



WOODBIDGE SCHOOL DISTRICT

40 Beecher Road – South
Woodbridge, Connecticut 06525

Robert F. Gilbert – Superintendent
Cheryl Mammen – Special Services Director | Alfred Pullo, Jr. – Director of Business Services/Operations

MEMORANDUM

TO: Board Members
FROM: Robert F. Gilbert 
DATE: April 16, 2020
RE: LEADERSHIP CONTINGENCY PLAN – COVID19

As you are aware, the safety and well-being of Beecher students and staff is of paramount concern to all of us. Our long-standing practice has always been to have administrative coverage at all times when school is in session. In making these types of assignments, there are many factors and variables to consider as decisions are never made in isolation. The whole school must be considered and all the parts must fit together. Below is an outline of coverage should unanticipated and/or unavoidable circumstances require backup coverage for an extended duration of time.

Leadership Contingency Plan During Covid-19

Superintendent Bob Gilbert

1. Cheryl Mammen
2. Colleen Murray (Bethany)

Principal Analisa Sherman

1. Doreen Merrill
2. Cheryl Mammen

Director of Special Services Cheryl Mammen

1. Doreen Merrill
2. Kai Byrd (Bethany)

Assistant Principal Doreen Merrill

1. Analisa Sherman
2. Cheryl Mammen

Should you have any questions or require additional information, please do not hesitate to contact me. Thank you, as always, for your on-going cooperation and support.