

The W.L. Gilbert School Corporation  
Regular Meeting  
Thursday, December 14, 2023  
The Gilbert School  
Meeting called to order by Holly Cassaday at 6:35 p.m.

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

Administration: Greg Shugrue, Head of Schools

Others: Diane Cook, Business Manager

Student Report: N/A

Public Forum: N/A

Call for Agenda Items: None

Approval of Minutes:

A motion was made by Ellen Marino, seconded by Renata Waldron to approve the minutes of the November 8th Regular meeting, with one correction, (under Finance Report correct Unemployment line is over to budget to Unemployment line will be over budget)

Approved: 7/0/0

Committee Reports

Finance: Ellen Marino reported on the 12/14/23 Meeting.

Nothing notable to report in financials.

Greg & Diane noted that insurance premiums will rise 11.6% for next year and that will be a large budget driver, with over \$100,000 increase.

Policy : Ellen Marino reported on the 12/7/23 Meeting.

First Read Policies down agenda

Committee continues to review 5000 series policies.

Building & Grounds: No Meeting to Report

Personnel: No Meeting to Report

Food Service Report from Becky Tyrell at EdAdvance

- Rec'd notice from the State that the Corrective Action Plan submitted after the May 2023 audit has been reviewed and all actions were addressed. This was a close out letter of the review.
- Gilbert School lost \$4310 in revenue based on lack of compliance with the Healthy Food Certification for the year, and the State recovered an additional \$206.64 for lack of compliance during the week they visited in May.

## ASO Discussion

Greg met with the Mayor and Chief of Policy in regards to ASO. The ASO MOU is an agenda item on the 12/18/23 BOS meeting.

## First Reading of Policies:

5112.3 Drop-Outs

5118.00 Non Resident Attendance (SPED monies)

## 2024 Meeting Schedule:

A motion was made by Astrid Robitaille, seconded by Jared Fritch, to approve the 2024 Meeting Schedule with the following adjustments:

- REmove 1/3/24 Meeting from Schedule
- Change the 2/7/24 time of the Special Finance Meeting
- Update BOS meeting to read "Special Meeting"

Approved, 7/0/0

## Taping of Meetings

Greg will be building the cost into the 24/25 meeting

## Field Trip

A motion was made by Scott Beecher, seconded by Theresa Padin to approve the list of out of state field trips requested by the Wrestling Team Co-Op.

Approved 7/0/0

## Principals Report

- SRI (Scholastic Reading Inventory) Assessment Data
  - 7th grade- 58% below grade level
  - 8th grade- 46% below grade level
  - 9th grade- 52% below grade level
  - 10th grade- 52% below grade level
  - 11th grade- 59% below grade level
  - 12th grade 48% below grade level
- Currently there are no Reading Teachers or Reading Interventionists at TGS. Conversations regarding adding these positions is part of the 24/25 budget development process.
- Students will take this assessment 2x this year

## HOS Report

- MS Band growing
- Current TGS Enrollment 440
- Avg. daily attendance over 90%
- Waiting for potential revenue projections for the solar project
- GPS Meeting on 12/5 regarding ASO not well attended, but Greg will "re-brand" GPA prior to next meeting in February to attract more parents

#### Chairman's Report

- Holly attended the International Recruitment conference in Florida.
- 5 New International students starting in January

#### Winchester Report

- Hinsdale will be getting solar panels
- Discussion of re-doing Pearson school gymnasium floor & bleachers
- 12/12/23 WBOE finalized election of officers
- All WPS students to attend Holiday Concert at TGS on Friday 12/22

A motion was made by Theresa Padin, seconded by Scott Beecher to adjourn the meeting at 7:32 p.m.

Approved 7/0/0



STATE OF CONNECTICUT  
DEPARTMENT OF EDUCATION



November 22, 2023

Greg Shugrue, Head of School  
The Gilbert School  
200 Williams Avenue  
Winsted, CT 06098

Dear Mr. Shugrue,

The Connecticut State Department of Education's (CSDE) Bureau of Child Nutrition Programs conducted an Administrative Review of The Gilbert Schools' Child Nutrition Programs on May 9-11, 2023. The CSDE is in receipt of the district's corrective action plan in response to the results and findings from this Administrative Review.

The corrective action plan has been reviewed and all areas of corrective action were addressed and are approved.

The CSDE identified two areas requiring fiscal action to be applied due to the following errors:

1. Healthy Food Certification (HFC) noncompliance was determined to be systemic and the School Year 2022-23 HFC funds were not issued to The Gilbert School were \$4,310.
2. Meal pattern compliance for breakfast and lunch during the menu week of review. Due to the quick and thorough action taken by the district to resolve the identified areas of concern related to meal pattern compliance violations, the USDA Administrative Review guidelines allow the CSDE to limit potentially substantive fiscal action to June 2023. The June 2023 claim was resubmitted to recover the performance-based reimbursement.

The resulting fiscal action charges pertaining to the meal pattern compliance error necessitate the recovery of \$206.64. An invoice was issued by the Bureau of Fiscal Services to recover these funds to be paid upon receipt. The CSDE Appeal Procedures are attached should you decide to appeal this action resulting from the Administrative Review.

Finally, as outlined in the CSDE's March 27, 2017, [memorandum to the Superintendents](#), Section 207 of the Healthy Hunger-Free Kids Act amended section 22 of the National School Lunch Act (42 U.S.C. 1769c) to require State agencies to report the final results of the Administrative Review to the public in an accessible, easily understood manner in accordance with guidelines promulgated by the Secretary of Agriculture. The final rule at [7 CFR 210.18\(m\)](#) requires the State agency to post a summary of the most recent final Administrative Review results for each School Food Authority on the State agency's publicly available website. Please see the attached Administrative Review Summary report that will be posted on the CSDE [Administrative Review webpage](#). This summary will remain on the webpage until another Administrative Review is conducted.

Thank you for your support of the CNPs and please extend my thanks to your staff for their cooperation. Their hard work and dedication toward providing healthy meals to children is making a difference in the lives of students.

If you have any questions, please contact me at 860-807-2050 or [Shannon.Yearwood@ct.gov](mailto:Shannon.Yearwood@ct.gov).

Sincerely,



Shannon Yearwood, Bureau Chief  
Bureau of Child Nutrition Programs

SKY:fb

cc: Diane Cook, Business Manager  
Becky Tyrell, Food Service Director  
Fionnuala Brown, CSDE

Attachments: (2)



## The Gilbert School Food Service Update

12-14-23

### Final Administrative Review Report:

On November 22<sup>nd</sup> the CSDE sent their Summary Report and Administrative Review Close Out Letter for the Gilbert Food Service Review that took place last May.

The Review identified areas in need of correction in Free & Reduced Meal Application Processing, Direct Certification Compliance, Meal Counting and Claiming Procedures, Meal Component compliance, Offer versus Serve Practices, Civil Rights requirements, Food Safety, and Smart Snacks compliance.

Over the summer and into the start of this school year corrective action took place on all areas identified. On October 11<sup>th</sup> the CSDE returned to the school and found all areas in compliance.

As noted in the Close Out Letter regarding fiscal action the Gilbert School Food Service lost \$4,310 in revenue based on lack of compliance with Healthy Food Certification for the entire year, and the State also recovered another \$206.64 for lack of meal pattern compliance during the week of review in May.

Also of note, the letter notifies the district of the requirement that a summary of the most recent Administrative Review will be posted on the State's website. The Summary Report will be the document that is posted.

### **Cafeteria Monthly Update:**

- Unfortunately, we have had a staff member who will be out long term due to an injury not related to work. This is leaving the kitchen short-handed. We are seeking a sub to help cover this and future vacancies.

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- Update on meal counts: An increase in the average daily Breakfast count from 92 to 98 has taken place this month and Lunches are down slightly from 343 to 338 meals averaged per day. Ala carte sales are down slightly to \$177 per day. We continue to try and add new complaint items to increase sales.

Administrative Review Summary of School Nutrition Programs

School Food Authority (SFA): The Gilbert School

Type of Operation

Self-operated       Food service management company contract

Date of Administrative Review (Entrance Conference Date): May 9, 2023

General Program Participation

1. What Child Nutrition Programs does the SFA participate in? *(Check all that apply)*

- School Breakfast Program (7 CFR 220)
- National School Lunch Program (7 CFR 210)
- Fresh Fruit and Vegetable Program (P.L. 113-79 Section 19)
- Afterschool Snack Program (7 CFR 210)
- Special Milk Program (7 CFR 215)
- Seamless Summer Option (7 CFR 210)

2. Does the SFA operate under any Special Provisions?

- No       Yes *(Check all that apply)*
  - Community Eligibility Provision (CEP)
  - Special Provision 1
  - Special Provision 2
  - Special Provision 3



## Administrative Review Summary of School Nutrition Programs

### Review Findings

3. Were any findings identified during the SFA's review?

- No     Yes: Indicate below the areas and issues identified.

#### A. MEAL ACCESS AND REIMBURSEMENT

##### Findings for Certification and Benefit Issuance

Not applicable (sponsor does not collect free and reduced meal applications due to CEP)

<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<p><b>Findings:</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Free and reduced application processing compliance</li> <li><input type="checkbox"/> Household eligibility notification compliance</li> <li><input checked="" type="checkbox"/> Direct certification procedure compliance</li> <li><input checked="" type="checkbox"/> Benefit issuance document compliance</li> <li><input type="checkbox"/> Other:</li> </ul> <p><b>Connecticut State Department of Education (CSDE):</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Technical assistance provided to SFA</li> <li><input checked="" type="checkbox"/> Corrective action received by CSDE</li> <li><input checked="" type="checkbox"/> Corrective action approved by CSDE</li> </ul> <p><i>For information on certification and benefit issuance, refer to the USDA's <a href="#">Eligibility Manual for School Meals</a>.</i></p>
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## Administrative Review Summary of School Nutrition Programs

### A. MEAL ACCESS AND REIMBURSEMENT, *continued*

#### Verification of Household Applications

Not applicable (sponsor does not collect free and reduced meal applications)

<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<p><b>Findings:</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Verification process compliance</li> <li><input type="checkbox"/> Household verification letter compliance</li> <li><input type="checkbox"/> Verification benefit issuance document compliance</li> <li><input type="checkbox"/> Other:</li> </ul> <p><b>CSDE:</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Technical assistance provided to SFA</li> <li><input checked="" type="checkbox"/> Corrective action received by CSDE</li> <li><input checked="" type="checkbox"/> Corrective action approved by CSDE</li> </ul> <p><i>For information on verification, visit the CSDE's <a href="#">Verification Procedures for School Nutrition Programs</a> webpage.</i></p>
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#### Meal Counting and Claiming

<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<p><b>Findings:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Meal counting and claiming compliance</li> <li><input checked="" type="checkbox"/> Edit Check compliance</li> <li><input type="checkbox"/> Counting, consolidating, and recording of reimbursable meals compliance</li> <li><input checked="" type="checkbox"/> Policy compliance for incomplete meals, second meals, visiting student meals, adult and non-student meals, student worker meals, a la carte items, field trip meals, or pre-paid meals</li> <li><input type="checkbox"/> Other:</li> </ul> <p><b>CSDE:</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Technical assistance provided to SFA</li> <li><input checked="" type="checkbox"/> Corrective action received by CSDE</li> <li><input checked="" type="checkbox"/> Corrective action approved by CSDE</li> </ul> <p><i>For information on meal counting and claiming, visit the CSDE's <a href="#">Meal Counting and Claiming</a> webpage.</i></p>
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## Administrative Review Summary of School Nutrition Programs

### B. MEAL PATTERN AND NUTRITIONAL QUALITY

#### Meal Components and Quantities

<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<p><b>Findings:</b></p> <p><input type="checkbox"/> Meal pattern compliance (whole grain-rich, vegetable subgroups, milk type):</p> <p style="margin-left: 20px;"><input type="checkbox"/> Breakfast</p> <p style="margin-left: 20px;"><input type="checkbox"/> Lunch</p> <p><input checked="" type="checkbox"/> Meal component compliance</p> <p style="margin-left: 20px;"><input checked="" type="checkbox"/> Breakfast</p> <p style="margin-left: 20px;"><input checked="" type="checkbox"/> Lunch</p> <p><input checked="" type="checkbox"/> Sufficient quantities/complete meal compliance</p> <p style="margin-left: 20px;"><input checked="" type="checkbox"/> Breakfast</p> <p style="margin-left: 20px;"><input checked="" type="checkbox"/> Lunch</p> <p><input checked="" type="checkbox"/> Production record compliance</p> <p style="margin-left: 20px;"><input checked="" type="checkbox"/> Breakfast</p> <p style="margin-left: 20px;"><input checked="" type="checkbox"/> Lunch</p> <p><input type="checkbox"/> Other:</p> <p><b>CSDE:</b></p> <p><input checked="" type="checkbox"/> Technical assistance provided to SFA</p> <p><input checked="" type="checkbox"/> Corrective action received by CSDE</p> <p><input checked="" type="checkbox"/> Corrective action approved by CSDE</p> <p><i>For information on the USDA meal pattern requirements, visit the CSDE's <a href="#">Meal Patterns for Grades K-12 in School Nutrition Programs</a> and <a href="#">Meal Patterns for Preschoolers in School Nutrition Programs</a> webpages.</i></p>
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## Administrative Review Summary of School Nutrition Programs

### B. MEAL PATTERN AND NUTRITIONAL QUALITY, *continued*

#### Offer versus Serve (OVS)

<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<p><b>Findings:</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Meal selection compliance under OVS           <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Breakfast</li> <li><input checked="" type="checkbox"/> Lunch</li> </ul> </li> <li><input checked="" type="checkbox"/> Reimbursable meal compliance under OVS           <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Breakfast</li> <li><input checked="" type="checkbox"/> Lunch</li> </ul> </li> <li><input checked="" type="checkbox"/> Food service staff/cashier knowledge of OVS compliance           <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Breakfast</li> <li><input checked="" type="checkbox"/> Lunch</li> </ul> </li> <li><input checked="" type="checkbox"/> Student knowledge of OVS compliance           <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Breakfast</li> <li><input checked="" type="checkbox"/> Lunch</li> </ul> </li> <li><input type="checkbox"/> Other:</li> </ul> <p><b>CSDE:</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Technical assistance provided to SFA</li> <li><input checked="" type="checkbox"/> Corrective action received by CSDE</li> <li><input checked="" type="checkbox"/> Corrective action approved by CSDE</li> </ul> <p><i>For information on OVS, visit the CSDE's <a href="#">OVS for Grades K-12 in School Nutrition Programs</a> webpage.</i></p>
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## Administrative Review Summary of School Nutrition Programs

Dietary Specifications and Nutrient Analysis		
<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<p><b>Findings:</b></p> <p><input type="checkbox"/> Nutrient analysis <b>not required</b></p> <p><input type="checkbox"/> Nutrient analysis conducted</p> <p style="margin-left: 20px;"><input type="checkbox"/> Breakfast</p> <p style="margin-left: 20px;"><input type="checkbox"/> Lunch</p> <p><input type="checkbox"/> Other:</p> <p><b>CSDE:</b></p> <p><input type="checkbox"/> Technical assistance provided to SFA</p> <p><input type="checkbox"/> Corrective action received by CSDE</p> <p><input type="checkbox"/> Corrective action approved by CSDE</p> <p style="font-style: italic; font-size: small;">For information on the USDA dietary specifications, visit the <a href="#">"Dietary Specifications (Nutrition Standards for School Meals)"</a> section of the CSDE's Meal Patterns for Grades K-12 in School Nutrition Programs webpage.</p>
C. GENERAL PROGRAM COMPLIANCE		
Civil Rights (FNS Instruction 113-1)		
<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<p><b>Findings:</b></p> <p><input type="checkbox"/> Nondiscrimination statement compliance</p> <p><input type="checkbox"/> Accommodating special dietary needs compliance</p> <p><input checked="" type="checkbox"/> Written complaint procedure compliance</p> <p><input checked="" type="checkbox"/> Civil rights training compliance</p> <p><input type="checkbox"/> Other:</p> <p><b>CSDE:</b></p> <p><input checked="" type="checkbox"/> Technical assistance provided to SFA</p> <p><input checked="" type="checkbox"/> Corrective action received by CSDE</p> <p><input checked="" type="checkbox"/> Corrective action approved by CSDE</p> <p style="font-style: italic; font-size: small;">For information on the USDA civil rights requirements, visit the CSDE's <a href="#">Civil Rights for Child Nutrition Programs</a> webpage.</p>

## Administrative Review Summary of School Nutrition Programs

### C. GENERAL PROGRAM COMPLIANCE. *continued*

#### Local School Wellness Policy

<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<p><b>Findings:</b></p> <p><input type="checkbox"/> Wellness policy compliance</p> <p><input type="checkbox"/> Other:</p> <p><b>CSDE:</b></p> <p><input type="checkbox"/> Technical assistance provided to SFA</p> <p><input type="checkbox"/> Corrective action received by CSDE</p> <p><input type="checkbox"/> Corrective action approved by CSDE</p> <p><i>For information on school wellness policies, visit the CSDE's <a href="#">School Wellness Policies webpage</a>.</i></p>
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#### Smart Snacks in Schools

<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<p><b>Findings:</b></p> <p><input checked="" type="checkbox"/> Foods and beverages sold on the school campus (excluding reimbursable meals) do not comply with Smart Snacks</p> <p><input type="checkbox"/> Other:</p> <p><b>CSDE:</b></p> <p><input checked="" type="checkbox"/> Technical assistance provided to SFA</p> <p><input checked="" type="checkbox"/> Corrective action received by CSDE</p> <p><input checked="" type="checkbox"/> Corrective action approved by CSDE</p> <p><i>For information on Smart Snacks, visit the CSDE's <a href="#">Smart Snacks Nutrition Standards webpage</a>.</i></p>
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## Administrative Review Summary of School Nutrition Programs

### Additional Comments:

[Empty box for additional comments]



## Administrative Review Summary of School Nutrition Programs



For more information, visit the CSDE's [Administrative Review](#) webpage or contact the [school nutrition programs staff](#) at the Connecticut State Department of Education, Bureau of Child Nutrition Programs, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841.

This document is available at [http://portal.ct.gov/-/media/SDE/Nutrition/NSLP/AdminRev/Summary\\_Report\\_Administrative\\_Review\\_SNP.pdf](http://portal.ct.gov/-/media/SDE/Nutrition/NSLP/AdminRev/Summary_Report_Administrative_Review_SNP.pdf). The CSDE's AR summaries of school nutrition programs are posted on the CSDE's [Administrative Review Summary Reports](#) webpage.

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1. mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

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