately follow item 7c.

4. Introduction of New Staff

A. Thomas Lutka, CTE Teacher

B. Scott MacDonald, HS English/Language Arts Teacher

C. Madeline Ziegler, English Teacher

5. Employee Recognition

A. Theresa Funk

*Short Intermission For Refreshments

6. Approval of Minutes

Motion by Scott Beecher to approve the Minutes of the August 21, 2024, Regular Meeting, seconded by Ellen Marino and unanimously approved.

7. Resignation of School Corp Member

Motion to accept the resignation of Astrid Robitaille made by Ellen Marino, seconded by Jared Fritch and unanimously approved by the board.

Motion to accept the resignation of Theresa Padin as a WPS representative on the Gilbert School Corporation made by Scott Beecher, seconded by Ellen Marino and unanimously approved.

- B. Theresa Padin nominated and sworn-in to the Gilbert School Corp as a Trustee.
- C. Committee Assignments (Holly Cassaday)

8. Committee Reports

- A. Finance – Motion to approve line item transfers.

A motion is made by Ellen Marino to approve, as recommended and presented, line-item transfers. Motion is seconded by Scott Beecher and unanimously approved.

Next Meeting – October 16, 2024

- B. Policy – Minutes available in packet

Next Meeting October 3, 2024

- C. Building & Grounds – Hot water off on 2nd Floor, Solar Project underway, Front doors arriving soon.

Next Meeting October 16, 2024

- D. Personnel – GEA agreement

9. Security Update

On-going conversation with Town Manager. MOU in the works. BOS will need to approve.

10. First Reading of Policies

- A. #5131.911 – School Climate (Formerly Hazing/Bullying)
- B. #5145.44 – Title IX

11. Principal's Report (*item moved up on agenda to follow 7c)

- A. School opening update – Gregg reports on behalf of Deb
- B. Learning Data
- C. Mental Health Update – presentation provided by school counselors/social workers

12. Head of School Report

- A. Gregg Shugrue reports on
 - 1. Enrollment
 - 2. Attendance
 - 3. Food service
 - 4. Increasing Diversity Plan

Motion to approve the education diversity plan made by Scott Beecher, seconded by Theresa Padin and unanimously approved.

- 5. School Climate Plan Updated

13. Board of Education Report

Shane Centrella presents. New Superintendent, Judy Luby, has been hired and will begin September 23rd.

14. School Corporation Chairman's Report

Holly Cassaday presents.

"Backpack Program" donations accepted in guidance department.

15. Executive Session

Motion to adjourn at 8:10PM to Executive Session by Theresa Padin, seconded by Scott Beecher and unanimously approved.

Motion to approve a teacher request for 20 additional sick days to be taken after all sick time has been exhausted per article 6B of the GEA contract, due to extenuating circumstances made by Holly Cassaday. Seconded by Ellen Marino and unanimously approved.

16. Adjournment

Motion to adjourn at 8:45PM by Scott Beecher, seconded by Jonathan Morhardt and unanimously approved.

Respectfully submitted,
Lauren Jones Dombrowski

OCTOBER POLICY COMMITTEE MINUTES

THE W. L. GILBERT SCHOOL CORPORATION
Policy Committee Meeting Minutes
October 3, 2024

A Meeting of the Policy Committee of The W. L. Gilbert School Corporation was held on Thursday, October 3, 2024, in the Main Office Conference Room at The Gilbert School. The meeting was called to order at 8:00 a.m. by Ellen Marino.

Committee Members present were Ellen Marino, Jared Fritch, Jonathan Morhardt, and Theresa Padin

Absent Committee Members: None

Also present were Debra Lewis, Interim Head of School and Holly Cassaday, School Corp. Chair

A motion was made by E. Marino, seconded by J. Morhardt to approve the Minutes of September 5, 2024.

Voted: Yeas 3 Nays 0 Abstained 1 (J. Fritch) -- Motion Passes

Discussion/Review of Policies:

5131.81 – Electronic Devices – follow up review from last month with updated policies to consider from CABA. The committee review several versions and made some revisions regarding middle school and high school use and also discussed what the school currently does and will review a draft of a policy with the suggestions made by the committee next month.

5141.27 – First Aid/Emergency Medical Care – the committee discussed AEDs and learned that the school has two devices and suggested getting a third AED to be in the gym. Currently one is in the nurse's office and one is near the main office. The cost seems minimal (\$500-700) but since it's not budgeted, the recommendation is to suggest the board to consider purchasing another AED for the gym. Regarding the policy, the consensus was to have the school nurse look at the existing and revised policies and add input that may be relevant to the policy.

5142.4 & 5142.41 – Armed School Security Officers – the committee recommended adopting the East Hampton version (eliminate the language regarding the study) and send it to the Board for a first read in its October regular meeting. The Board of Selectmen have this matter on their Agenda for Monday's meeting (Oct. 7) to approve the MOU.

The committee will review 5141.27 – First Aid/Emergency Medical Care and then start the 9000 series (Bylaws) next month.

Next meeting is November 7, 2024.

A motion was made by J. Morhardt, seconded by J. Fritch to adjourn the meeting at 8:58 a.m.

Voted: Yeas 4 Nays 0 Abstained 0 -- Motion Passes

Respectfully submitted,
Ellen Marino

TOWN OF WINCHESTER M.O.U.

MEMORANDUM OF UNDERSTANDING
REGARDING SCHOOL SAFETY AND SECURITY INITIATIVES
JOINTLY ENACTED BY
W.L. GILBERT SCHOOL CORP. AND THE TOWN OF WINCHESTER

This Memorandum of Understanding ("MOU") is made and entered into as of 10/15/24, by and between W.L. Gilbert School Corp ("Corp") and the Town of Winchester ("Town") (collectively "parties"), regarding the W.L. Gilbert School Corp.'s Armed School Officer ("ASO") program.

This MOU is entered into as one initiative in the parties' comprehensive program to improve school security and safety. The Corp and the Town wish to jointly enhance security measures at The Gilbert School facilities and programs. The parties agree as follows:

1. The ASOs shall be employed by the Corp and shall serve under the direction of the Head of School or his/her designee.
2. The Corp shall be responsible for conducting or coordinating any background checks required of ASOs by virtue of their status as school employees. The Winchester Police Department shall be responsible for conducting or coordinating any background checks required of ASOs related to their status as armed security officers and/or related to their possession of firearms.
3. The Winchester Police Department will serve in a collaborative and consultative role to assist in providing all statutorily required firearms training and retraining to the ASOs. The Police Department will support in ensuring that all such training meets or exceeds any requirements under applicable federal and/or Connecticut law concerning the duties and responsibilities of ASOs as outlined in this MOU. Additionally, the Police Department will provide guidance on any applicable training mandated by the Connecticut Police Officer Standards and Training Council ("POSTC"), including firearms qualification, as well as any other certifications required for the position of ASO. All training provided to ASOs will adhere to POSTC standards and be conducted by POSTC-certified training instructors. Upon successful completion of the annual firearms training by an ASO, the Police Department will issue the ASO a certification that complies with the requirements of 18 U.S.C. § 926C(d)(2)(B).

The Police Department will consult on the testing schedule, which shall occur each year at times mutually agreed upon by the parties to confirm that the ASOs are qualified to use firearms.

The Corp will be fully responsible for any labor or equipment costs incurred by the Police Department and the Town in implementing this provision.

4. The Corp will also be responsible for purchasing firearms and ammunition for use by the ASOs and will either purchase directly from or reimburse the Police Department or a

licensed dealer for all ammunition needed by the ASOs for qualification, training, and duty purposes.

5. The Winchester Police Department will offer inspection services and recommendations for the repair of all firearms issued to ASOs, but it will not bear any associated costs.
6. Firearms and ammunition shall never be stored in any school building or other location operated or controlled by the Corp.
7. The Winchester Police Department will provide guidance to ensure that the ASOs hold and maintain any and all permits, licenses, and/or certifications required under applicable federal and/or Connecticut law related to the carrying and use of firearms in connection with their duties as ASOs under this MOU. The Corp will be responsible for ensuring that the ASOs hold and maintain any other permits, licenses, and/or certifications required for their role as ASOs.
8. Subject to all of the conditions set forth in this MOU and the requirements and restrictions imposed by state and federal law, the Corp authorizes ASOs to carry firearms on The Gilbert School premises, specifically and solely for the purpose of carrying out their duties and responsibilities under this MOU.
9. This MOU shall be subject to all applicable federal and/or Connecticut laws, as may be amended from time to time. Should any portion of this MOU be determined to be contrary to the provisions of any federal and/or Connecticut law at any time during the term of this MOU, only the portion of the MOU found to be contrary shall be suspended, and the remainder of the MOU shall remain in effect. The parties shall promptly review, and if necessary promptly revise, this MOU as necessary to comply with such federal and/or Connecticut laws.
10. This MOU shall become effective upon signing by both parties and shall remain in effect for the duration of the 2025 fiscal year, unless modified or terminated in writing by mutual agreement of the parties. Notwithstanding any language to the contrary, the provisions of this MOU shall continue in effect for an additional fiscal year unless expressly modified in writing by the parties or terminated in writing by one of the parties with thirty (30) days notice.
11. Indemnification: To the fullest extent permitted by law, the Corp shall indemnify, defend, and hold harmless the Town, its officers, employees, and agents from and against any and all claims, damages, losses, liabilities, or costs (including attorney's fees) arising out of, in connection with, or relating to the actions, omissions, or negligence of the ASOs or any other employee of the Corp in connection with the implementation and operation of the ASO program. The Town shall not be responsible for any liabilities arising out of the improper or unlawful use of firearms or any other equipment by ASOs employed by the Corp.

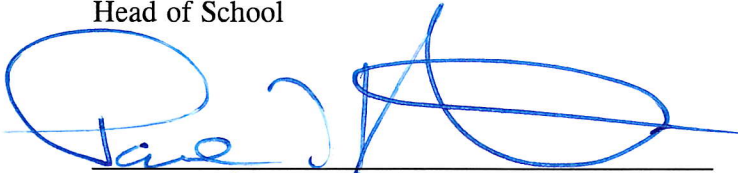
IN WITNESS WHEREOF, the parties have caused this agreement to be signed by their authorized officers.

Date: _____

By: The Gilbert School

Greg P. Shugrue

Head of School



Date: 10-15-24

By: Town of Winchester

Paul Harrington

Town Manager

ASO JOB DESCRIPTION & POSTING

JOB DESCRIPTION
ARMED SCHOOL SECURITY OFFICER

POSITION TITLE: Armed Security Officer (ASO)
DEPARTMENT: The Gilbert School
REPORTS TO: Head of School/Superintendent
DATE ISSUED: October 2024
APPROVED BY: Greg P. Shugrue, Head of School

POSITION SUMMARY AND PURPOSE:

The Gilbert School Armed Security Officer ("ASO") Program involves the placement of an armed security officer within the educational environment. The ASO(s) shall support the school administration and staff in promoting a safe, secure, and positive school environment. The ASO is a visible and active figure at The Gilbert School and shall be charged with safeguarding and protecting the school community and school property.

SUPERVISION:

The ASO(s) shall report directly to the Gilbert Head of School, as it relates to daily basic school security and safety issues. Concerning weapons issues, the ASO(s) shall be under the direct supervision of the Head of School. The building principal retains overall responsibility for the administration of the school and supervision of students under his or her supervision.

MINIMUM QUALIFICATIONS:

- Must have excellent integrity and demonstrate good moral character and initiative;
- Must have at least fifteen years prior experience as a sworn law enforcement officer with an organized local police department or the Division of State Police within the Department of Emergency Services and Public Protection, and provide positive references from each prior employer served in a law enforcement capacity;
- Must have been certified by the Police Officer Standards and Training Council while serving as a sworn law enforcement officer, and must have retired or separated in good standing from an organized local police department or the Division of State Police as required by CT General Statute 10-244a;
- Must not have been officially found to be unqualified for reasons relating to mental health by a qualified medical professional while serving as a sworn law enforcement officer or separating from service as a sworn law enforcement officer;
- If the candidate has prior service with the military, the candidate must have received an honorable discharge;
- Must hold and maintain a valid driver's license with no significant traffic infractions;

- Must successfully complete annual training pursuant to the Police Officer Standards and Training Council requirements and must successfully complete an annual firearms training provided by a certified firearms instructor that meets or exceeds the standards of the Police Officer Standards and Training Council, as well as any other training required by law or Gilbert School Corp. policy;
- Must keep all security certification and training requirements current, including but not limited to, permits, certifications and/or licenses to carry and use firearms or other weapons, on school property;
- Must participate in and pass a full background investigation which may be required by the Gilbert School Corp. or by state or federal law;
- An individual must be able to perform each essential function satisfactorily with or without reasonable accommodations. The requirements below are representative of the knowledge, skill, and ability required.
- Must meet all requirements for an armed school security guard pursuant to Connecticut law, as amended from time to time, and must meet all requirements of a qualified retired law enforcement officer pursuant to 18 U.S.C. 926C, as amended from time to time.

KNOWLEDGE, SKILLS, ABILITIES & EQUIPMENT:

Knowledge: Comprehensive knowledge of:

- Principles and practices of armed security work within a school setting;
- Weapons maintenance, discharge and storage;
- The use of force;
- Access control procedures;
- Active threat response; and
- Other emergency response protocols.

Abilities: Demonstrated abilities as follows:

- Read and comprehend instructions, correspondence, and memoranda;
- Write basic correspondence as needed within the job functions;
- Add, subtract, multiply, and divide, to calculate figures and amounts, and apply mathematical concepts to time and distance;
- Define problems, collect data, establish facts and draw valid conclusions;
- Interpret a variety of instructions in oral, written, or diagram form and deal with several abstract and concrete concepts where only limited standardization exists;
- Handle multiple tasks and prioritize activities with a minimal level of supervision;
- Work within the chain of command to resolve problems; and
- Observe situations and accurately determine an effective course of action.

Skills: Demonstrated skills as follows:

- Excellent interpersonal skills;
- Excellent oral and written communication skills;
- Excellent organization skills;
- Working cooperatively with multiple types of people from diverse ages and backgrounds (i.e. students, teachers, police officers, principals, parents, etc.);

- Use of effective, respectful and courteous communication; and
- Resourceful, accurate, reliable, punctual and accountable in all matters.

Equipment: Must lawfully possess a fully functional firearm of a make and model as may be specified and provided by the Winchester Police Department.

PHYSICAL AND MENTAL DEMANDS OF POSITION:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

With or without reasonable accommodation, the physical and mental requirements of this job may include the following: seeing, hearing, speaking, and writing clearly. Occasional reaching with hands and arms, stooping, kneeling, crouching, and crawling. Frequent sitting, standing, running, and walking, which may be required for long periods of time, and may involve climbing stairs and walking up inclines and on uneven terrain. Additional physical requirements may include, frequent lifting and/or moving up to 20 pounds and occasional lifting and/or moving up to 50 pounds. Hand-eye coordination is necessary to use a handgun. Specific vision abilities required by this job include close vision, color vision, depth perception, far vision, and the ability to adjust focus. Required to utilize rapid and effective judgment in responding to unusual or emergency situations using appropriate escalation of force level.

ESSENTIAL DUTIES AND FUNCTIONS:

Subject to the provisions of any applicable federal and/or Connecticut State law, Gilbert School Corp. policies and procedures, and/or Town of Winsted/Winchester ordinances, the essential duties and functions of ASO(s) shall be as follows:

- Engage in the detection and/or prevention of any unauthorized activity on or around school grounds, including, but not limited to, the unlawful intrusion or entry on school property, vandalism, abuse, arson, or trespass;
- Monitor access to building and grounds (when applicable), make routine checks of exterior doors to ensure they are closed and locked, at appropriate times, and take steps to deter or prevent entry by unauthorized persons on school property;
- Patrol halls and make routine checks of classroom doors to ensure that they are locked, at appropriate times;
- Respond to situations that may jeopardize the welfare of students or staff in accordance with all applicable federal and/or Connecticut laws and Gilbert School Corp. policy;
- Use physical force in accordance with state law and regulation, and Gilbert School Corp. policy;
- Abide by all Gilbert School Corp. Policies and Regulations;
- Monitor parking lots during arrival at and dismissal from school;
- Assist administrators or staff in locating missing students;
- Identify and report any hazardous condition to school administrators or other appropriate staff members;

- When applicable, assist school nurses and administrators with medical emergencies;
- As requested by the administration, assist in the development and implementation of plans and strategies to prevent and/or minimize dangerous situations on school grounds;
- Act as liaison and make notification to appropriate public safety or EMS first responders in routine, emergency, or high-risk situations as directed by the administration;
- Participate in professional development deemed necessary by the school administration;
- Store firearm, ammunition, equipment, or other weapons, safely and in accordance with all applicable Gilbert School Corp. policy and federal and/or Connecticut laws;
- Meet and greet students, staff, and public respectfully and courteously;
- Identify and accost unauthorized persons and take appropriate action with respect to such persons, if necessary;
- Carry any legally prescribed identification card at all times while on school property;
- Call police for assistance as needed;
- At all times while on school property, wear such distinctive uniform and or insignia as may be designated by the Gilbert School Corp. for identification purposes; and
- Perform other duties as assigned by the Head of School and/or the building principal.
- ASO(s) is/are authorized to conduct a search or seizure of any person or property of any student or any other individuals at any time if the situation warrants a direct threat to students and staff.
- ASO(s) shall have the authority to question students or staff members accused of unlawful activity and/or violations of Gilbert School Corp. policy in school or on school grounds if a building administrator is not readily available during a situation that may pose a direct threat to students and staff.

This list is not meant to be exhaustive. The administration reserves the right to assign other duties to this position.

PROHIBITIONS:

- ASO(s) shall not take any action that interferes with the responsibilities of the school administration.
- ASO(s) shall have no role in taking disciplinary action against any students.
- ASO(s) shall not access education record information except in accordance with Gilbert School Corp. policy concerning the confidentiality of education records, the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. § 1232g, and applicable state law.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee occasionally works near moving mechanical parts, in high places, and in outside weather conditions, and is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually moderate.

GENERAL GUIDELINES:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

NON-DISCRIMINATION:

The Gilbert School Corp. will not make employment decisions (including decisions related to hiring, assignment, compensation, promotion, demotion, disciplinary action, and termination) on the basis of race, color, religion, age, sex, marital status, sexual orientation, national origin, ancestry, disability (including pregnancy), genetic information, or gender identity or expression, or other protected classification under state or federal law, except in the case of a bona fide occupational qualification.

PLEASE POST

TO:

FROM: Greg P. Shugrue, Head of School

RE: Armed Security Officer (ASO) & Armed Security Officer (ASO) Substitute

Starting Date: TBD

Qualifications:

- Must have excellent integrity and demonstrate good moral character and initiative; and
- Must be (1) a current sworn member of an organized local police agency or the CT State Police Department; or (2) a retired, sworn police officer from an organized police department, the CT State Police Department, a federal law enforcement service, and/or an organized police department in another state who was certified under standards that meet or exceed the standards of the Police Officer Standards and Training Council for certification in this state and who retired or separated in good standing from such department;
- Must not have been officially found to be unqualified for reasons relating to mental health by a qualified medical professional while serving as a sworn law enforcement officer or separating from service as a sworn law enforcement officer;
- If the candidate has prior service with the military, the candidate must have received an honorable discharge;
- Must successfully complete annual training pursuant to the Police Officer Standards and Training Council requirements and must successfully complete an annual firearms training provided by a certified firearms instructor that meets or exceeds the standards of the Police Officer Standards and Training Council and any other training required by law or W.L. Gilbert School Corp. policy;
- Must keep all security certification and training requirements current, including but not limited to, permits, certifications, and/or licenses to carry and use firearms or other weapons, on school property;
- Must participate in and pass a full background investigation required by the Board or by state or federal law.

Responsibilities:

Under the direct supervision of the Head of School or building Principal, carries out existing district and school procedures and programs related to school security and safety functions.

Application:

Please apply online through the following link: <https://www.applitrack.com/gilbertschool/onlineapp/>

The W.L. Gilbert School Corp. is committed to a policy of equal opportunity/affirmative action for all qualified persons and equal access to Boy Scouts of America and other designated youth groups. The W.L. Gilbert School Corp. does not discriminate in any employment practice, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity, or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The W.L. Gilbert School Corp. does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.

FIRST READING OF POLICY:
#5142.4 - ARMED SCHOOL SECURITY OFFICERS

Students

Safety

Armed School Security Officers

The W.L. Gilbert School Corp. (the “Board”) authorizes the placement of armed school security officers in its school during times that the Superintendent or his/her designee deems necessary in order to provide for the safety and security of students and school personnel.

The armed school security officer(s) is an employee of the Board and shall support the school administration and staff in maintaining a safe and positive school environment.

At the discretion of the Board, the armed school security officers shall be authorized to carry firearms on school grounds in the performance of their duties, consistent with state and federal law, Board policy and administrative regulations, and any applicable memorandum of understanding or agreement with the Town of Winchester.

An armed school security officer will not draw, point, or discharge his/her firearm on school grounds unless it is necessary to protect a person, including himself or herself, from what the armed school security officer reasonably believes to be the imminent use of deadly physical force. Any use of a firearm will be preceded by a verbal warning, if possible. Any use of firearms must be consistent with state and federal law, Board policy and administrative regulations, and any applicable memorandum of understanding or agreement with the Town of Winchester.

The Superintendent will adopt and maintain administrative regulations to implement this Policy.

Legal Reference: Connecticut General Statutes

4-176e through 4-180a. Contested Cases. Notice. Record.

10-220 Duties of boards of education.

10-233a through 10-233f. Suspension, removal and expulsion of students, as amended by PA 95-304, PA 96-244, and PA 98-139.

53a-3 Definitions.

53a-217b Possession of Firearms and Deadly Weapons on School Grounds.

PA 15-168 An Act Concerning Collaboration Between Boards of Education and School Resource Officers and the Collection and Reporting of Data on School-Based Arrests

PA 94-221 An Act Concerning School Discipline and Safety.

Students

Safety

Armed School Security Officers

Legal Reference: Connecticut General Statutes (continued)

GOALS 2000: Educate America Act, Pub. L. 103-227.

18 U.S.C. 921 Definitions.

Title III - Amendments to the Individuals with Disabilities Education Act.

Sec. 314 (Local Control Over Violence)

Elementary and Secondary Act of 1965 as amended by the Gun Free Schools Act of 1994.

P.L. 105-17 The Individuals with Disabilities Act, Amendment of 1997.

Kyle P. Packer PPA Jane Packer v. Thomaston Board of Education.

FIRST READING OF POLICY:
#5142.41 - ARMED SCHOOL SECURITY OFFICERS

Students

Armed Security Officer

Through Public Act 13-188, The Gilbert School has approved the hiring of an Armed Security Officer (ASO) and authorizes the placement of an ASO in the school to provide for the safety and security of students and school personnel during the school day as well as times that the Superintendent deems necessary.

The ASO is an employee of the school and shall support the school administration and staff in maintaining a safe and positive school environment. The ASO reports to the building Principal as needed, and ultimately to the Superintendent of Schools. At the discretion of the Board, the ASO is authorized to carry a firearm in the performance of his or her duties consistent with state and federal law and Board policy.

The function of the ASO is to assist the administration and other school staff in promoting a safe, non-threatening school environment, including assisting in the prevention of school violence. The ASO shall be charged with taking steps to safeguard and protect the school community and school property. The ASO shall engage in the detection or prevention of any unauthorized activity on or near school grounds, including, but not limited to, the unlawful intrusion or entry on school property and act when students, visitors, or staff are placed in imminent life threatening danger.

The Board's policy and any applicable administrative regulations shall be subject to all applicable federal and/or Connecticut laws, as may be amended from time to time. In the event that any portion of this policy or the applicable administrative regulations is determined to be contrary to the provisions of any such federal and/or Connecticut law at any time, the Board shall promptly review and revise the policy and administrative regulations as may be necessary to comply with such federal and/or Connecticut laws.

The Superintendent will adopt and maintain administrative regulations to implement this policy including the duties and responsibilities of the ASO. The specific qualifications for the position of ASO shall be those set forth in the ASO regulation as part of Board policy, as may be amended from time to time at the discretion of the Board, consistent with state and federal law.

Legal Reference: Connecticut General Statutes
 10-220 Duties of boards of education
 10-233a through 10-233f Suspension, removal and expulsion of students
 10-233m Memorandum of understanding re: school resource officers
 10-244a Employment of persons to provide security services in a public
 school while in possession of a firearm
 53a-3 Definitions
 53a-217b Possession firearms and deadly weapons of school grounds.

Policy adopted:
cps 10/19

**SECOND READING OF POLICY:
#5131.911 - SCHOOL CLIMATE**

A mandated policy.

Students

Connecticut School Climate Policy

Policy Statement

The Board believes that a school environment in which students feel safe, supported, engaged and helpfully challenged is optimal for learning and healthy development. The Board seeks an environment in which students and adults feel socially, emotionally, intellectually and physically safe; an environment that is free of harassment, intimidation and bullying. The Gilbert School will not tolerate (bullying) this behavior and a zero tolerance approach is expected.

The Board of directors of The W. L. Gilbert School Corporation (Board) promotes a secure and happy school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior. Therefore it shall be the policy of the Board that bullying of a student by another student is prohibited.

Definitions

1. **“School climate”** means the quality and character of the school life, with a particular focus on the quality of the relationships within the school community, and which is based on patterns of people's experiences of school life and that reflects the norms, goals, values, interpersonal relationships, teaching, learning, leadership practices and organizational structures within the school community.
2. **“Positive Sustained School Climate”** is the foundation for learning and positive youth development and includes:
 - a. Norms, values, and expectations that support people feeling socially, emotionally, culturally, racially, intellectually, and physically safe.
 - b. People who treat one another with dignity and are engaged, respected and solve problems restoratively.
 - c. A school community that works collaboratively together to develop, live, and contribute to a shared school vision.
 - d. Adults who model and nurture attitudes that emphasize the benefits and satisfaction gained from learning; and
 - e. A school community that contributes to the operations of the school and the care of the physical environment.

Students

Connecticut School Climate Policy

Definitions (continued)

3. **“Social and emotional learning”** means the process through which children and adults achieve emotional intelligence through the competencies of self-awareness, self-management, social awareness, relationship skills and responsible decision-making.
4. **“Emotional intelligence”** means the ability to (A) perceive, recognize, and understand emotions in oneself or others, (B) use emotions to facilitate cognitive activities, including, but not limited to, reasoning, problem solving and interpersonal communication, (C) understand and identify emotions, and (D) manage emotions in oneself and others.
5. **“Bullying”** means unwanted and aggressive behavior among children in grades kindergarten to twelve, inclusive, that involves a real or perceived power imbalance.
6. **“School environment”** means a school-sponsored or school-related activity, function or program, whether on or off school grounds, including at a school bus stop or on a school bus or other vehicle owned, leased or used by a local or regional board of education, and may include other activities, functions or programs that occur outside of a school-sponsored or school-related activity, function or program if bullying at or during such other activities, functions or programs negatively impacts the school environment.
7. **“Cyberbullying”** means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any other electronic communication.
8. **“Teen dating violence”** means any act of physical, emotional or sexual abuse, including stalking, harassing and threatening, that occurs between two students who are currently in or who have recently been in a dating relationship.
9. **“Mobile electronic device”** means any hand-held or other portable electronic equipment capable of providing data communication between two or more individuals, including, but not limited to, a text messaging device, a paging device, a personal digital assistant, a laptop computer, equipment that is capable of playing a video game or a digital video disk or equipment on which digital images are taken or transmitted.
10. **“Electronic communication”** means any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photoelectronic or photo-optical system.

Students

Connecticut School Climate Policy

Definitions (continued)

11. **“School climate improvement plan”** means a building-specific plan developed by the school climate committee, in collaboration with the school climate specialist, using school climate survey data and any other relevant information, through a process that engages all members of the school community and involves such members in a series of overlapping systemic improvements, school-wide instructional practices and relational practices that prevent, identify and respond to challenging behavior, including, but not limited to alleged bullying and harassment in the school environment.
12. **“Restorative practices”** means evidence and research-based system-level practices that focus on (A) building high-quality, constructive relationships among the school community, (B) holding each student accountable for any challenging behavior, and (C) ensuring each such student has a role in repairing relationships and reintegrating into the school community.
13. **“School climate survey”** means a research-based, validated and developmentally appropriate survey administered to students, school employees and families of students, in the predominant languages of the members of the school community, that measures and identifies school climate needs and tracks progress through a school climate improvement plan.
14. **“Connecticut school climate policy”** means the school climate policy developed, updated and approved by an association in the state that represents boards of education and adopted by the Social and Emotional Learning and School Climate Advisory Collaborative, established pursuant to section 10-222q of the general statutes, as amended by this act, that provides a framework for an effective and democratically informed school climate improvement process that serves to implement Connecticut school climate standards, and includes a continuous cycle of (A) planning and preparation, (B) evaluation, (C) action planning, and (D) implementation.
15. **“School employee”** means (A) a teacher, substitute teacher, administrator, school superintendent, school counselor, school psychologist, social worker, school nurse, physician, paraeducator or coach employed by a local or regional board of education, or (B) any other individual who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in a public school, pursuant to a contract with a local or regional board of education.
16. **“School community”** means any individuals, groups, businesses, public institutions and nonprofit organizations that are invested in the welfare and vitality of a public school system and the community in which it is located, including, but not limited to, students and their families, members of the local or regional board of education, volunteers at a school and school employees.

Students

Connecticut School Climate Policy

Definitions (continued)

17. **“Challenging behavior”** means behavior that negatively impacts school climate or interferes, or is at risk of interfering, with the learning or safety of a student or the safety of a school employee.
18. **“Evidence Based Practices”** in education refers to instructional and school-wide improvement practices that systematic empirical research has provided evidence of statistically significant effectiveness.
19. **“Effective School Climate Improvement”** is a restorative process that engages all stakeholders in the following six essential practices:
 - A. Promoting decision-making that is collaborative and actively involves all stakeholders (e.g., school personnel, students, families, community members) with varied and meaningful roles and perspectives where all voices are heard;
 - B. Utilizing psychometrically sound quantitative (e.g., school climate survey, discipline data) and qualitative (e.g., interviews, focus groups) data to drive action planning, preventive and intervention practices and implementation strategies that continuously improve all dimensions of school climate, including regularly collecting data to evaluate progress and inform the improvement process;
 - C. Tailoring improvement goals to the unique needs of the students, educators, and broader school community. These goals shall be integrated into overall school improvement efforts thereby leveraging school strengths to address evidence-based areas of need, while sustaining the improvement process over time;
 - D. Fostering adult learning in teams and/or professional learning communities to build capacity building among school personnel and develop common staff skills to educate the whole child;
 - E. Basing curriculum, instruction, student supports, and interventions on scientific research and grounding in cognitive, social-emotional, and psychological theories of youth development. Interventions include strength-based programs and practices that together represent a comprehensive continuum of approaches to promote healthy student development and positive learning environments as well as address individual student barriers to learning and adult barriers to teaching; and
 - F. Strengthening policies and procedures related to:
 - a. climate and restorative informed teaching and learning environments;
 - b. infrastructure to facilitate data collection, analysis, and effective planning;
 - c. implementation of school climate improvement plans with the goal of becoming restorative;
 - d. evaluation of the school climate improvement process; and
 - e. sustainability of school climate and restorative improvement efforts.

Students

Connecticut School Climate Policy (continued)

School Climate Coordinator Roles and Responsibilities

For the school year commencing July 1, 2025, and each school year thereafter, the superintendent of schools for each school district, or an administrator appointed by the superintendent, shall serve as the school climate coordinator for the school district.

The school climate coordinator shall be responsible for:

1. providing district-level leadership and support for the implementation of the school climate improvement plan for each school;
2. collaborating with the school climate specialist, for each school to (A) develop a continuum of strategies to prevent, identify and respond to challenging behavior, including, but not limited to, alleged bullying and harassment in the school environment, and (B) communicate such strategies to the school community, including, but not limited to, through publication in the district student handbook;
3. collecting and maintaining data regarding school climate improvement, including, but not limited to, school discipline records, school climate assessments, attendance rates, social and emotional learning assessments, academic growth data, types and numbers of alleged and verified bullying complaints submitted by members of the school community, types and numbers of challenging behaviors addressed using the restorative practices response policy, and data concerning the implementation and outcome of restorative practices; and
4. meeting with the school climate specialist for each school at least twice during the school year to (A) identify strategies to improve school climate, including, but not limited to, by responding to challenging behavior and implementing evidence and research-based interventions, such as restorative practices, (B) propose recommendations for revisions to the school climate improvement plan, and (C) assist with the completion of the school climate survey.

School Climate Specialist

For the school year commencing July 1, 2025, and each school year thereafter, the principal of each school, or a school employee who holds professional certification pursuant to section 10-145 of the general statutes, is trained in school climate improvement or restorative practices and is designated as the school climate specialist by the school principal, shall serve as the school climate specialist for the school.

The school climate specialist shall be responsible for:

1. leading in the prevention, identification, and response to challenging behavior, including, but not limited to, reports of alleged bullying and harassment;

Students

Connecticut School Climate Policy

School Climate Specialist (continued)

2. implementing evidence and research-based interventions, including, but not limited to, restorative practices;
3. scheduling meetings for and leading the school climate committee; and
4. leading the implementation of the school climate improvement plan.

School Climate Committee

For the school year commencing July 1, 2025, and each school year thereafter, each school climate specialist shall appoint members to the school climate committee who are diverse, including members who are racially, culturally, and linguistically representative of various roles in the school community.

The school climate committee shall consist of:

1. the school climate specialist;
2. a teacher selected by the exclusive bargaining representative for certified employees chosen pursuant to section 10-153b of the general statutes;
3. a demographically representative group of students enrolled at the school, as developmentally appropriate;
4. families of students enrolled at the school; and
5. at least two members of the school community, as determined by the school climate specialist.

Membership of the school climate committee shall be annually reviewed and approved by the school climate specialist, in coordination with the school climate coordinator.

The school climate committee shall be responsible for:

1. assisting in the development, annual scheduling, and administration of the school climate survey, and reviewing of the school climate survey data.
2. using the school climate survey data to identify strengths and challenges to improve school climate, and to create or propose revisions to the school climate improvement plan.

Students

Connecticut School Climate Policy

School Climate Committee (continued)

3. assisting in the implementation of the school climate improvement plan and recommending any improvements or revisions to the plan.
4. advising on strategies to improve school climate and implementing evidence and research-based interventions, including, but not limited to, restorative practices, in the school community.
5. annually providing notice of the uniform challenging behavior and/or bullying complaint form, or similar complaint form used by the school, to the school community.

School Climate Survey

For the school year commencing July 1, 2025, and biennially thereafter, the school climate committee, for each school, shall administer a school climate survey to students, school employees and families of students, provided the parent or guardian of each student shall receive prior written notice of the content and administration of such school climate survey and shall have a reasonable opportunity to opt such student out of such school climate survey.

School Climate Improvement Plan

For the school year commencing July 1, 2025, and each school year thereafter, the school climate specialist, for each school, in collaboration with the school climate coordinator, shall develop, and update as necessary, a school climate improvement plan. Such plan shall be based on the results of the school climate survey, any recommendations from the school climate committee, including the protocols, supports, and any other data the school climate specialist and school climate coordinator deem relevant. Such plan shall be submitted to the school climate coordinator for review and approval on or before December thirty-first of each school year. Upon approval of such plan, a written or electronic copy of such plan shall be made available to members of the school community and such plan shall be used in the prevention of, identification of and response to all challenging behavior.

Additionally, districts may place the school climate improvement plans into their district and school improvement plans.

Training

For the school year commencing July 1, 2024, and each school year thereafter, each local and regional Board of Education shall provide resources and training to school employees regarding:

1. social and emotional learning;
2. school climate and culture and evidence and research-based interventions; and
3. restorative practices.

Students

Connecticut School Climate Policy

Training (continued)

Such resources and training may be made available at each school under the jurisdiction of such board and include technical assistance in the implementation of a school climate improvement plan. Any school employee may participate in any such training offered by the board under this section. The school climate coordinator, shall select, and approve, the individuals or organizations that will provide such training.

Funding

The school district shall in its discretion allocate sufficient funding to satisfy the requirements of this policy for all schools in the district. Such funding shall be distributed accordingly, with Superintendent approval, for assessments and professional development, as well as for school community outreach, training, and technical assistance.

Accountability

The Board shall adopt and allocate adequate resources to support the Connecticut School Climate Policy and adhere to state regulations set forth in Public Act 23-167.

Connecticut School Climate Standards

1. The school district community¹ has a shared vision and plan for promoting and sustaining a positive school climate² that focuses on prevention, identification, and response to all challenging behavior³.
2. The school district community adopts policies that promote:
 - a. a sound school environment that develops and sustains academic, social, emotional, ethical, civic, and intellectual skills; and
 - b. a restorative school environment focused on overcoming barriers to teaching and learning by building and supporting meaningful school-wide relationships, and intentionally re-engaging any disengaged students, educators, and families of students in the school community.

¹ School Community means any individuals, groups or businesses, public institutions and nonprofit organizations invested in the welfare and vitality of a public school system and the community in which it is located, including, but not limited to, students and their families, members of the local or regional board of education, volunteers at a school and school employees.

² School climate means the quality and character of the school life, with a particular focus on the quality of relationships within the school community, and which is based on patterns of people's experiences of school life, and that reflects the norms, goals, values and interpersonal relationships, teaching, learning, leadership practices and organizational structures within the school community.

³ Challenging behavior means behavior that negatively impacts school climate or interferes, or is at risk of interfering, with the learning or safety of a student or the safety of a school employee.

Students

Connecticut School Climate Policy

Connecticut School Climate Standards (continued)

3. The school community's practices are identified, prioritized, and supported to:
 - a. promote learning and the positive academic, social, emotional, ethical, and civic development of students;
 - b. enhance engagement in teaching, learning, and school-wide activities;
 - c. address barriers to teaching and learning; and
 - d. develop and sustain a restorative infrastructure that builds capacity, accountability, and sustainability.
4. The school community creates a school environment⁴ where *everyone* is safe, welcomed, supported, and included in all school-based activities.
5. The school community creates a restorative system that cultivates a sense of belonging through norms and activities that promote social and civic responsibility, and a dedication to cultural responsiveness, diversity, equity, and inclusion.

Legal Reference: Connecticut General Statutes
10-222d Policy on bullying behavior as amended by PA 08-160, P.A. 11-232, P.A. 14-172 and PA 18-15 and PA 19-166.
10-222g Prevention and intervention strategy re bullying and teen dating violence
10-222h Analysis of school districts' efforts re prevention of and response to bullying in schools. School climate assessment instruments
10-222i State-wide safe school climate resource network. *[Repealed, Effective 7/1/2025 State-wide safe school climate resource network]*
10-222k District safe school climate coordinator. Safe school climate specialist. Safe school climate committee (as amended by PA 21-95, Section 14)
10-222p Review of safe school climate plans by Department of Education. Approval or rejection.
PA 23-167 An Act Concerning Transparency in Education

Policy adopted:
cps 11/23

⁴ School environment means a school-sponsored or school-related activity, function or program, whether on or off school grounds, including at a school bus stop or on a school bus or other vehicle owned, leased or used by a local or regional board of education, and may include other activities, functions or programs if bullying at or during such other activities, functions, or programs negatively impacts the school environment.

SECOND READING OF POLICY:
#5145.44 - TITLE IX

A mandated policy to consider.

Personnel -- Certified/Non-Certified/Students

Sexual Harassment/Title IX

Prohibition of Sex Discrimination and Sexual Harassment in The Workplace

Nondiscrimination Policy, Notices of Nondiscrimination, and Grievance Procedures (under the 2024 Amendments to the U.S. Department of Education's Title IX Regulations) Prohibition of Sex Discrimination and Sexual Harassment (Sex-based Harassment) in the Workplace

Statement of Policy

Pursuant with 2024's Title IX "Final Rule," The Gilbert School ("the District") prohibits any form of sex-based discrimination or sex-based harassment in all W.L. Gilbert School Corporation ("the Board") programs and activities. All students, staff, and third parties under the Board's authority are expected to follow this policy to maintain a work and educational environment free from sex-based harassment, insults, or intimidation on the basis of sex stereotypes, sex characteristics, sexual orientation, gender identity, and pregnancy or related conditions.

Conduct that may constitute a violation of the Board's policy includes those occurring under the District's education program or activity in the U.S., including conduct that is subject to the District's disciplinary authority. The District shall address matters that create a sex-based hostile environment under its education program and activity, even when some conduct alleged to be contributing to the hostile environment occurred outside the education program or activity or outside the U.S.

Any employee or student who engages in conduct prohibited by this Policy shall be subject to disciplinary action, up to and including termination or expulsion, respectively. Third parties who engage in conduct prohibited by this policy will be subject to other sanctions, which may include exclusion from Board property and/or subject to civil and criminal penalties. All district employees are required to notify the District's Title IX Coordinator when the employee has information about conduct that reasonably may constitute sex discrimination and sex-based discrimination.

The Board shall not adopt or implement a policy/practice/procedure regarding, or discriminating in its education program or activity against any student or employee based on the student's/employee's current, potential, or past parental, family, or marital status that treats students/employees differently on the basis of sex. The District shall ensure that when students or parents tell an employee of a student's pregnancy or related conditions unless the employee reasonably believes the Title IX Coordinator has been notified, the employee shall promptly provide the Title IX Coordinator's contact information and inform the person that the Coordinator can coordinate specific actions to prevent discrimination and ensure access. The District shall provide the student with information about the District's obligations, reasonable modifications, voluntary access to a separate comparable portion of the program/activity/or voluntary leaves of absence, and lactation space.

Personnel -- Certified/Non-Certified/Students

Sexual Harassment/Title IX

Prohibition of Sex Discrimination and Sexual Harassment in The Workplace

Statement of Policy (continued)

The Superintendent of Schools shall develop Administrative Regulations (“Grievance Procedures”) implementing this policy in accordance with Title IX, Title VII, and Connecticut law. The Grievance Procedures shall provide for adequate, reliable, and impartial investigation for all sex discrimination complaints, with specific requirements regarding evidence, response, and privacy.

Definitions (Referenced in the District’s Grievance Procedures)

Sex Discrimination: occurs when an employer refuses to hire, discipline, or discharge any individual or otherwise discriminates against an individual with respect to his, her, their compensation, terms, conditions, or privileges of employment on the basis of the individual’s sex or gender identity. Sex discrimination (sex-based discrimination) also occurs when a person, because of the person’s sex or gender identity, is denied participation in or the benefits of any education program or activity receiving federal financial assistance.

Sexual Harassment under Title IX and Connecticut Law: means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the Board conditioning the provision of aid, benefit, or service of the Board on an individual’s participation in unwelcome sexual conduct. (i.e., quid pro quo) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the Board’s education programs or activities. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment; or
3. “**Sexual Assault**” as defined in 20 U.S.C. 1092(f)(6)(A)(v), “**dating violence**” as defined in 34 U.S.C 1229(a)(10), “**domestic violence**” as defined in 34 U.S.C. 12291(a)(8), or “**stalking**” as defined in 34 U.S.C 12291 (a)(30).

Sexual Harassment under Title VII and Connecticut Law: means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment;

Personnel -- Certified/Non-Certified/Students

Sexual Harassment/Title IX

Prohibition of Sex Discrimination and Sexual Harassment in The Workplace

Definitions (Referenced in the District's Grievance Procedures) (continued)

2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Title IX Coordinator is the person designated and authorized to coordinate the District's efforts to comply with its responsibilities under Title IX (2024 Final Rule) and the regulations. If the District has more than one Title IX Coordinator, it must designate one of its Coordinators to retain ultimate oversight over those responsibilities and ensure the District's consistent compliance with its responsibilities under Title IX. As appropriate, the District may delegate, or permit the Title IX Coordinator to delegate specific duties to one or more designees.

Complainant means:

1. A student or employee who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX or its regulations; or
2. A person other than a student or employee who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX or its regulations and who was participating or attempting to participate in the District's education program or activity at the time of the alleged sex discrimination.

Complaint means an oral or written request to the District that objectively can be understood as a request for the District to investigate and make a determination about alleged discrimination under Title IX or its regulations.

Disciplinary sanctions mean consequences imposed on a respondent following a determination under Title IX that the respondent violated the District's prohibition on sex discrimination.

Party means a complainant or respondent.

Relevant means related to the allegations of sex discrimination under investigation as part of these grievance procedures. Questions are relevant when they seek evidence that may aid in showing whether the alleged sex discrimination occurred, and evidence is relevant when it may aid a decision-maker in determining whether the alleged sex discrimination occurred.

Remedies means measures provided, as appropriate, to a complainant or any other person the recipient identifies as having had their equal access to the District's education program or activity limited or denied by sex discrimination. These measures are provided to restore or preserve that person's access to the recipient's education program or activity after the District determines that sex discrimination occurred.

Personnel -- Certified/Non-Certified/Students

Sexual Harassment/Title IX

Prohibition of Sex Discrimination and Sexual Harassment in The Workplace

Definitions (Referenced in the District's Grievance Procedures) (continued)

Respondent means a person who is alleged to have violated the District's prohibition on sex discrimination.

Retaliation means intimidation, threats, coercion, or discrimination against any person under Board control, a student, or an employee or other person authorized by the Board to provide aid, benefit, or service under the District's education program or activity, for the purpose of interfering with any right or privilege secured by Title IX or its regulations, or because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under the Title IX regulations.

Sex-based harassment is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex, including on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity, that is:

1. **Quid pro quo harassment.** An employee, agent, or other person authorized by the recipient to provide an aid, benefit, or service under the recipient's education program or activity explicitly or impliedly conditioning the provision of such aid, benefit, or service on a person's participation in unwelcome sexual conduct;
2. **Hostile environment harassment.** Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from a District education program or activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:
 - a. The degree to which the conduct affected the complainant's ability to access the recipient's education program or activity;
 - b. The type, frequency, and duration of the conduct;
 - c. The parties' ages, roles within the District's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;
 - d. The location of the conduct and the context in which the conduct occurred; and
 - e. Other sex-based harassment in the District's education program or activity; or
3. **Specific offenses.**
 - a. Sexual assault meaning an offense classified as a forcible or non-forcible sex offense under the uniform crime system of the Federal Bureau of Investigation;
 - b. Dating violence meaning violence committed by a person:

Personnel -- Certified/Non-Certified/Students

Sexual Harassment/Title IX

Prohibition of Sex Discrimination and Sexual Harassment in The Workplace

Definitions (Referenced in the District's Grievance Procedures) (continued)

- i. Who is or has been in a relationship of a romantic or intimate nature with the victim; and
- ii. Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - 1. The length of the relationship;
 - 2. The type of relationship; and
 - 3. The frequency of interaction between the persons involved in the relationship.
- c. Domestic violence meaning felony or misdemeanor crimes committed by a person who:
 - i. Is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction of the recipient, or a person similarly situated to a spouse of the victim;
 - ii. Is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;
 - iii. Shares a child in common with the victim; or
 - iv. Commits acts against youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction.
- d. Stalking meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
 - i. Fear for the person's safety or the safety of others; or
 - ii. Suffer substantial emotional distress.

Supportive measures means individualized measures offered as appropriate, as reasonably available, without unreasonably burdening a complainant or respondent, not for punitive or disciplinary reasons, and without fee or charge to the complainant or respondent to:

- 1. Restore or preserve that party's access to the District's education program or activity, including measures that are designed to protect the safety of the parties or a school's educational environment; or
- 2. Provide support during the District's grievance procedures or during an informal resolution process.

Personnel -- Certified/Non-Certified/Students

Sexual Harassment/Title IX

Prohibition of Sex Discrimination and Sexual Harassment in The Workplace

Definitions (Referenced in the District's Grievance Procedures) (continued)

Confidential employees are those whose communications are privileged or confidential under federal or state law and whom the District has designated as confidential for the purpose of providing services to persons related to sex discrimination. **"Confidential employees"** are required to explain to any person informing them of conduct that reasonably may constitute sex discrimination (1) their confidential status and circumstances in which they are not required to notify the Title IX Coordinator about conduct that reasonably may constitute sex discrimination; (2) how to contact the Title IX Coordinator and to make a complaint; and (3) that the Title IX Coordinator may be able to offer and coordinate supportive measures and initiate an informal resolution process/investigation. The District shall notify all participants in its program or activity of how to contact confidential employees, if any.

Prohibition Against Retaliation

The District expressly prohibits intimidation, threats, coercion, or discrimination against any person by the District, a student, an employee, or other person authorized by the District to provide aid, benefit, or service under the District's education program or activity, for the purpose of interfering with any right or privilege secured by Title IX or its regulations, or because the person has reported information, made a complaint, testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under the Title IX regulations. When the District has information about conduct that reasonably may constitute retaliation under Title IX or this part, the District will respond promptly and effectively within its Title IX framework.

Reporting Sex Discrimination, Sexual Harassment, or Sex-Based Harassment

The Board expressly encourages victims of sex discrimination, sexual harassment, or sex-based harassment to report such claims. Employees are encouraged to report complaints promptly in accordance with the appropriate process established in the grievance procedures provided in the Administrative Regulations

Employee violations of this Policy will not be permitted and may result in discipline, up to and including termination. Individuals who engage in acts of sex discrimination or sexual or sex-based harassment may also be subject to civil and criminal penalties.

The district administration will provide training to the Title IX Coordinator, those who may serve in the role of investigators, decision-makers, and any person who facilitates an informal resolution process. Training shall include the definition of sex and sex-based discrimination and sexual and sex-based harassment, the scope of the Board's education program and activity, how to conduct an investigation and implement the grievance process, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest and bias.

Personnel -- Certified/Non-Certified/Students

Sexual Harassment/Title IX

Prohibition of Sex Discrimination and Sexual Harassment in The Workplace

Reporting Sex Discrimination, Sexual Harassment, or Sex-Based Harassment (continued)

The Administration will periodically provide training to all Board employees on the topic of sex and sex-based discrimination and sexual and sex-based harassment under Title IX, Title VII, and Connecticut law, which includes but not be limited to when reports of discrimination and harassment must be made. The Administration will distribute this Policy and the Administrative Regulations to employees, union representatives, students, parents, and legal guardians and make the Policy and the Administrative Regulations available on the Board's website to promote an environment free from sex and sex-based discrimination and sexual and sex-based harassment. Administration will make the training materials used to provide these trainings publicly available on the Board's website.

The District Title IX Coordinator is specified on The Gilbert School website. Any individual may make a report of sex and sex-based discrimination and/or sexual and sex-based harassment to the attention of the Title IX Coordinator using any one or multiple of the following points of contact:

- ❖ Office Address: The Gilbert School, 200 Williams Avenue, Winsted, CT 06098
- ❖ Phone Number: (860)379-8521
- ❖ Email Address: As listed for the Title IX Coordinator specified on The Gilbert School Website

Any Board employee in receipt of allegations of sex or sex-based discrimination or sexual or sex-based harassment or in receipt of a formal complaint shall immediately forward such information to the Title IX Coordinator. Board employees may also make a report of sex or sex-based discrimination or sex-based harassment to the U.S. Department of Education: Office of Civil Rights, Boston Office, U.S. Department of Education, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921 (Telephone: 617-289-0111).

Employees may also report sex or sex-based discrimination and/or sexual or sex-based harassment to the Connecticut Commission on Human Rights and Opportunities, 450 Columbus Boulevard, Hartford, CT 06103-1835 (Telephone: 860-541-3400 or Connecticut Toll-Free Number: 1-800-477-5737).

Notice of Non-Discrimination

The W.L. Gilbert School Corp. (the "Board") is obligated to provide an educational environment free from discrimination on the basis of sex and, therefore, prohibits any form of sex discrimination in any education program or activity that it operates, pursuant to Title IX (Final Rule, August 1, 2024). Therefore, the Board assigns the task of providing a notice of nondiscrimination to the Superintendent of Schools. Such discrimination or harassment prohibition includes students, staff, or third parties under the Board's authority.

Personnel -- Certified/Non-Certified/Students

Sexual Harassment/Title IX

Prohibition of Sex Discrimination and Sexual Harassment in The Workplace

Notice of Non-Discrimination (continued)

This notice is to be disseminated to students, parents, guardians, or other authorized legal representatives of elementary school and secondary school students, employees, applicants for employment, and all unions and professional organizations holding bargaining agreements with the District.

In addition to the above attestation, the notice of nondiscrimination shall direct all inquiries regarding Title IX to the District Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. This notice shall include the name and title, office address, email address, and telephone number of the District Title IX Coordinator. This notice shall also include that the District's nondiscrimination policy and grievance procedures can be located at www.gilbertschool.org. Finally, the notice shall include language that encourages those needing to report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX; please refer to The Gilbert School website for more information.

To ensure full compliance, the Superintendent shall prominently include all elements of the Board's notice of nondiscrimination on the District website and in each handbook, catalog, announcement, bulletin, and application form that the District makes available to people entitled to notice or which are otherwise used in connection with the recruitment of employees. Minimally, such notice shall be covered in the following statement:

Pursuant to Title IX's 2024 Final Rule, The Gilbert School does not discriminate on the basis of sex and prohibits sex discrimination in any educational program or activity that it operates, as required by Title IX and its regulations, including in admission and employment.

Inquiries about Title IX may be referred to The Gilbert School's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. The Gilbert School District Coordinator is specified on The Gilbert School website and can be reached the following ways:

- ❖ Office Address: The Gilbert School, 200 Williams Avenue, Winsted, CT 06098
- ❖ Phone Number: (860)379-8521
- ❖ Email Address: As listed for the Title IX Coordinator specified on The Gilbert School Website

Personnel -- Certified/Non-Certified/Students

Sexual Harassment/Title IX

Prohibition of Sex Discrimination and Sexual Harassment in The Workplace

Notice of Non-Discrimination (continued)

The Gilbert School's nondiscrimination policy and grievance procedures can be located on the school website.

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to The Gilbert School website.

Due to the format or size limitations of various publications, the District may instead include in those publications the information covered in the following statement:

The Gilbert School prohibits sex discrimination in any educational program or activity that it operates. Individuals may report concerns or questions to the Title IX Coordinator. The notice of nondiscrimination is located on The Gilbert School website.

In developing administrative regulations conforming with 2024's Title IX Final Rule Regulations, the superintendent shall ensure the grievance procedures provide vital protections from all forms of sex-based harassment, including sexual violence and unwelcome sex-based conduct that creates a hostile environment by limiting or denying a person's ability to participate in or benefit from a school's education program or activity.

District schools are required to take prompt and effective action to end any sex discrimination in their education programs and activities, prevent its recurrence, and remedy its effects. To that end, the Board shall require and support the training of employees about the school's obligation to address sex discrimination and the employee's obligation to notify or provide contact information for the Title IX Coordinator.

Prohibition Against Retaliation

The District expressly prohibits intimidation, threats, coercion, or discrimination against any person by the District, a student, an employee, or other person not authorized by the District to provide aid, benefit, or service under the District's education program or activity, for the purpose of interfering with any right or privilege secured by Title IX or its regulations, or because the person has reported information, made a complaint, testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under the Title IX regulations. When the District has information about conduct that reasonably may constitute retaliation under Title IX or this part, the District will respond promptly and effectively within its Title IX framework.

Personnel -- Certified/Non-Certified/Students

Sexual Harassment/Title IX

Prohibition of Sex Discrimination and Sexual Harassment in The Workplace (continued)

Reporting Sex Discrimination, Sexual Harassment, or Sex-Based Harassment

The Board expressly encourages victims of sex discrimination, sexual harassment, or sex-based harassment to report such claims. Employees are encouraged to report complaints promptly in accordance with the appropriate process established in the grievance procedures provided in the Administrative Regulations

Employee violations of this Policy will not be permitted and may result in discipline, up to and including termination. Individuals who engage in acts of sex discrimination or sexual or sex-based harassment may also be subject to civil and criminal penalties.

Legal Reference: United States Constitution, Article XIV
Civil Rights Act of 1964, Title VII, 42 U.S.C. S2000-e2(a).
Equal Employment Opportunity Commission Policy Guidance
(N-915.035) on Current Issues of Sexual Harassment, Effective 10/15/88.
Title IX of the Education Amendments of 1972, 20 USCS §1681, *et seq.*
Title IX of the Education Amendments of 1972, 34 CFR §106, *et seq.*
Title IX Final Rule, 34 CFR §106.45, *et seq.*, May 6, 2020
34 CFR Section 106.8(b), OCR Guidelines for Title IX.
Definitions, OCR Guidelines on Sexual Harassment, Fed. Reg. Vol 62, #49,
29 CFR Sec. 1606.8 (a0 62 Fed Reg. 12033 (March 13, 1997) and 66 Fed.
Reg. 5512 (January 19, 2001)
The Clery Act, 20 U.S.C. §1092(f)
The Violence Against Women Act, 34 U.S.C. §12291(a)
Mentor Savings Bank, FSB v. Vinson 477 US.57 (1986)
Faragher v. City of Boca Raton, No. 97-282 (U.S. Supreme Court, June
26,1998)
Burlington Industries, Inc. v. Ellerth, No. 97-569, (U.S. Supreme Court,
June 26,1998)
Gebbs v. Lago Vista Indiana School District, No. 99-1866, (U.S.
Supreme Court, June 26,1998)
Davis v. Monro County Board of Education, No. 97-843, (U.S. Supreme
Court, May 24, 1999.)

Personnel -- Certified/Non-Certified/Students

Sexual Harassment/Title IX

Prohibition of Sex Discrimination and Sexual Harassment in The Workplace

Legal References: (continued)

Connecticut General Statutes

46a-60 Discriminatory employment practices prohibited.

Conn. Agencies Regs. §46a-54-200 through §46a-54-207

Constitution of the State of Connecticut, Article I, Section 20.

P.A. 19-16 An Act Combatting Sexual Assault and Sexual Harassment

Title IX, Final Rule, August 1, 2024

Policy adopted

cps 7/24

2025 GRADUATION

The Gilbert School 2024 – 2025 School Calendar

August 2024 4 Days

Mon	Tue	Wed	Thu	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

- 21 New Teacher Orientation
- 22 Convocation & Staff Development
- 23 Staff Development
- 26 Staff Development
- 27 Students Return Grades 7 & 9
- 28 All Students Return

September 20 Days

Mon	Tue	Wed	Thu	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

- 2 Labor Day
- 11 Early Dismissal for Students 12:16 p.m.
- 19 Open House, All Grades
- 30 1st Qtr. Progress Reports

October 22 Days

Mon	Tue	Wed	Thu	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

- 9 Early Dismissal for Students 12:16 p.m.
- 14 Columbus Day
- 31 1st Quarter ends

**Subject to change based on PSAT Testing*

November 17 Days

Mon	Tue	Wed	Thu	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

- 2 5 Professional Development (Students off)
- 27-29 Thanksgiving Recess

December 15 Days

Mon	Tue	Wed	Thu	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

- 6 2nd Qtr. Progress Reports
- 4,5,6 Early Dismissal for Students 12:16 p.m.
- 20 Early Dismissal for all Staff & Students 12:16 p.m.
- 23-1 Holiday Recess

January 2025 21 Days

Mon	Tue	Wed	Thu	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

- 1 Holiday Recess
- 8 Early Dismissal for Students 12:16 p.m.
- 20 Martin Luther King Day
- 15 - 21 Mid-Year Exams*
- 21 2nd Qtr./1st Semester ends

**Tentative based on snow days*

February 18 Days

Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

- 12 Early Dismissal for Students 12:16 p.m.
- 17&18 Winter Recess
- 24 3rd Quarter Progress Reports

March 20 Days

Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

- 7 Professional Development (Students off)
- 19,20,21 Early Dismissal for Students 12:16 p.m.
- 28 3rd Quarter ends

April 18 Days

Mon	Tue	Wed	Thu	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

- 11 Early Dismissal for all Staff & Students 12:16 p.m.
- 14-18 Spring Recess (Good Friday 18th)

May 21 Days

Mon	Tue	Wed	Thu	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

- 7 4th Quarter Progress Reports
- 7 Early Dismissal for Students 12:16 p.m.
- 26 Memorial Day

June * 5 Days

Mon	Tue	Wed	Thu	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

- 6 Last Day of School, Early Dismissal for Students 12:16 p.m. *

**Tentative based on snow days*

- First Day of School
- School Closed
- Early Release days For Students only 12:16
- School Closed for PD
- Last Day of School
- X

 Contingency for snow days

**181 Student Days Total
186 Teacher Days Total**

June 9-13, 16- 20 Snow days to be added at end of year (if needed).

Any additional days required will be taken from the April Spring Recess, beginning with April 18 and working back.

*As of October 2023
SUBJECT TO CHANGE*

2025 - 2028
GILBERT EDUCATION ASSOCIATION CONTRACT

PROFESSIONAL AGREEMENT

BETWEEN

THE W.L. GILBERT SCHOOL
CORPORATION

AND THE

GILBERT EDUCATION
ASSOCIATION

JULY 1, 2025 THROUGH JUNE 30, 2028

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PROFESSIONAL AGREEMENT
BETWEEN THE
W.L. GILBERT SCHOOL CORPORATION
AND THE
GILBERT EDUCATION ASSOCIATION
JULY 1, 2025 THROUGH JUNE 30, 2028

This agreement is made and entered into on this _____ day of _____, 2024 by and between the W.L. Gilbert School Corporation (hereinafter referred to as the "School Board" and the Gilbert Education Association (herein referred to as the "Association").

PREAMBLE

This Agreement is negotiated pursuant to Connecticut General Statutes 10-153a to 10-153n, inclusive and as amended from time to time.

Article 1

RECOGNITION

- A. The Board of Directors of the W.L. Gilbert School Corporation, or its School Board or other designees, hereinafter referred to as "the School Board" recognize and certify the Gilbert Education Association, hereinafter referred to as "the Association", as exclusive representative of all certified professional employees in the teacher unit. The teacher unit consists of all certified professional employees, excluding temporary substitutes, employed in positions requiring possession of a teaching or special services certificate or requiring possession of an administrator or supervisor certificate, provided that an employee possessing such certificate performs administrative or supervisory duties less than fifty percent of the assigned time. The unit will also include those persons holding a Durational Area Shortage permit (DSAP), who shall be subject to the provisions of the Addendum to the Collective Bargaining Agreement negotiated by the parties in their 2004-2007 agreement, which Addendum is attached hereto and incorporated herein.
- B. Unless otherwise indicated, the term "teacher" when used hereinafter in this agreement shall refer to all employees in the above unit.
- C. Unless otherwise indicated, the term "Superintendent" or "Principal" when used hereinafter shall mean either the Head of School of The Gilbert School, or their designee.
- D. Reference to masculine or feminine gender shall apply to both genders.
- E. All Provisions, where applicable, commence from the date of employment, or the date of contract whichever is later.
- F. Except as expressly provided otherwise by the specific terms of this Agreement, the School Board has and will continue to retain, whether exercised or not, the responsibility and the prerogative to direct The Gilbert School in the Town of Winchester in all its respects, including but not limited to the operation of the school, the direction of the professional staff and the power and authority conferred upon the Board by law.

Article 2

PERSONNEL PRACTICES

A. No Discrimination

There shall be no discrimination, coercion, or intimidation of any kind against any employee of the Board for any reason whatsoever, including marital status, age, sex, race, color, religious belief, or union activity.

B. Teacher Employment Year/Salary Impact

1. The salary schedules attached to this Agreement shall be based on a work year of 186 days. Teachers shall participate in three (3) professional development days prior to the start of the student school year. Teacher contract day shall begin at 7:35a.m. The teacher workday ends at 2:46p.m. Monday through Thursday and 2:30p.m. Friday. The student day begins at 7:45 a.m. and ends at 2:16 p.m. All teachers must be at work in the school for at least one hour after the end of the last scheduled exam on examination days. In the event the School Board changes the number of hours in the work day or the number of days in the work year in a manner which would require negotiations under state law, the parties shall negotiate the impact of this change. In addition to the work time set forth in the previous subsection, meetings of the entire staff, professional development, curriculum, curriculum subcommittee and department meetings, parent conferences, teacher student meetings, PPT meetings, and other similar professional responsibilities shall be deemed part of the normal school day, provided the number and duration of such meetings are substantially consistent with past practice. To this end and as a matter of professional responsibility, teachers will continue to attend or participate in such meetings or school activities they have been required to attend or participate in as a matter of past practice. Teachers shall be required to attend up to three evening meetings per year. Teachers will be given one (1) month advance notice of any evening meeting they are required to attend. Attendance by teachers at after school meetings of the staff may be required on Tuesday afternoons. Advanced notice of meetings will be at least one week in advance. Such meetings shall last no more than one (1) hour from 2:45p.m. until 3:45p.m.
2. Teachers recognize their responsibility to update grades within a reasonable time. To that end, teachers are responsible, absent exigent circumstances, to update Powerschool at least once every week.
3. Days on which parent conferences are scheduled shall be half-days for teachers. Teachers shall be released at 12:30 p.m.

C. Pay Dates

Each teacher shall receive a tentative schedule of pay dates and a tentative school calendar for the succeeding year prior to the first day of school.

D. Teaching Assignments and Teaching Loss

1. Teachers initially employed by the School Board shall receive their subject assignments by the Principal prior to August, unless they are hired after August 1. Teachers already in the system should receive notification of their subject assignments for the ensuing year prior to the last day of school, if reasonably possible. Such notification shall be in writing. In the event of a change in circumstances or conditions, teaching assignments may be changed only as required by August 1 in writing to the teachers. In the event of a change in circumstances or conditions subsequent to August 1, such assignments may be changed. The administration shall

make reasonable efforts to notify teachers so affected by such changes in a timely fashion.

2. In the determination of teaching assignments, the convenience and wishes of the teacher shall be honored to the extent that these considerations do not conflict with the instructional requirements and best interests of the school and the students as determined by the Principal in consultation with the Department Chairpersons.
3. Each teacher shall not be required to teach in excess of five (5) teaching periods out of eight (8) periods. In addition to five (5) teaching periods, teachers shall be required to lead an advisory period. Each teacher shall have at least one preparation period daily and a duty-free lunch period.
 - a. The Department Chairpersons shall not be required to teach in excess of four (4) teaching periods per day and shall have no assigned duty.
 - b. For purpose of determining "Teaching Load" only, the Athletic Director shall not be required to teach in excess of four (4) teaching periods per day.
 - c. A teacher who voluntarily teaches a sixth (6th) class shall be entitled to additional compensation that is equal to the percentage of the work day represented by the additional class period.
4. Assignments of permanent duty positions (i.e. parking lot, hallway, and cafeteria) will not be finalized until the Association has been given the opportunity to furnish input to the Administration.
5. All authorized school-related travel requiring the use of a personal vehicle will be reimbursed at the IRS business rate in place on July 1 of the school year it precedes.

E. Summer Work for Guidance Counselors/Social Workers

1. The Administration of The Gilbert School may require any or all certified school counselors guidance counselors or social workers in its employ to perform summer services. Employees will be compensated at the rate of 1/186 of their current annual salary for each day actually worked. The employees and the Administration will require some flexibility in the scheduling of employment dates, and based on programming needs, the approximate schedule will be:
 - a. Four to ten days as determined by the administration in consultation with the Director of Guidance. These days shall be determined no later than May 1 of the school year prior to the summer work schedule.
2. If equal time is not required of all counselors or social workers for summer work, the maximum number of scheduled days will be offered to counselors or social workers on a seniority basis, based upon total length of service as a member of the Gilbert School Guidance Department.

F. Teacher Position Openings

1. During the school year, teacher openings or new teaching positions that occur at any time shall be conspicuously posted in the faculty lounge and staff dining room and sent to all teachers via their Gilbert School email addresses.
2. The notice of position of vacancy shall clearly set forth qualifications for the position.
3. Notice of position openings which occur while school is in recess during the summer shall be made by emailing a notice of the vacancy to all staff via their Gilbert School email addresses, and by mail to the President of the Association or his/her designated representative.
4. Teachers who apply for such vacancy must file applications in writing with the Superintendent within the limit specified in the notice.
5. If a properly certified teacher currently on the Gilbert staff has requested a transfer, that teacher shall be granted an opportunity to be interviewed for the position. If the position is granted to the outside/external candidate, a rational of differences in qualification will be provided to the candidate and union.

G. Salary Schedule Placement

1. The superintendent upon interviewing and accepting the recommended applicant for a teaching position provided by the principal will place the new staff member on an appropriate step aligned to years of teaching experience in public schools and degree status earned. If an applicant has teaching experience in a private school, the superintendent at his/her discretion can consider one-third of the experience for step placement. If the applicant has no teaching experience but has experience in a related field to the subject to be taught, the superintendent at his/her discretion can consider one-fourth of the years in field experience to determine step placement.
2. If a candidate is being hired for a position that requires certification in an area that has been identified as a durational shortage area by CSDE, the superintendent has the discretion to hire said candidate up to two (2) steps beyond the parameters outlined in section 1 above.

H. Substitute Teachers

1. A reasonable effort shall be made to obtain substitutes when needed.
2. If a substitute is not available, teachers from study halls with multiple monitors will be used first, except in the case of volunteers, and if no study hall multiple monitors are available. Each time a teacher volunteers to substitute for a class during their prep period, said teacher shall receive a sixty dollar (\$60) stipend.
3. The Board and the Association recognize that from time to time, class coverage for other teachers is required. The Administration will endeavor to distribute such coverage among staff members so that the coverage burden is shared on a reasonable equitable basis. Concerns about distribution among the staff may be

reviewed between the Superintendent and the GEA President.

I. Extracurricular Activities

1. Newly created positions for extracurricular and/or other stipend activities may be proposed by the Administration or a member of the faculty/staff, but final approval of the establishment of that position will be the decision of the Administration.
2. A job description will include, but not be limited to, duties, responsibilities, estimated time to carry out activity, and when the activity will take place. Once approved by the Administration, this document, developed with input from Administration and faculty, will be used as the basis of discussion for the stipend for the position. These job description(s) for certified staff shall be located in a central file and shall be accessible to all faculty. A joint committee will be formed to review existing extra-curricular job descriptions and to prepare job descriptions for those existing extra-curricular activities without job descriptions. Descriptions will be subject to the approval of the School Board.
3. A representative(s) from the GEA Negotiating Committee will meet with the Administration in order to negotiate fair compensation for new positions. A comparison with existing positions will be a part of these discussions.
4. Information regarding the new position (a description as well as compensation) will be made public to the members of the GEA through a job posting.
5. All newly created stipend positions will be added to the existing list in the contract under Appendix D.

- J. Substitute teachers will be placed on step BA-1 or if deemed appropriate, on step commensurate with their certification and experience after thirty (30) consecutive days assigned to the same position, retroactive back to the first day of the assignment. Substitutes will receive no fringe benefits.

K. Personnel Files

1. Upon written request, each teacher shall have the right to review the contents of his/her official personnel file(s) at a mutually convenient time. At the teacher's request, a representative of the Association may accompany the teacher during such a review. The review shall be made in the presence of a representative designated by the Superintendent or his/her designee. The teacher may also provide written authorization to permit a designated representative of the Association to review his/her file(s) under the same procedures. At the written request of the teacher or his/her authorized Association representative, he/she shall be provided at no cost with specifically identified copies of documents in his/her personnel file(s) that have not previously been provided to the teacher.
2. A copy of any non-routine documents, such as letters or emails from parents or letters of reprimand or commendation to be placed in the teacher's personnel file(s) will be shared with the teacher. Anonymous complaints that are not substantiated through

administrative investigation will not be placed in a teacher's personnel file(s).

Article 3

REDUCTION IN FORCE/RECALL

A. Reduction in Force

1. In the event it becomes necessary to reduce the number of teachers due to program elimination or reduction, or to reduce the number of teachers in a given subject area, field or program, or to eliminate or consolidate positions, or to reduce teaching load, the School Board shall follow sequentially the procedure listed below:
 - a. Voluntary retirement
 - b. Voluntary resignation
 - c. Transfer of existing staff members (when in the best interest of the system as determined by the School Board)
 - d. Voluntary leaves of absence
 - e. Non-tenured teachers (if a tenured teacher is certified and qualified for the position)
 - f. Tenured teachers
2. If a teacher has obtained tenure status, his contract of employment may be terminated if his position is eliminated, but only if there is no teaching position in the school for which the teacher is certified and qualified. In the event two or more tenured teachers are then certified for a position, the School Board will follow in descending order of importance their respective lengths of continuous service in the school, professional training, experience in subject area or area of assignment, and prior evaluations. The School Board may use its own discretion in choosing among which non-tenured teachers will be terminated. Provisions of this section shall not be applied in an arbitrary and capricious manner.

B. Recall

1. The name of any teacher whose services have been terminated or reduced because of the elimination or reduction of a position shall be placed on a reappointment list and remain on such a list for two (2) years, provided such teacher does not refuse a reappointment and provided such teacher applied in writing for retention of his or her name on said list on or before March 1 of each year subsequent to his or her termination.
2. Recall will be based on a reversal of the staff-reduction criteria listed above, Section 2.

3. No new teacher shall be hired in a certification area until all teachers on the re-appointment list with that certification who are certified and qualified for that position have been recalled or declined the opening.
4. If a position becomes open during recall, the appropriate teacher will be notified in writing by certified mail, sent to his or her last known address at least fifteen (15) days prior to the last date of re-employment. The teacher shall accept or reject the appointment within seven (7) days after receipt of such notification. If the teacher rejects the offer or does not respond according to this procedure within seven (7) days after receipt of notification, that teacher's name will be removed from the recall list. It is the responsibility of each teacher to provide The Gilbert School with a current address at all times while on the recall list.

Article 4

GRIEVANCE PROCEDURES

A. Purpose

The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems that arise affecting the welfare or working conditions of teachers. Both parties agree that proceedings shall be kept confidential if requested by either party.

B. Definitions

1. The term "grievance" as used in this article shall mean a complaint by a teacher or group of teachers that there has been, as to him/her or them, a violation, misinterpretation or misapplication of any of the specific provisions of this agreement.
2. "Teacher" shall mean any certified professional employee or group of employees as defined in the recognition statement Part A.
3. "Party of interest" shall mean any person or persons making a claim, including their designated representative as provided for herein, and any person or persons who might be required to take action or against whom action might be taken in order to resolve the problem.
4. "Days" shall mean days when school is in session, except that during the summer recess, days shall mean business days.
5. The terms, "receipt", "receipts of" and "receiving notice" as used in this article shall refer to personal delivery of the grievance to the teacher, the Association, the Principal, the Superintendent, or the Board. This may be accomplished by interoffice mail, regular mail, or email, or (as appropriate) by providing a copy of the response to the President of the Association.

C. Time Limits

1. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each step shall be considered as a maximum. The time limits specified may, however, be extended by written agreement of the parties in interest.
2. Failure of the aggrieved teacher at any level to appeal a grievance to the next level within the specified time limits shall be deemed to be acceptance of the decision rendered at that level.

D. Informal Procedure

1. If a teacher feels that he/she has a grievance, he/she should first discuss the matter with the Principal in an effort to resolve the problem informally.

E. Formal Procedure

1. Level One

- a. Within twenty (20) days after the teacher knew or should have known of the events giving rise to the grievance, he/she, if not satisfied with the outcome of the informal procedures (these should be used), will present his or her complaint in writing to the Association for possible referral to the Principal.
- b. The Association shall, within five (5) days after receipt, provide an opportunity for the aggrieved teacher to meet with the appropriate Association committee to review the grievance.
- c. The Association shall, within five (5) days of such meeting, if it deems the grievance to have merit, refer the grievance to the Principal by so notifying the Principal in writing. Such written grievance shall state the nature of the claim or dispute, the facts involved, and the remedy requested.
- d. The Principal shall, within ten (10) days after receipt of the referral, meet with the aggrieved teacher and with representatives of the Association for the purpose of resolving the grievance.
- e. The Principal shall, within five (5) days after the meeting, render his/her decision and the reasons therefore in writing to the aggrieved teacher with copies to the Association.

2. Level Two

- a. If the aggrieved teacher is not satisfied with the disposition of his/her grievance at Level One, he/she may within three (3) days after receipt of the decision or within eight (8) days after the hearing, file the grievance with the Association for appeal to the Superintendent.
- b. The Association may, within five (5) days after receipt, refer the appeal to the Superintendent.

- c. The Superintendent shall, within ten (10) days after receipt of the referral, meet with the aggrieved teacher and with representatives of the Association for the purpose of resolving the grievance.
- d. The Superintendent shall, within five (5) days after the meeting, render his/her decision and the reasons therefore in writing to the aggrieved teacher with copies to the Association.

3. Level Three

- a. If the aggrieved teacher is not satisfied with the disposition of his/her grievance at Level Two, he/she may within three (3) days after receipt of the decision or within eight (8) days after the hearing, file the grievance with the Association for appeal to the School Board.
- b. The Association shall, within five (5) days after receipt, refer the appeal to the School Board.
- c. The full School Board or subcommittee shall, within ten (10) days after receipt of the appeal, meet with the aggrieved teacher, representatives of the Association, and with the Superintendent, for the purpose of resolving the grievance.
- d. The full School Board or subcommittee shall, within 5 days after such meeting, render its decision and the reasons therefore in writing to the aggrieved teacher, with copies to the Association and the Superintendent.

4. Level Four

- a. If the aggrieved teacher is not satisfied with the disposition of his/her grievance at Level Three, he/she may within three (3) days after receiving notice that the decision has been rendered, request in writing to the President of the Association that his/her grievance be submitted to arbitration. Upon receipt of such request, the President will within three days convene the Association for a vote, as to whether or not the Association will support such grievance. If the vote is for supporting the grievance, then Sections E.3.b., E.3.c., and E.3.d., will be followed.
- b. The Association may, within five (5) days after receipt of such request, submit the grievance to arbitration by so notifying the school Board in writing and by filing a demand for arbitration under the voluntary labor arbitration rules of the American Arbitration Association requesting expedition of regular arbitration. The AAA shall act as the administrator of the proceedings.
- c. The arbitrator's decision shall be limited to an interpretation of the specific terms of this Agreement and shall not have the authority to add or to subtract from its specific provisions. The decision of the arbitrator shall be final and binding on all parties and shall be the exclusive remedy for breach of this Agreement, except that all parties do not waive their legal rights to appeal the

arbitrator's award pertaining to such grievance as permitted by law.

- d. The cost of the services of the arbitrator shall be bore equally by the School Board and the Association.

F. Rights of Teacher to Representation

1. No reprisals of any kind shall be taken by either party or by any member of the Administration against any participant in the grievance procedure by reason of such participation.
2. Any party in interest may be represented at all levels of the grievance procedure by a person of his own choosing. When a teacher is not represented by the Association, the Association shall have a right to be present and to state its view at all stages of the procedure.
3. Either party may, if it so desires, call upon the services of consultant(s) for assistance at any stage of the procedure.

G. Miscellaneous

1. Minutes of all meetings and hearings shall be kept by the Superintendent or Principal and made available to any party of interest upon request.
2. All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.
3. Any hearings or meetings provided for at any level shall be conducted after school hours unless another time is mutually agreed upon by all parties to the proceeding.

Article 5

PERSONAL DAYS

- A. Teachers shall be allowed up to three (3) days of absence without loss of pay and without deduction from sick leave for compelling household or family matters, legal obligations, religious holidays, and/or professional obligations that require absence during school hours. Personal days may only be used for personal business which cannot be transacted outside working hours. Personal days granted by the Administration in excess of three days will be deducted from the teacher's accumulated sick leave.
- B. Except in cases of emergency, a teacher requesting personal leave must notify the Principal in writing at least five (5) school days prior to taking such a leave.
- C. Personal days may not be used to extend holiday or vacation periods unless the criteria under Section A are met and unless the teacher has requested in advance and

the Superintendent has approved in advance an exception.

- D. In addition to the personal days outlined above, the teacher shall be entitled to five (5) consecutive; days for a death in the immediate family. Immediate family is defined as a spouse, parent, child, mother-in-law, father-in-law, brother, sister, and other family members living in the teacher's household.

Article 6

SICK LEAVE

- A. Teachers shall be entitled to fifteen (15) days sick leave each year. Unused sick leave shall accumulate at the rate of fifteen (15) days per year maximum, up to 180 working days, so long as the teacher remains continuously in the service of the School Board. Accumulated sick time will be calculated from the day of employment.
- B. Following ten years of continuous service, additional sick leave may be requested in writing and granted at the discretion of the School Board. Requests shall be considered only after all accumulated sick leave has been exhausted.
- C. A written report of all accumulated sick days shall be made to all teachers by October 1.
- D. Any teacher who has used five (5) or less of his/her annually granted fifteen (15) sick days and three (3) annually granted personal combined will receive a bonus of \$500.
- E. Administration shall not contact a teacher on sick leave unless in case of an emergency.

Article 7

PROFESSIONAL LEAVE

- A. If in the opinion of the Principal, a convention or conference attendance or the observation of an activity in another school system will contribute to the effectiveness of the instructional program, the Principal upon request of a teacher may grant to him or her convention or conference leave, or permission to observe an activity in another school system without loss of pay.
- B. The School Board agrees to:
 - 1. Reimburse a teacher(s) in full (up to the amount budgeted) for professional leave submitted and approved as part of the budgetary process.
 - 2. Reimburse a teacher(s) in at least part for appropriate business expenses incurred

during a professional leave.

3. Social expenses shall not be reimbursed.
4. In order to share professional experience with other staff and the Principal, teachers who take professional leave pursuant to this Article are required to complete the professional development form located in the Personalized Professional Development Plan, which will be amended from time to time by mutual agreement. Teachers who partake in conventions and conferences outside the scope of this Article are also encouraged to complete this form.

Article 8

PREGNANCY AND CHILDBIRTH LEAVE

- A. Teachers may request leave for maternity, subject to the following conditions:
 1. Disabilities caused or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery there from, shall be treated as temporary disabilities for all job-related purposes. (The term "temporary disability" shall be interpreted as being within the meaning of the term "sick" as used in SS 10-156 of the Connecticut General Statutes.) Subject to the maternity disability rights established under SS 46a-60 of the Connecticut General Statutes, any teacher who becomes pregnant shall so notify the Principal, or his/her designee, at least three (3) months prior to the expected date of commencement of said leave. Leave shall begin when

in the opinion of her doctor she is no longer physically able to work and said leave shall expire when in the opinion of her doctor she is physically able to return to work. Except in the case of medical difficulties, such leave is not normally expected to continue for more than seven (7) weeks after delivery.
 2. Accumulated sick leave shall be available for use during periods of such disability.
 3. Upon the discovery of any illness within the school system that may reasonably constitute a danger to the fetus of a pregnant teacher or the pregnant wife of a teacher, which danger cannot be eliminated by transfer of the teacher, the teacher shall be placed on leave with full pay and benefits and without loss of accumulated sick leave. Such leave will continue until:

(a) medical testing has established that the teacher is immune to the illness, or (b) the illness is no longer present in the school system, whichever occurs first.
 4. Policies involving commencement and duration of leave, the availability of extension, the accrual of seniority and other benefits and privileges, protection under the health or temporary disability plans, and payment of sick leave shall be applied to disability due to pregnancy or childbirth on the same terms and conditions as they are applied

to other temporary disabilities.

5. Pregnancy or childbirth shall not be the basis for termination of employment or compulsory resignation.
6. Leave granted under this article shall count toward leave under the Family and Medical Leave Act of 1993.

Article 9

CHILD CARE LEAVE

Teachers may request a child-care leave subject to the following conditions:

- A. Any teacher may be entitled, upon written request to, and approval of, the School Board, to an extended leave in the event of pregnancy or for the purpose of child rearing. Such leave without pay and fringe benefits shall be for a period not to exceed one full school year in addition to the year in which the leave commences. All child-care leaves must terminate with the start of the fall or spring semester.
- B. Insurance and other fringe benefits as provided by this contract may be retained at the teacher's expense if he/she desires.
- C. No experience credit on the salary schedule shall be granted for the period of child-care leave.
- D. The School Board shall re-engage the teacher for the ensuing year subject to the reduction-in force procedures in this agreement.
- E. Failure to reapply for reinstatement in the system by April 1 in the school year that the leave was granted shall be considered a resignation and will be so treated.
- F. Leave granted under this article shall count toward leave under the Family and Medical Leave Act of 1993.

Article 10

GENERAL LEAVE

- A. Upon written request where possible and upon written approval, desired leaves with or without salary, which do not fall under any of the previously listed categories, or which extend beyond the limitations of those categories, may be granted by the Superintendent and School Board. Reasons for these leaves include but are not limited to, sickness in the family, legal obligations, paternity, and Association-related business which it is necessary to conduct during school hours.

- B. Prior to the granting of any paid or unpaid leave for reasons of medical disability, the employee must have exhausted all accumulated sick leave established under Article VI of this Agreement. During the course of a paid or unpaid leave granted for medical reasons, the Superintendent may periodically require an employee to provide a statement from his/her physician indicating the anticipated date the employee will return to work and either the nature of the illness or disability or the fitness of the employee to return to work. The Superintendent may require the employee to undergo an examination by a school-appointed physician to verify this information.

Article 11

SABBATICAL LEAVE

- A. Upon written application and with written approval of the Superintendent and School Board, a teacher who has been employed by The Gilbert School for seven (7) years may be granted a sabbatical leave for one (1) year for the purpose of professional growth. During said sabbatical leave, the teacher shall be considered to be in the employ of the School Board for the purpose of seniority.
- B. The sabbatical shall be granted to the applicant at a rate of 1/2 the teacher's regular base salary and 1/2 longevity plus fringe benefits at the current ratio of School Board to employee contributions. A teacher returning from a sabbatical leave will be required to return to his/her position or its equivalent for at least two months for every month of paid leave following such leave or return the salary paid, and any contribution for fringe benefits that is paid by the School Board. Continued service with The Gilbert School after termination of the leave shall be pro rated and credited against the teacher's obligation upon return from leave. To this end, each employee granted a sabbatical leave shall be required to execute a promissory note at the commencement of leave memorializing this legal obligation. Such note shall provide that upon default, the employee shall be responsible for refunding all sums owed to the School Board with interest and all costs of collection, including reasonable attorney's fees. It is understood that if a teacher is unable to return to employment for the required period because of death or disability, neither the teacher nor his/her estate shall be responsible for reimbursing the sums as provided above. For the purposes of this provision "disability" means inability to engage in any substantial gainful activity by reason of any medically determined physical or mental impairment which can be expected to result in death or to be of long-continued and indefinite duration.
- C. A teacher, upon return from sabbatical leave, shall be restored to a position equivalent to his/her former position, subject to the reduction-in-force procedures of this Agreement, and shall be continued at the same position on the salary schedule as if he/she had taught in the school during such period. He/she shall maintain tenure, insurance benefits, accumulated sick leave, and all other accrued benefits provided in its contract.
- D. No more than one (1) teacher shall be placed on sabbatical leave per year.

- E. During the period of sabbatical leave, a teacher may engage in remunerative employment if specifically approved in advance by the School Board and may accept grants or fellowships.
- F. Upon return from sabbatical leave, the teacher must present to the faculty or department a written or oral description of the academic accomplishments of the leave.
- G. In order that all applicants are given equal consideration in case there are multiple requests, the following criteria will be considered in selecting the candidate for sabbatical leave:
 - 1. The merit of the objectives as they relate to improving the instructional programs;
 - 2. Years of teaching experience in The Gilbert School;
 - 3. Previous leave;
 - 4. Evidence of acceptance of the teacher's program or project by the institution offering the advanced study or research.
- H. Any reimbursement for tuition, books, and related expenses that are part of the approved sabbatical program shall not be part of the tuition reimbursement as defined in Article 13.

Article 12

NOTICE OF INTENT TO RETURN FROM LEAVE

- A. A teacher intending to return from a paid or unpaid leave at the commencement of an academic year shall file a notice of such intention with the Superintendent on or before January 1 preceding the scheduled date of return for a full leave, or May 1 for a leave commencing after December 31 of the school year during which the leave is granted. Employees required to return on a date other than at the commencement of an academic year shall file a notice of intent to return by or on the date established by the Superintendent at the commencement of the leave. A teacher who fails to file a notice of intent to return with the Superintendent by the required date shall be deemed to have resigned from the employ of the School Board effective on the notice of the return date.

Article 13

TUITION REIMBURSEMENT

- A. Prior to each school year, the School Board shall designate a minimum of 50% of the current BA Step 1, as the amount of money that will be available to members of the

association for course reimbursement. The amount will be posted in the faculty lounge and staff dining room and distributed equally according to the provisions of this Article.

- B. Tuition reimbursement shall be made to any teacher taking up to a maximum of three courses per year and shall not exceed the current rate at the University of Connecticut. The amount a teacher is reimbursed from the tuition reimbursement pool shall be that percentage of the pool that the teacher's tuition bears to the total cost of tuition incurred by the members who have elected to seek reimbursement.
 - 1. Application shall be made by May 15 of each school year for reimbursement for any course which commenced after June 1 of the previous year.
 - 2. Tuition reimbursement shall be calculated by multiplying the amount of the teacher's tuition by the amount designated in the pool and dividing this product by the total amount of tuition actually incurred by members of the bargaining unit.
- C. The School Board will distribute tuition reimbursement by June 30 for all requests that were submitted prior to May 15 in accordance with B above.
- D. All courses submitted for tuition reimbursement must receive prior approval by the Superintendent. Course work must also meet the following requirements:
 - 1. The course work is to be done at an accredited institution.
 - 2. The course work is to be for credit.
 - 3. The course work is to be completed successfully.
 - 4. The course work is directly related to the teacher's approved program and/or assignment.
 - 5. The School Board shall pay 100% of the tuition, books, travel, etc., costs for teachers who are asked to do specific course work for the benefit of the school.
- E. A teacher who fails to meet the requirements of this Article shall be required to refund the School Board all sums advanced with interest at the legal rate and all costs of collection including reasonable attorney's fees. The School Board may require a teacher to execute a promissory note memorializing this legal obligation. Any sum recovered by the School Board or not utilized by the teacher seeking tuition reimbursement shall revert to the School Board.

Article 14

SERVICE FEE

- A. All teachers employed by the School Board, shall, as a condition of continued employment, join the Association or pay a service fee to the Association. Said service

fee shall be equal to the proportion of Association dues uniformly required of members to underwrite the costs of collective bargaining, contract administration, and grievance adjustment.

- B. The School Board agrees to deduct from each teacher an amount equal to the Association membership dues or service fees by means of payroll deductions. The amount of deduction from each paycheck for membership dues shall be equal to the total Association membership dues divided by twenty and shall be deducted beginning with the first paycheck in September. The amount of deduction from each paycheck for service fee shall be equal to the total service fee divided by the number of paychecks from and including the first paycheck January through and including the last paycheck in June. The School Board shall be informed of the amount of the service fee prior to January 1 of each school year.
- C. Those teachers whose employment commences after the start of the school year shall pay a pro rated amount equal to the percentage of the remaining school year.
- D. The School Board agrees to forward to the Association each month a check for the amount of money deducted during that month.
- E. No later than October 1, of each school year, the School Board shall provide the Association with a list of all employees of the School Board, their positions, and their step on the salary scale. Should any changes occur during the school year, the School Board shall notify the Association.
- F. The singular reference to the "Association" herein shall be interpreted as referring to the Gilbert Education Association, the Connecticut Education Association, and the National Education Association.
- G. The Association agrees to hold and save the Board harmless from any and all claims, damages or costs, including reasonable attorney's fees, which may arise out of or result from the School Board's compliance with or implementation of this Article.

Article 15

PAYROLL DEDUCTIONS

Salary notifications shall be provided to employees on or before August 1 of each school year. Salary notifications shall include base salary, stipends and payroll deductions. Employees will submit, in writing, any changes in payroll deductions that the employee wishes to make for the school year prior to the first teacher day of the school year. The payroll deductions in the salary notifications will be effective if the business office does not receive written notification from an employee that he/she requests changes in payroll deductions in a timely manner.

Article 16

SALARY

- A. Salary schedule is attached in Appendix A.
- B. Positions with added pay and/or added responsibility are listed in Appendices B, C, and D.

Article 17

INSURANCE BENEFITS

- A. Commencing July 1, 2025 – June 30, 2028, Gilbert will offer one medical plan, a High Deductible Health Plan (HDHP) with a Health Saving Account (H.S.A).
 - 1. The HDHP will have an In-Network Deductible of \$2250 for single participants and \$4500 for two-person and family participants. Prescription drugs are included in the deductible (no carve-out) and there shall be no payment for prescriptions after the deductible is met.
 - 2. Gilbert will fund 50% of the deductible each contract year into the teachers' individual H.S.A. Gilbert will fund 25% of its share of the deductible on July 1 of each contract year, 50% on the first day of school in each contract year and 25% of its share of the deductible on January 1 of each contract year. Any teacher may apply to Gilbert in case of hardship to receive up to the full amount of Gilbert's share of the deductible on July 1 of any contract year. The Superintendent may, in his discretion, grant up to the full amount of Gilbert's share of the deductible to the applicant.
 - 3. Medical premium cost share is as follows:
 - 2025-2026: Gilbert 84%, Employees 16%
 - 2026-2027: Gilbert 83%, Employees 17%
 - 2027-2028: Gilbert 83%, Employees 17%
 - 4. New teachers employed by Gilbert after the first day of the school year will be eligible for the HDHP and Board's portion of the HSA funding on a pro-rated basis. All individuals with a change in status ("qualified life events") during the year will be eligible for the HDHP and the Board's portion of the HSA funding on a pro-rated basis. The HSA deposit will occur on the first of the month determined by their effective insurance coverage date.
 - 5. If a participating employee is precluded from fully participating in the HSA because he/she does not meet the minimum requirements of IRS regulations, they shall be enrolled in a Health Reimbursement Account (HRA). The HRA is to defray deductible expenses. The Board's annual contribution to the HRA will be equal to its annual contribution to the HSA, based on the employee's coverage level.

6. The Plan shall include the following benefit design for 2025-2028:

	<u>Individual</u>	<u>2-Person</u>	<u>Family</u>
Lifetime Maximum	Unlimited	Unlimited	Unlimited

In-network services subject to deductible and coinsurance.

Out-of-network services subject to deductible and coinsurance.

Per hospital admission	See Deductible & Co-Insurance
Physician office visit	See Deductible & Co-Insurance
Medical emergency	See Deductible & Co-Insurance
Failure to notify	See Deductible & Co-Insurance
Out-patient surgery	See Deductible & Co-Insurance

Deductible (in & out-of-network)	\$2,250	\$4,500	\$4,500
Co-Ins Rate (in-network)	100/0%	100/0%	100/0%
Co-Ins Rate (out-of-network)	80/20%	80/20%	80/20%
Coverage:			
Cost share Annual Max	\$4,500	\$9,000	\$9,000
(includes in & out-of-network deductible & co-ins)			

- B. Retirees may participate in the HDHP at the group rate at their own expense (without HSA deductible contributions). If a retiree is enrolled in the Connecticare co-pay plan prior to June 30, 2016, they may continue coverage with the school's co-pay plan described below, at their own expense.

	<u>Individual</u>	<u>2-Person</u>	<u>Family</u>
Lifetime Maximum	Unlimited	Unlimited	Unlimited
In network:	\$250	\$250	\$250
Per hospital admission			
Physician office visit	\$ 20	\$ 20	\$ 20
Medical emergency	\$100	\$100	\$100
Out-patient surgery	\$150	\$150	\$150
Out-of-network:			
Deductible	\$300	\$600	\$900

Co-Ins Rate	20%	20%	20%
Coverage	\$4,000	\$6,500	\$10,000
Cost share Annual Max	\$1,100	\$1,900	\$ 2,900

Prescription drug rider with a \$5000 maximum and the following co-pays:

- \$ 5 Co-pay on generic drugs
- \$25 Co-pay on name brands (listed).
- \$40 Co-pay on non-preferred name brands
- (unlisted) Mail order option: 2 co-pays for a 3-month supply

- C. Eligible dependents to age twenty-six (26).
- D. Part-time teachers shall be eligible for coverage under the offered insurance plans with the Board contributing at a pro rata rate reflecting the percentage of the teacher's assignment less the appropriate cost share percentage.
- E. Dental coverage and premium share percentages as outlined here and Appendix E:
 - Preventive & Diagnostic Services (No Deductible) 100%
 - Remaining Basic (After Deductible) 80%
 - Prosthodontics & Crowns (After Deductible) 50%
 - Calendar Year Maximum (per person) \$1,000.00
 - Calendar Year Deductible, \$100 per person; Family Maximum \$300
 - Orthodontia (Dependent Children Only) 50%

Dental Premium cost share is as follows:

2025-2028: Gilbert 78%, employees 22%

- F. Life insurance for the teacher only, equivalent to the teacher's annual salary rounded to the nearest thousand dollars.
- G. A Section 125 Plan shall be established so that contributions for insurance coverage may be made on a pre-tax basis.
- H. The School Board reserves the right to change insurance carriers at any time so long as it gives prior notice to the Association and so long as the insurance coverage under the substituted insurance carrier's policy is substantially equal to the coverage, service, and administration under the policy then in effect. At the time the School Board notifies the Association of its intent to change carriers either or both parties may choose to refer the matter to a mutually agreed upon CEBS (Certified Employee Benefits Specialist) who shall provide a certification stating that the proposed plan is in fact, substantially equal to the

existing plan in benefits, coverages and administration. Once the Association has been notified and provided with the certification, the Association has thirty (30) days to examine the new insurance carrier's policy and if necessary, object to the change in writing.

Both parties shall equally share the cost of the CEBS. If the parties are unable to resolve informally the matter within the following twenty (20) days, the Association shall file a demand with the American Arbitration Association to resolve the dispute within five (5) days after the end of the twenty (20) day period set forth above. The arbitrator shall be asked to decide the following question: "Is the substituted carrier's coverage, service, and administration under the proposed policy substantially equal to the current insurance carrier's policy?". When a complaint has been lodged by the Association pertaining to the substituted carrier's insurance policy, the School Board will not institute the new insurance until an agreement has been reached or until an arbitrator has decided that the substituted policy is substantially equal to the current policy. The cost of the arbitration shall be shared equally by the parties.

- I. Any teacher who, during the open enrollment period prior to the start of the school year, elects in writing not to participate in the health insurance plans (medical and/or dental) provided by the School Board shall receive a stipend equal to ten percent (10%) of the annual premium of the HDHP product and/or dental plan for the class of coverage for which the teacher would otherwise be eligible not to exceed a thousand dollars (\$1,000.00) per year. Documentation of other coverage must be submitted if the teacher is waiving medical coverage. The payment of this stipend shall be made in June of the year for which coverage was waived. Payment shall be prorated for part-time teachers and teachers hired after the start of the school year who have waived coverage. Waiver of coverage shall be subject to the approval of the applicable insurance carrier.
- J. This Agreement becomes effective on July 1, 2025 and shall remain in full force and effect until June 30, 2028.

Article 18

JUST CAUSE

No teacher shall be disciplined, reprimanded, or suspended without pay, or have his/her compensation reduced for disciplinary reasons without just cause. All terminations and non-renewals will be in accordance with Connecticut Statute 10-551.

Article 19

SEVERABILITY

Should any article, section, or clause of this collective bargaining agreement be declared illegal by a court or administrative agency of competent jurisdiction, the article, section or

clause, as the case may be, shall be automatically deleted from this collective bargaining agreement to the extent that it violates the law, but the remaining articles, sections and clauses shall remain in full force and effect. On the written request of either party, negotiations shall immediately commence to negotiate replacement language for that which is declared illegal.

Article 20

DURATION

This agreement shall fix for its term the working conditions of all teachers employed by the School Board during the period July 1, 2025 through June 30, 2028. Copies, written or electronic, of the collective bargaining agreement shall be prepared at the expenses of the Board within a reasonable period of time, preferably within thirty (30) days of the signing of the collective bargaining agreement by both parties, and will be distributed to all current teachers and to all teachers hereinafter employed by the Board.

APPENDIX A

All teachers not on Max Step move 1 step each year.

Bachelor		2025-2026	2026-2027	2027-2028
	Step			
	1	\$50,000	\$51,500	\$53,045
	2	\$50,686	\$52,207	\$53,773
	3	\$51,372	\$52,913	\$54,501
	4	\$52,058	\$53,620	\$55,228
	5	\$52,744	\$54,327	\$55,956
	6	\$55,532	\$57,198	\$58,914
	7	\$57,843	\$59,578	\$61,365
	8	\$62,478	\$64,352	\$66,283
	9	\$64,669	\$66,609	\$68,607
	10	\$67,632	\$69,661	\$71,751
	11	\$72,779	\$74,962	\$77,211
	12	\$76,030	\$78,311	\$80,661
	13	\$82,725	\$85,207	\$87,763
	14	\$89,745	\$90,738	\$91,731

Masters		2025-2026	2026-2027	2027-2028
	Step			
	1	\$51,500	\$53,045	\$54,636
	2	\$52,468	\$54,042	\$55,663
	3	\$53,436	\$55,039	\$56,690
	4	\$54,404	\$56,036	\$57,717
	5	\$55,373	\$57,034	\$58,745
	6	\$57,441	\$59,164	\$60,939
	7	\$61,966	\$63,825	\$65,740
	8	\$65,762	\$67,735	\$69,767
	9	\$67,852	\$69,888	\$71,984
	10	\$71,075	\$73,207	\$75,404
	11	\$76,616	\$78,914	\$81,281
	12	\$80,809	\$83,233	\$85,730
	13	\$86,636	\$89,235	\$91,913
	14	\$94,290	\$95,217	\$96,144

Masters+30/ Sixth		2025-2026	2026-2027	2027-2028
	Step			
	1	\$51,882	\$53,439	\$55,042
	2	\$53,650	\$55,260	\$56,917
	3	\$55,418	\$57,081	\$58,793
	4	\$57,186	\$58,902	\$60,669
	5	\$58,956	\$60,725	\$62,547
	6	\$63,277	\$65,175	\$67,131
	7	\$66,621	\$68,620	\$70,679
	8	\$69,449	\$71,532	\$73,678
	9	\$73,242	\$75,440	\$77,703
	10	\$76,727	\$79,029	\$81,399
	11	\$81,241	\$83,678	\$86,189
	12	\$84,468	\$87,002	\$89,612
	13	\$89,773	\$92,466	\$95,240
	14	\$99,131	\$99,988	\$100,844

APPENDIX B, C, and D

A teacher planning an extended absence must meet with the Head of School and a designee of the association to determine the feasibility of completing the tasks required in the stipend and the possibility of prorating said stipend.

A joint committee will be established to develop job descriptions of any newly established stipend positions. The committee findings and results will be presented as recommendations to the respective bargaining teams for finalization.

Stipend compensation amounts for the duration of this contract shall be the 2024-2025 dollar amounts increased by 1.5% (the applicable GWI) each year.

APPENDIX B

Department:

Art	Guidance	Music
Business	Family & Consumer Science	Physical Education/Health
English	Technology Education	Science
Foreign Language	Mathematics	Social Studies

Department Chairperson/Coordinator pay will be determined as follows:

Position:	2025-2026	2026-2027	2027-2028
Base Salary: Dept. Coordinator	\$3,402	\$3,453	\$3,504
Base Salary: Dept. Chairperson	\$3,909	\$3,967	\$4,027
Teacher Stipend	\$361	\$366	\$372
Team Leader	\$1,328	\$1,348	\$1,368
Dept. Liaison	\$2,894	\$2,938	\$2,982
T.E.A.M. Mentor*	\$625	\$635	\$644
Capstone Advisor	\$0	\$0	\$0

*This per mentee per year amount shall be in addition to the State subsidy.

Base salary will be for Department Chairperson, Coordinator or Liaison and one other department member. A teacher stipend shall be paid to the Department Chairperson, Coordinator or Liaison for each teacher, or portion thereof, beyond two (2) in the department.

The Department Coordinator and/or Department Chairperson may be required to work up to an additional four (4) days beyond the contracted work year if it is deemed necessary by the Superintendent. The summer work schedule will be provided to the Department Coordinators and Department Chairpersons no later than May 1 of the school year that immediately precedes the summer work. If changes to the schedule are required due to unforeseen circumstances, the Administration will notify the affected individuals of the change as quickly as possible.

Leadership Stipend Positions:

	2025-2026	2026-2027	2027-2028
MSTest Coordinator	\$743	\$754	\$765
AP Testing Coordinator	\$1,062	\$1,078	\$1,094
STAR Math	\$531	\$539	\$547
LAS Links Administrator	\$372	\$377	\$383
SRI Administrator	\$531	\$539	\$547
District TEAM Coordinator	\$690	\$701	\$711
Perkins Grant	\$795	\$807	\$819
Teacher Coaches (4) / each	\$1,062	\$1,078	\$1,094
Lead Teacher Coach (1)	\$2,122	\$2,154	\$2,186

APPENDIX C

It is agreed between The Gilbert School and the Gilbert Education Association that coaches hired by The Gilbert School who are not members of the bargaining unit represented by the Association need not be compensated in accord with the terms of the master labor contract between the parties but not in any event will they be compensated at a higher rate than listed in Appendix C. However, bargaining unit members will continue to enjoy the benefits of all contract language requiring hiring within the unit for coaches before going outside the unit.

CATEGORY I

Varsity Football
Varsity Basketball (B&G)

CATEGORY II

Varsity Baseball
Varsity Softball
Varsity Swimming
Varsity Volleyball
Varsity Wrestling
Varsity Soccer (B&G)
(B&G)

CATEGORY III

CATEGORY IV

Assistant Basketball (B&G)
Assistant Football (1)
Varsity Cross Country (B&G)
Varsity Golf
Varsity Tennis (B&G)
Varsity Track (B&G)
7/8th Gr Varsity Basketball (B&G)
Cheerleading (Fall)
Cheerleading (Winter)
Indoor Track (B&G)

CATEGORY V

Assistant Baseball
Assistant Football (3)
Assistant Soccer (B&G)
Assistant Swimming
Assistant Volleyball
Assistant Wrestling
Freshman Basketball (B&G)
Assistant Track (1)
Assistant Softball
7/8th Gr Varsity Cross Country

7/8th Gr Varsity Soccer (B&G)
7/8th Gr Varsity Softball
7/8th Gr Varsity Baseball

CATEGORY VI

Diving
7/8th Gr JV Sports (All)
7/8th Gr Cheerleading

2025-2026

YEARS	I	II	III	IV	V	VI
0 to 3	\$4,330	\$4,112	\$3,897	\$3,356	\$2,815	\$1,732
4 to 6	\$5,415	\$5,091	\$3,996	\$3,572	\$3,465	\$2,272
Over 6	\$6,336	\$6,066	\$4,944	\$4,728	\$3,897	\$2,599

2026-2027

YEARS	I	II	III	IV	V	VI
0 to 3	\$4,395	\$4,173	\$3,956	\$3,406	\$2,857	\$1,758
4 to 6	\$5,496	\$5,168	\$4,055	\$3,626	\$3,517	\$2,306
Over 6	\$6,431	\$6,157	\$5,018	\$4,798	\$3,956	\$2,637

2027-2028

YEARS	I	II	III	IV	V	VI
0 to 3	\$4,461	\$4,236	\$4,015	\$3,457	\$2,900	\$1,784
4 to 6	\$5,578	\$5,245	\$4,116	\$3,680	\$3,570	\$2,341
Over 6	\$6,527	\$6,249	\$5,093	\$4,870	\$4,015	\$2,677

APPENDIX D

ACTIVITY	2025-2026	2026-2027	2027-2028
Academic			
Art Club (7/8 Gr)	\$577	\$586	\$595
DECA Advisor	\$1,217	\$1,235	\$1,254
Future Business Leaders of America	\$1,215	\$1,233	\$1,252
Math Night (2 times)	\$442	\$449	\$456
Model UN (High School)	\$1,216	\$1,234	\$1,253
Model UN (Middle School)	\$577	\$586	\$595
SAT Instructors (per contact hour)	\$46	\$47	\$48
Spelling Bee	\$203	\$206	\$209
Writing Club	\$577	\$586	\$595
Athletic Director			
Athletic Director (9-12)	\$20,772	\$21,084	\$21,400
Site Coordinators x3	\$1,523	\$1,545	\$1,569
Class Advisors			
Freshman Class Advisor	\$831	\$844	\$856
Junior Class Advisor	\$1,665	\$1,690	\$1,715
Sophomore Class Advisor	\$1,246	\$1,265	\$1,284
Senior Class Advisor	\$2,772	\$2,814	\$2,856
Drama			
Drama Director	\$2,476	\$2,513	\$2,551
Drama Assistant- Tech. Dir.	\$1,187	\$1,205	\$1,223
Drama Assistant/Music Director, (if necessary)	\$1,732	\$1,758	\$1,784
Drama Producer	\$508	\$515	\$523
Drama (7/8 Gr)	\$1,732	\$1,758	\$1,784
Honor Societies			
National Honor Society	\$1,383	\$1,404	\$1,425
Jr National Honor Society	\$664	\$674	\$684

Music

Music Activities (Band) - HS	\$2,838	\$2,881	\$2,924
Music Activities (Chorus) - HS	\$2,838	\$2,881	\$2,924
Music Activities (7/8 Gr) - 1	\$1,732	\$1,758	\$1,784
Music Activities (7/8 Gr) - 2	\$1,732	\$1,758	\$1,784
Marching Band Assistant Director	\$1,255	\$1,274	\$1,293
Percussion Caption Head	\$1,046	\$1,061	\$1,077
Color Guard Instructor	\$1,046	\$1,061	\$1,077

Publications

Cryptic Muse	\$3,163	\$3,211	\$3,259
Middle School Yearbook	\$577	\$586	\$595
Newspaper	\$2,269	\$2,303	\$2,338
Yearbook	\$2,353	\$2,388	\$2,424

Student Groups

Ambassadors' Faculty Liaison	\$577	\$586	\$595
Computer Club (7/8 Gr)	\$577	\$586	\$595
E Sports	\$523	\$531	\$539
GSA - Gender & Sexuality Alliance	\$1,215	\$1,233	\$1,252
Peers	\$1,217	\$1,235	\$1,254
Robotics Advisor	\$1,187	\$1,205	\$1,223
Student Council	\$1,807	\$1,834	\$1,862
Student Council (7/8 Gr)	\$1,154	\$1,172	\$1,189
Video Production Advisor*	\$2,838	\$2,881	\$2,924
Yoga Club	\$577	\$586	\$595

Other

Power School Grade Coordinator	\$3,163	\$3,211	\$3,259
Power School Administrator Plus Coordinator (per hour salary)	\$63	\$64	\$65
Detention Monitor/After School Monitor (per hour salary)	\$23	\$23	\$24
Web Manager	\$4,330	\$4,395	\$4,461

APPENDIX E

THE GILBERT SCHOOL GEA DENTAL COVERAGE SUMMARY ***

As provided in Article 17E, dental coverage shall be provided to eligible members of the GEA bargaining unit and their eligible dependents, with premium share percentage contributions equal to
2025-2026: Gilbert 78% (employees 22%), 2026-2027: Gilbert 78% (employees 22%)
2027-2028: Gilbert 78% (employees 22%)

BASIC DENTAL PLAN COVERAGE ELEMENTS:

Preventive & Diagnostic Services (No Deductible) 100%

- Exams, Cleanings, (each twice per twelve (12) month period per person, ages 14 and older are considered adults)
- X-rays-full mouth series or panoramic (either one, once in three years)
- X-rays-bitewing (once in a six (6) month period)
- X-rays-single films (multiple x-rays on the same date of service will not exceed the benefit of a full-mouth series)
- Fluoride Treatment (twice per twelve (12) month period, for eligible children to age 16, combinations with cleanings are applied to time limits for both)
- Space Maintainers (once per space for missing posterior primary teeth, for children under age 14)
- Consultations are counted as exams for purposes of frequency limitations
- Sealants (1st and 2nd permanent, decay-free molars, once in a lifetime per tooth, for children to age 16)

Remaining Basic (After Deductible) 80%

- Fillings - composite and amalgam (composite fillings on back teeth are given the alternate benefit of an amalgam filling, payable once per year for decay or fracture only)
- Extractions, Oral Surgery (impacted wisdom teeth claims should first go to medical carrier)
- Endodontics (root canals on permanent teeth and root surgery each once per 24 months)
- Periodontics (have specific frequency limitations, pre-treatment estimate is strongly recommended - e.g., surgery once per 36 months)
- Repair of Dentures (Repair of existing prosthetic appliances).

Prosthodontics & Crowns (After Deductible) 50%

- Crowns and crown-related procedures (post and core, core buildup, etc., once every five years, permanent teeth only, for ages 12 and older)
- Bridgework (once every five years, for ages 16 and older) (bridges with four or more missing teeth in that arch may be given an alternate benefit of a partial denture)
- Inlays (inlays are only payable when done in conjunction with an onlay; by themselves they are given the alternate benefit of an amalgam filling)

Calendar Year Maximum (per person) \$1,000.00

Calendar Year Deductible

- Individual \$100.00
- Family (family deductible is accumulated by individual deductibles) \$300.00
- At no time are you allowed two (2) maximums or subject to two (2) deductibles.

Orthodontia (Dependent Children Only) 50%

- Orthodontic treatment is a benefit limited to once in a lifetime.
- Maximum (Lifetime) \$1,000.00
- Deductible (Lifetime) N/A

***This is not an insurance policy. It is a description of benefits. The language, terms and conditions of the insurance policy will take precedence.

IN WITNESS WHEREOF, the parties hereunto set their hands this _____ day of _____
2024,

THE W.L. GILBERT SCHOOL CORPORATION

By: _____
Holly Cassaday, Chairperson

Witness: _____
Greg Shugrue, Head of School

GILBERT EDUCATION ASSOCIATION

By: _____
Christopher Affie, President

Witness: _____
Adam Atkins, Chairman, Negotiating Committee

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ENROLLMENT DATA

Gilbert Grade Level Enrollment - Winchester Only											
	August 2024	September 2024	October 2024	November 2024	December 2024	January 2025	February 2025	March 2025	April 2025	May 2025	June 2025
Grade 7	81	85	86								
Grade 8	86	88	89								
Grade 9	70	69	67								
Grade 10	53	51	50								
Grade 11	61	61	61								
Grade 12	82	85	85								
Total	433	439	438								

ATTENDANCE DATA

2024-2025					2023-2024					2022-2023					2021-2022				
Date	Membership	Number of Students		Percentage in Attendance	Date	Membership	Number of Students		Percentage in Attendance	Date	Membership	Number of Students		Percentage in Attendance	Date	Membership	Number of Students		Percentage in Attendance
		Absent	Present				Absent	Present				Absent	Present				Absent	Present	
08/27/2024	447	5	98.88%		08/30/2023	441	10	97.73%		08/31/2022	404	1	99.75%		08/25/2021	429	10	97.67%	
08/28/2024	448	12	97.32%		08/31/2023	441	7	98.41%		09/01/2022	404	14	96.53%		08/26/2021	431	48	88.86%	
08/29/2024	448	14	96.88%		09/01/2023	442	12	97.29%		09/02/2022	404	13	96.78%		08/27/2021	431	43	90.02%	
08/30/2024	449	13	97.10%		09/05/2023	443	15	96.61%		09/06/2022	404	18	95.54%		08/30/2021	435	32	92.64%	
09/03/2024	453	14	96.91%		09/06/2023	444	15	96.62%		09/07/2022	407	12	97.05%		08/31/2021	437	40	90.85%	
09/04/2024	454	11	97.58%		09/07/2023	444	26	94.14%		09/08/2022	407	21	94.84%		09/01/2021	438	30	93.15%	
09/05/2024	454	18	96.04%		09/08/2023	443	26	94.13%		09/09/2022	405	30	92.59%		09/02/2021	439	34	92.26%	
09/06/2024	452	25	94.47%		09/11/2023	443	22	95.03%		09/12/2022	405	46	88.64%		09/03/2021	439	41	90.66%	
09/09/2024	452	17	96.24%		09/12/2023	443	29	93.45%		09/13/2023	408	43	89.46%		09/07/2021	439	32	92.71%	
09/10/2024	452	20	95.58%		09/13/2023	444	28	93.69%		09/14/2022	408	43	89.46%		09/08/2021	441	46	89.57%	
09/11/2024	452	23	94.91%		09/14/2023	444	25	94.37%		09/15/2022	409	49	88.02%		09/09/2021	441	45	89.80%	
09/12/2024	452	41	90.93%		09/15/2023	444	43	90.32%		09/16/2022	409	48	88.26%		09/10/2021	443	42	90.52%	
09/13/2024	452	25	94.47%		09/18/2023	445	52	88.31%		09/19/2022	409	46	88.75%		09/13/2021	443	33	92.55%	
09/16/2024	451	31	93.13%		09/19/2022	446	47	89.46%		09/20/2022	409	53	87.04%		09/14/2021	443	43	90.29%	
09/17/2024	451	36	92.02%		09/20/2022	446	35	92.15%		09/21/2022	409	46	88.75%		09/15/2021	441	49	88.89%	
09/18/2024	451	23	94.90%		09/21/2022	446	40	91.03%		09/22/2022	409	44	89.24%		09/16/2021	442	51	88.46%	
09/19/2024	450	35	92.22%		09/22/2022	446	32	92.83%		09/23/2022	408	41	89.95%		09/17/2021	442	65	85.29%	
09/20/2024	449	52	88.42%		09/26/2022	446	28	93.72%		09/26/2022	408	24	94.12%		09/20/2021	442	48	89.14%	
09/23/2024	451	49	89.14%		09/27/2022	446	40	91.03%		09/27/2022	408	32	92.16%		09/21/2021	441	46	89.57%	
09/24/2024	451	32	92.90%		09/28/2022	446	28	93.72%		09/28/2022	409	28	93.15%		09/22/2021	442	47	89.37%	
09/25/2024	451	43	90.47%		09/29/2022	446	31	93.05%		09/29/2022	410	36	91.22%		09/23/2021	440	53	87.95%	
09/26/2024	451	32	92.90%		09/30/2022	447	41	90.83%		09/30/2022	410	43	89.51%		09/24/2021	438	58	86.76%	
09/27/2024	451	37	91.80%												09/27/2021	437	46	89.47%	
09/30/2024	451	35	92.24%												09/28/2021	437	45	89.70%	
															09/29/2021	436	56	87.16%	
															09/30/2021	437	78	82.15%	
Average	451		94.06%		Average	444		93.54%		Average	407		91.86%		Average	439		89.83%	

FOOD SERVICES REPORT



The Gilbert School Food Service Update

10-16-24

- **Café Staff struggled with illness in the month of September and several non-food service employees assisted in getting students fed and we appreciate their teamwork and willingness to step up.**
- **Meal counts: In September we have averaged 95 Breakfasts and 356 Lunches daily. Lunch counts seem to be up above the average of 320 last spring. Breakfast counts are similar.**
- **The cafeteria is offering local produce grown on farms in the region for student lunches. We noted this fact in the most recent Parent Newsletter.**