THE W. L. GILBERT SCHOOL CORPORATION REGULAR MEETING Wednesday, February 19, 2025 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 Ellen Marino Tara Sundie Holly Cassaday Jonathan Morhardt Renata Waldron Joanne Galenski-Girardin Theresa Padin Kurt Werner

Ad	mi	nis	tra	tic	n

Student Representatives

Greg Shugrue Head of School Shelby Salius James Slauta

- A. Pledge of Allegiance Joanne Galenski-Girardin
- B. Vision and Mission Statement Joanne Galenski-Girardin

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).

B. Student Representatives Report

3. CALL FOR AGENDA ITEMS

4. APPROVAL OF MINUTES

- A. Minutes of Regular Meeting January 15, 2025
 - 1. VOTE: Yeas _____ Nays _____ Abstain _____
- B. Minutes of Special Meeting January 29, 2025
 - 1. VOTE: Yeas _____ Nays _____ Abstain _____
- C. Minutes of Special Meeting February 5, 2025
 - 1. VOTE: Yeas _____ Nays _____ Abstain _____

5. COMMITTEE REPORTS

- A. Finance
 - 1. Monthly Finance Report
 - 2. Next Meeting March 19, 2025
- B. Policy
 - 1. Report on Meeting February 6, 2025 Canceled due to inclement weather
 - 2. Next Meeting March 6, 2025
- C. Building & Grounds
 - 1. Report on Meeting January 15, 2025
 - 2. Next Meeting March 19, 2025
- D. Personnel
 - 1. Next Meeting TBD
- E. Nominations Committee
 - 1. Report on Meeting February 13, 2025
 - 2. Next Meeting TBD

6. NOMINATING COMMITTEE CONFIRMATIONS

- A. Building & Grounds Committee
 - 1. VOTE: Yeas _____ Nays _____ Abstain _____
- B. Finance Committee
 - 1. VOTE: Yeas _____ Nays _____ Abstain _____
- C. Nominating Committee
 - 1. VOTE: Yeas _____ Nays _____ Abstain _____
- D. Personnel Committee
 - 1. VOTE: Yeas _____ Nays _____ Abstain _____
- E. Policy Committee
 - 1. VOTE: Yeas _____ Nays _____ Abstain _____

7. SECURITY UPDATE

A. ASO Update

8. OUT OF STATE FIELD TRIP REQUESTS

- A. Music Dept. students to Broadway, New York City (TBD 4/23 or 5/31)
 - 1. VOTE: Yeas _____ Nays _____ Abstain _____
- B. AP Calc, AP Comp Sci, & AP Stats students to Six Flags New England (5/27)
 - 1. VOTE: Yeas _____ Nays _____ Abstain ____
- C. Senior Class Trip to Six Flags New England (5/28)
 - 1. VOTE: Yeas _____ Nays _____ Abstain _____

9. DISCUSSION/APPROVAL OF THE W. L. GILBERT SCHOOL CORPORATION PROPOSED 2025/2026 BUDGET

A. VOTE: Yeas _____ Nays _____ Abstain _____

10. PRINCIPAL'S REPORT

11. HEAD OF SCHOOL REPORT

- A. Greg Shugrue, Head of School
 - 1. Enrollment
 - 2. Attendance
 - 3. Food Service Report

12. BOARD OF EDUCATION REPORT

A. Winchester

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

14. EXECUTIVE SESSION - HEAD OF SCHOOL SEARCH CONSULTANT PROPOSALS

15. DESIGNATION OF HEAD OF SCHOOL SEARCH CONSULTANT

A. VOTE: Yeas _____ Nays _____ Abstain _____

16. ADJOURNMENT

A. VOTE: Yeas _____ Nays _____ Abstain _____

PREVIOUS MEETING MINUTES

THE W. L. GILBERT SCHOOL CORPORATION REGULAR MEETING WEDNESDAY, JANUARY 15, 2025 THE GILBERT SCHOOL 6:30 PM Library MINUTES

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

1. OPENING OF MEETING

The meeting is called to order by Chair Holly Cassaday at 6:32PM. Also in attendance is Ellen Marino, Jonathan Morhardt, Theresa Padin, Renata Waldron, Kurt Werner, Greg Shugrue(Head of School), Diane Cook (Business Affairs Manager), Joanne Galenski-Girardin, and Tara Sundie. Scott Beecher is absent excused.

A. Pledge of Allegiance - Ellen Marino

B. Vision and Mission Statement - Ellen Marino

2. PUBLIC FORUM

A. General Public None

B. Student Representatives Report

Highlights provided by Greg Shugrue (Head of School).

3. CALL FOR AGENDA ITEMS

Addition of second enhancement grant request. Item 9B to be added. *Motion to add by item 9B to the agenda made by Holly Cassaday, seconded by Ellen Marino and unanimously approved.*

4. SWEARING IN OF NEW BOARD MEMBER(S)

Joanne Galenski-Girardin and Tara Sundie sworn-in by Lauren Dombrowski (Asst Town Clerk).

5. APPROVAL OF MINUTES

Motion to approve the minutes of December 18, 2024 made by Jonathan Morhardt, seconded by Theresa Padin and approved. Tara Sundie abstained.

6. COMMITTEE REPORTS (current committee assignments attached)

- A. Finance: Update provided by Ellen Marino.
- 1. Monthly Finance Report
- 2. Next Meeting January 29th, 2025 (Special) and February 19, 2025
- B. Policy: Update provided by Ellen Marino.
- 1. Report on Meeting January 2, 2025
- 2. Next Meeting February 6, 2025
- C. Building & Grounds: Update provided Holly Cassaday
- 1. Report on Meeting November 20, 2024
- 2. Next Meeting February 19, 2025
- D. Personnel: Did not meet.

Theresa Padin is the solo nominating committee member, currently. Need two more representatives. Holly Cassaday and Kurt Warner will join.

1. Next Meeting - TBD

7. SECURITY UPDATE

A. ASO Update

1 Gilbert School Corp January 15, 2025

Greg Shugrue reports. Policies in place and three interviews to be held January 27th&28th. Several years to get to this point and almost there!

8. APPROVAL OF POLICIES

A. #5131.81 - Electronic Devices

Motion to approve policy #5131.81 made by Theresa Padin, seconded by Ellen Marino and unanimously approved.

B. #5141.27 - First Aid/Emergency Medical Care

Motion to approve policy #5141.27 made by Ellen Marino, seconded by Theresa Padin and unanimously approved.

9. ENHANCEMENT GRANT REQUEST (AEDs)

A. Motion to send enhancement grant request to Trust for approval made by Theresa Padin, seconded by Ellen Marino and unanimously approved.

B. Proposed April 26th walk/run for suicide prevention and awareness requested by Social Work Dept. Request letter needs to be amended.

Many questions arose by board members. Table and re-write.

10. APPROVAL OF TEACHER/ADMIN EVALUATION PLAN

Motion to approve teacher/admin evaluation plan made by Ellen Marino, seconded by Theresa Padin and unanimously approved.

11. HEAD OF SCHOOL REPORT

A. Greg Shugrue (Head of School) reports.

1. Enrollment: 456

2. Attendance: 90.96% monthly average

3. Food Service Report: December breakfasts = 88 and lunches = 342. Short-staffed, continuous.

4. STEM Initiative 2025/2026. Need a certified physics instructor.

a. Physics. Currently a virtual environment. Initiative with Project Lead the Way to move physics instruction in real time.

b. PLTW: Project Lead The Way (PLTW)

5. NEASC Draft Report: New England Association of Schools and Colleges (NEASC). Accreditation to schools in New England. Four people were here in October; self-study created. Full report available. Recommendation: Glaring need for capital improvements.

12. BOARD OF EDUCATION REPORT

Provided by Jonathan Morhardt and Kurt Warner. New board member and ASO & SSO discussion/search.

13. SCHOOL CORPORATION CHAIRMAN'S REPORT

Holly Cassaday presents. Budget season preparation.

14. EXECUTIVE SESSION - HEAD OF SCHOOL MID-YEAR REVIEW

Motion to move the meeting to executive session at 7:35PM Jonahtan Morhardt, seconded by Ellen Marino and unanimously approved. Executive session ended at 7:44PM.

15. ADJOURNMENT

Motion to adjourn at 7:45PM by Ellen Marino, seconded by Jonathan Morhardt and unanimously approved.

2 Gilbert School Corp January 15, 2025

Respectfully submitted, Lauren Jones Dombrowski

3 Gilbert School Corp January 15, 2025

The W.L. Gllbert School Corporation Special Meeting Wednesday, January 29, 2025 6:00PM The Gilbert School - Library MINUTES

1. OPENING OF MEETING

The meeting is called to order at 6:03PM by Holly Cassaday, School Corp Chair. In attendance is Scott Beecher, Holly Cassaday, Joanne Galenski-Girardin, Ellen Marino, Jonathan Morhardt, Theresa Padin, Tara Sundie, Renata Waldron, Kurt Werner, Dlane Cook (Business Affairs Manager) and Greg Shugrue (Head of School).

- A. Pledge of Allegiance Kurt Werner
- B. Vision and Mission Statement Kurt Werner

2. 2025-2026 BUDGET WORKSHOP

2025-2026 budget presentation provided by Greg Shugrue, Head of School. Introduction/re-introduction of budget process. Why we do what we do, process, construction of budget, obstacles, getting to know the budget book and identifying priorities. Next meeting: February 5th, 2025 @6:30PM; deep-dive of budget book and discussion.

3. ADJOURNMENT

Motion to adjourn at 6:56PM by Renee Waldron, seconded by Scott Beecher and unanimously approved.

Respectfully submitted, Lauren Jones Dombrowski

1 School Corp Special Meeting January 29th, 2025

THE W. L. GILBERT SCHOOL CORPORATION SPECIAL MEETING WEDNESDAY, FEBRUARY 5, 2025 THE GILBERT SCHOOL 6:30 PM Library MINUTES

1. OPENING OF MEETING

The meeting is called to order at 6:30PM by Holly Cassaday (School Corp Chair). In attendance is Scott Beecher, Ellen Marino, Jonathan Morhardt, Theresa Padin, Tara Sundie, Renata Waldron, Kurt Werner,, Greg Shugrue (Head of School), Deb Lewis (Principal), and Diane Cook (Business Affairs Manager). Joanne Galenski-Girardin is absent excused.

A. Pledge of Allegiance - Tara Sundie

B. Vision and Mission Statement - Tara Sundie

2. HEAD OF SCHOOL'S 2025-2026 BUDGET PRESENTATION

Greg Shugrue (Head of School), outlines the 2025-2026 proposed budget.

3. ADJOURNMENT

Motion to adjourn the meeting at 7:35PM made by Theresa Padin, seconded by Jonathan Morhardt and unanimously approved.

Respectfully submitted, Lauren Jones Dombrowski

Gilbert School Corp Special Mtg 2-5-2025 pg. 1

OUT OF STATE FIELD TRIP REQUEST(S)

THE GILBERT SCHOOL 200 WILLIAMS AVENUE WINSTED, CT 06098

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

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

DATE(S) OF TRIP: April 23 OF May 31 St
TIME(S) OF TRIP: 8:00 mm
PRIMARY DESTINATION(S): New York City - Broadway
· ····
NUMBER OF STUDENTS ATTENDING: 50
STUDENT CLASS/GROUP: Music Department
NAME(S) OF SPONSORING FACULTY: Minny /Atkins
NAMES OF CHAPERONES:
Steever
· 1 · · ·
/fulak
etc
TIG-0
ANTICIPATED COST TO STUDENTS: $5152 - 230$

Attached Curriculum and Objective Linkages Form must be submitted.

TRIP ITINERARY

OVERNIGHT AND/OR OUT-OF-STATE TRIP

ACCOMMODATION INFORMATION

Hotel		Name
Hotel		Address
· · · · · · · · · · · · · · · · · · ·	X	
Hotel Phone Number:		
ACTIVITY	LOCATION	APPROXIMATE TIME
Lunch	Ellen's Stadust Din	er 11:30 an
Matiner Show	TBD	2:00 pm
		2:00
Matiner Show	TBD	2:00
		2:00 pm
Matiner Show	TBD	2:00 pm
Matiner Show	TBD	2:00 pm
Matiner Show	TBD	2:00 pm

Principal: Delander De	ate: 2/7/25
the Alla	ate: 3)10/28
	,
['] FIELD TRIP	

CURRICULUM AND OBJECTIVE LINKAGES

Please provide a one or two paragraph statement that identifies how this specific activity reflects on the curriculum for this course. Please be sure this is attached to you Field Trip **Request Form.**

FACULTY NAME: Minning Atking _____ COURSE NAME: Music Department

CURRICULUM AND OBJECTIVE LINKAGE:

Live performancer are part at what do in the Mil Depterstandt & having the chance to un these Misic Dystarda emozing eppertury. Add to pret the to bring Winstel stands to Newtonk Etnem, the First time, We have trould to many time before & the trips are always me strander a hit with

THE GILBERT SCHOOL 200 WILLIAMS AVENUE WINSTED, CT 06098

FIELD TRIP REQUEST FORM

OVERNIGHT AND/OR OUT-OF-STATE

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This form must be submitted for all Overnight and/or Out-of-State trips. Forms must be submitted at least 90 days prior to the trip and will be forward to The W. L. Gilbert School Corporation for approval
DATE(S) OF TRIP: $May 222025$ TIME(S) OF TRIP: $Siddy - 4'.00PM$ PRIMARY DESTINATION(S): $Six Plags NP$
NUMBER OF STUDENTS ATTENDING: 25 STUDENT CLASS/GROUP: AP (4/c, Comp Sci, S), 55 NAME(S) OF SPONSORING FACULTY: Chils Afflic
NAMES OF CHAPERONES: LUVEn Deshoon Mulyann Salva lic
ANTICIPATED COST TO STUDENTS: 57030

Attached Curriculum and Objective Linkages Form must be submitted.

Revised 12/15/23 SB

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TRIP ITINERARY OVERNIGHT AND/OR OUT-OF-STATE TRIP ACCOMMODATION INFORMATION

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Hotel		Name:	
Hotel		Address:	
Hotel Phone Number:			
ACTIVITY Leave Gibilt Leave Six Hass		APPROXIMATE TIME <u>FOOG</u> <u>3.00</u> PM	
RETORN DATE:	ny 23,2025 4'00 PM		
RETURN TIME (Arrival at Gilbert): Department Chair/Liaison Approval:	600 111	Date: 2/5/25	
Revised 12/15/23 SB	- F - F - F		

Principal: Date: Head of School Approval: Date: FIELD TRIP

CURRICULUM AND OBJECTIVE LINKAGES

Please provide a one or two paragraph statement that identifies how this specific activity reflects on the curriculum for this course. Please be sure this is attached to you Field Trip Request Form.

FACULTY NAME: ACGC, BGHNON, SG/NG/CR	
COURSE NAME: AP (4/6, 5), 5), 5, (Ump 60)	
CURRICULUM AND OBJECTIVE LINKAGE: Styles to Will culled data gove the vides and complete an assistment based on evidiculum to Croch cubise, calc and stats can cuestic graphs and cutves based on data. Comp Save cap to data to the totals how six plass uses data to take totstowns	5JP

Revised 12/15/23 SB

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THE GILBERT SCHOOL 200 WILLIAMS AVENUE WINSTED, CT 06098

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

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

Attached Curriculum and Objective Linkages Form must be submitted.

Revised 12/15/23 SB

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TRIP ITINERARY OVERNIGHT AND/OR OUT-OF-STATE TRIP ACCOMMODATION INFORMATION

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Departure Date:	May 28, 2025	_ Departure	Time:
Hotel			Name:
Hotel			Address:
Hotel Phone Number:			
ACTIVITY	LOCATION	APPROXIMATE T	IME
Six Flags	Agauxon, MA	9:00 am -	<u>2:00</u> рм
n			
RETURN DATE:May	28,2025		
J RETURN TIME (Arrival at Gill	bert):		
Department Chair/Liaison Appr	roval:	Date: <u>2/14</u>	1/25
Revised 12/15/23 SB	Ne	E .	

Principal: Delamatical Date:
Head of School Approval: Date: 2/14/25

FIELD TRIP

CURRICULUM AND OBJECTIVE LINKAGES

Please provide a one or two paragraph statement that identifies how this specific activity reflects on the curriculum for this course. Please be sure this is attached to you Field Trip Request Form.

FACULTY NAME: Jessica Nardine/Kate Rohlfing COURSE NAME: Class of 2025 - Senior Trip CURRICULUM AND OBJECTIVE LINKAGE:)e surveyed students in the lass where they want

ENROLLMENT DATA

				Gilbe	Gilbert Grade Level Enrollment - Winchester Only	irollment - Winch€	ster Only				
	August 2024	September 2024	October 2024	November 2024	2024 December 2024	January 2025	February 2025	March 2025	April 2025	May 2025	June 2025
Grade 7	81	85	86	85	85	85	86				
Grade 8	86	88	89	89	89	89	89				
Grade 9	20	69	67	68	68	69	66				
Grade 10	53	51	50	51	51	51	49				
Grade 11	61	61	61	61	61	61	59				
Grade 12	82	85	85	84	84	84	83				
Total	433	439	438	438	438	439	432				

*Winchester Enrollment should be 437 for the month of October, and Grade 12 Enrollment should be 84. A student residing outside of Winchester was erroneously included in your October numbers.

	Gilbert Total Enr	Gilbert Total Enrollment by Month by Population	ation	
	Winchester Enrollment	International Enrollment Other District Enrollment Total Enrollment	Other District Enrollment	Total Enrollment
August 2024	433	15	2	450
September 2024	439	12	с	454
October 2024	438	12	2	452
November 2024	438	14	ę	455
December 2024	438	14	с	455
January 2025	439	14	с	456
February 2025	432	14	ę	449
March 2025				
April 2025				
May 2025				
June 2025				
			-	
	*Winchester Enrollment should be 437 for the month of October, and Other District Enrollment should be 3. A student residing outside of Winchester was erroneously included in your October numbers.	uld be 437 for the month of Octob at residing outside of Winchester v in vour October numbers.	er, and Other District vas erroneously included	
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ATTENDANCE DATA

24/25***
Meetings -
for Board
ance Data
***Attendance

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	Percentage in	Attendance	76.78%	73.79%	69.43%	73.79%	77.47%	77.19%	79.49%	78.24%	83.33%	81.94%	85.88%	90.02%	89.84%	87.30%	89.84%	89.10%	90.02%					81.97%	
2021-2022	Number of Students	Absent	101	114	133	114	98	66	89	94	72	78	61	43	44	55	44	47	43						
2021-		Membership	435	435	435	435	435	434	434	432	432	432	432	431	433	433	433	431	431					433	
		Date N	01/03/2022	01/04/2022	01/05/2022	01/10/2022	01/11/2022	01/12/2022	01/13/2022	01/14/2022	01/18/2022	01/19/2022	01/21/2022	01/24/2022	01/25/2022	01/26/2022	01/27/2022	01/28/2022	01/31/2022					Average	
	Percentage in	Attendance	92.29%	92.29%	91.33%	88.19%	93.98%	95.18%	94.47%	92.31%	92.79%		94.95%	94.71%	90.14%	92.75%		94.26%	91.63%	93.78%	93.30%	92.09%	89.21%	92.75%	
2022-2023	Number of Students	Absent	32	32	36	49	25	21	23	32	30	Snow Day	21	22	41	30	Snow Day	24	35	26	28	33	45		
2022-		Membership	415	415	415	415	415	415	416	416	416		416	416	416	414		418	418	418	418	417	417	416	
••		Date N	1/3/2023	1/4/2023	1/5/2023	1/6/2023	1/9/2023	1/10/2023	1/11/2023	1/12/2023	1/13/2023	1/16/2023	1/17/2023	1/18/2023	1/19/2023	1/20/2023	1/23/2023	1/24/2023	1/25/2023	1/26/2023	1/27/2023	1/30/2023	1/31/2023	Average	
	Percentage in	Attendance	88.94%	90.29%	89.39%	88.21%	88.41%	%00.06	93.18%	93.86%	93.42%		98.18%	95.45%	93.64%	97.50%	91.59%	91.36%	92.73%	92.73%	92.05%	92.05%	95.23%	92.41%	
2024	Number of Students	Absent	49	43	47	52	51	44	30	27	29		8	20	28	1	37	38	32	32	35	35	21		
2023-2024		Membership	443	443	443	441	440	440	440	440	441	Snow Day	440	440	440	440	440	440	440	440	440	440	440	441	
		Date M	1/2/2024	1/3/2024	1/4/2024	1/5/2024	1/8/2024	1/9/2024	1/10/2024	1/11/2024	1/12/2024	4/16/2024	1/17/2024	1/18/2024	1/19/2024	1/22/2024	1/23/2024	1/24/2024	1/25/2024	1/26/2024	1/29/2024	1/30/2024	1/31/2024	Average	
	Percentage in	Attendance	88.38%	86.21%	91.03%	89.06%	91.03%	88.62%	89.06%	93.44%	91.68%	90.37%	90.81%	90.15%	93.85%	94.95%	94.95%	95.08%	92.44%	93.35%	90.20%	89.31%	89.53%	91.12%	
025	Number of Pe Students	Absent At	53	63	41	50	41	52	50	30	38	44	42	45	28	23	23	22	34	30	44	48	47		
2024-2025		Membership A	456	457	457	457	457	457	457	457	457	457	457	457	455	455	455	447	450	451	449	449	449	454	
N		Σ	25	25	125	125	125	325	325	325	325	025	025	025	325	325	025	025	025	025	025	025	025	U	
		Date	01/02/2025	01/03/2025	01/06/2025	01/07/2025	01/08/2025	1/9/2025	1/10/2025	1/13/2025	1/14/2025	1/15/2025	1/16/2025	1/17/2025	1/21/2025	1/22/2025	01/23/2025	01/24/2025	01/27/2025	01/28/2025	01/29/2025	01/30/2025	01/31/2025	Average	

FOOD SERVICES REPORT



www.edadvance.org

The Gilbert School Food Service Update

02-14-25

- Meal counts: January averaged 88 Breakfasts and 308 Lunches daily. Breakfast counts have been steady since the start of the year. Lunch counts are down from last month and maybe impacted by lower attendance with the rise of illness this past month.
- Meal counts indicate that 69% of Gilbert students eat school lunch and 20% eat breakfast. Ala carte sales have averaged \$134 a day this year.
- Staffing challenges continue.