

**THE W. L. GILBERT SCHOOL CORPORATION**  
**REGULAR MEETING**  
**WEDNESDAY, JANUARY 17, 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	Jared Fritch
Tore Lovetere	Ellen Marino	Theresa Padin
Astrid Robitaille	Renata Waldron	

**Administration**

Greg P. Shugrue  
Head of School

**Student Representatives**

Danica Poirier  
James Slauta

- A. Pledge of Allegiance - Jared Fritch
- B. Vision and Mission Statement - Jared Fritch

The Gilbert School is committed to assuring that all of our students are prepared to be thoughtful and productive citizens in a complex, global society.

In pursuing this Mission, we believe that:

- All students can learn and be successful.
- All students are valued and deserve an education that addresses their academic, physical, and social/emotional needs.
- All students are entitled to a safe, healthy, and respectful learning environment.
- All members of The Gilbert School community must uphold high expectations, be accountable, and demonstrate a commitment to excellence.
- Celebrating the heritage of The Gilbert School strengthens community pride and inspires individual accomplishments.

**2. PUBLIC FORUM**

A. General Public

The W. L. Gilbert School Corporation welcomes comments from the public. Please state your name and address. Speakers will be limited to three (3) minutes. (Board Policy 1120).

B. Student Representatives Report

**3. CALL FOR AGENDA ITEMS**

**4. APPROVAL OF MINUTES**

A. Minutes of Regular Meeting - December 14, 2023

1. VOTE: Yeas \_\_\_\_\_ Nays \_\_\_\_\_ Abstain \_\_\_\_\_

**5. COMMITTEE REPORTS**

A. Finance

1. Monthly Finance Report

2. Report on Special Finance Meeting - January 10, 2024

3. Next Meeting - February 21, 2024

B. Policy

1. Report on Meeting - January 4, 2024

2. Next Meeting - February 1, 2024

C. Building & Grounds

1. Next Meeting - February 21, 2024

**6. 2024 W. L. GILBERT SCHOOL CORPORATION MEETING SCHEDULE (AMENDED)**

A. VOTE: Yeas \_\_\_\_\_ Nays \_\_\_\_\_ Abstain \_\_\_\_\_

**7. READING DATA PRESENTATION**

**8. SECURITY**

A. ASO Update

**9. FIRST READING OF POLICIES**

A. #5131.8 - Off School Grounds Misconduct

B. #5141.5 - Suicide Prevention & Intervention

C. #5141.6 - Crisis Response/Crisis Management Plan (Emergencies & Disaster Preparedness Plan)

**10. SECOND READING OF POLICIES**

D. #5112.3 - Dropouts

E. #5118 - Nonresident Attendance

**11. OUT OF STATE FIELD TRIP (Baseball)**

A. VOTE: Yeas \_\_\_\_\_ Nays \_\_\_\_\_ Abstain \_\_\_\_\_

**12. PRINCIPAL'S REPORT**

**13. HEAD OF SCHOOL REPORT**

A. Greg P. Shugrue

1. Enrollment

2. Attendance Data

3. Roof/Solar Update

**14. BOARD OF EDUCATION REPORT**

A. Winchester

**15. SCHOOL CORPORATION CHAIRMAN'S REPORT**

A. Holly Cassaday

**16. ADJOURNMENT**

B. VOTE: Yeas \_\_\_\_\_ Nays \_\_\_\_\_ Abstain \_\_\_\_\_

## **PREVIOUS MEETING MINUTES**

The W.L. Gilbert School Corporation  
Regular Meeting  
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.

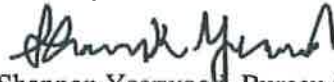
Finally, as outlined in the CSDE's March 27, 2017, [memorandum to the Superintendents](#), Section 207 of the Healthy Hunger-Free Kids Act amended section 22 of the National School Lunch Act (42 U.S.C. 1769c) to require State agencies to report the final results of the Administrative Review to the public 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  
Fionmuala 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.

Connecticut State Department of Education

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> <p><input checked="" type="checkbox"/> Verification process compliance</p> <p><input type="checkbox"/> Household verification letter compliance</p> <p><input type="checkbox"/> Verification benefit issuance document 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><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> <p><input type="checkbox"/> Meal counting and claiming compliance</p> <p><input checked="" type="checkbox"/> Edit Check compliance</p> <p><input type="checkbox"/> Counting, consolidating, and recording of reimbursable meals compliance</p> <p><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</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 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 (<u>whole grain-rich, vegetable subgroups, milk type</u>):</p> <div style="margin-left: 20px;"> <input type="checkbox"/> Breakfast  <input type="checkbox"/> Lunch         </div> <p><input checked="" type="checkbox"/> Meal component compliance</p> <div style="margin-left: 20px;"> <input checked="" type="checkbox"/> Breakfast  <input checked="" type="checkbox"/> Lunch         </div> <p><input checked="" type="checkbox"/> Sufficient quantities/complete meal compliance</p> <div style="margin-left: 20px;"> <input checked="" type="checkbox"/> Breakfast  <input checked="" type="checkbox"/> Lunch         </div> <p><input checked="" type="checkbox"/> Production record compliance</p> <div style="margin-left: 20px;"> <input checked="" type="checkbox"/> Breakfast  <input checked="" type="checkbox"/> Lunch         </div> <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> <p><input checked="" type="checkbox"/> Meal selection compliance under OVS</p> <div style="margin-left: 20px;"> <input checked="" type="checkbox"/> Breakfast  <input checked="" type="checkbox"/> Lunch         </div> <p><input checked="" type="checkbox"/> Reimbursable meal compliance under OVS</p> <div style="margin-left: 20px;"> <input checked="" type="checkbox"/> Breakfast  <input checked="" type="checkbox"/> Lunch         </div> <p><input checked="" type="checkbox"/> Food service staff/cashier knowledge of OVS compliance</p> <div style="margin-left: 20px;"> <input checked="" type="checkbox"/> Breakfast  <input checked="" type="checkbox"/> Lunch         </div> <p><input checked="" type="checkbox"/> Student knowledge of OVS compliance</p> <div style="margin-left: 20px;"> <input checked="" type="checkbox"/> Breakfast  <input checked="" type="checkbox"/> Lunch         </div> <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 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 not required</p> <p><input type="checkbox"/> Nutrient analysis conducted</p> <p style="margin-left: 40px;"><input type="checkbox"/> Breakfast</p> <p style="margin-left: 40px;"><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><i>For information on the USDA dietary specifications, visit the "Dietary Specifications (Nutrition Standards for School Meals)" section of the CSDE's Meal Patterns for Grades K-12 in School Nutrition Programs webpage.</i></p>
C. GENERAL PROGRAM COMPLIANCE		
<b>Civil Rights (FNS Instruction 113-1)</b>		
<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><i>For information on the USDA civil rights requirements, visit the CSDE's <a href="#">Civil Rights for Child Nutrition Programs</a> webpage.</i></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

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

## Food Safety, Storage and Buy American

<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<p><b>Findings:</b></p> <p><input checked="" type="checkbox"/> Food Safety Plan compliance</p> <p><input checked="" type="checkbox"/> Food Safety inspections compliance</p> <p><input checked="" type="checkbox"/> Buy American Provision 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><i>For information on food safety, visit the CSDE's <a href="#">Food Safety for Child Nutrition Programs</a> webpage. For information on the Buy American requirements, refer to the USDA's <a href="#">USDA Memo 38-2017: Compliance with and Enforcement of the Buy American Provision in the NSLP</a></i></p>
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Other Areas
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<input type="checkbox"/> No	<input type="checkbox"/> Yes	<p><b>Findings:</b></p>     <p><b>CSDE:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Technical assistance provided to SFA</li> <li><input type="checkbox"/> Corrective action received by CSDE</li> <li><input type="checkbox"/> Corrective action approved by CSDE</li> </ul>
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## Administrative Review Summary of School Nutrition Programs

### **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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Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

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)

This institution is an equal opportunity provider.

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## **2024 BOARD MEETING SCHEDULE REVISION**

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

**Board Meeting Schedule  
2024**

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

Wednesday, January 10*	Special Finance Meeting @ 6:00 p.m.
Wednesday, January 17	Regular Meeting
Wednesday, February 7	Special Meeting @ 6:00 p.m. - Budget Presentation
Wednesday, February 21	Regular Meeting Budget Adoption
Wednesday, February 28*	Special Meeting Budget Adoption *(if necessary)
Wednesday, March 20	Regular Meeting
Wednesday, April 24	Regular Meeting
Wednesday, May 15	Regular Meeting
Wednesday, June 19	Regular Meeting
Wednesday, July 17*	Regular Meeting (*if necessary)
Wednesday, August 21	Regular Meeting
Wednesday, September 18	Regular Meeting
Wednesday, October 16	Regular Meeting
Wednesday, November 20	Regular Meeting
Wednesday, December 18	Regular Meeting

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

Revised 1/17/2024

**FIRST READING OF POLICY:**  
**#5131.8 - "OFF SCHOOL GROUNDS MISCONDUCT"**



## **Students**

### **Off School Grounds Misconduct**

Students are subject to discipline, up to and including suspension and expulsion for misconduct, which is seriously disruptive of the educational process and is a violation of a publicized Board policy, even if such misconduct occurs off-school property and during nonschool time.

In compliance with judicial decisions, the Board considers conduct which is "severely disruptive of the educational process" to mean conduct that "markedly interrupts or severely impedes the day-to-day operations of a school" in addition to such conduct also being violative of publicized school policy. Such conduct includes, but is not limited to, phoning in a bomb threat, or making a threat, off school grounds, to kill or hurt a teacher or student.

In addition, in making the determination as to whether conduct is "seriously disruptive of the educational process," the administration may consider, but such consideration shall not be limited to (1) whether the incident occurred within close proximity of a school; (2) whether other students from the school were involved or whether there was any gang involvement; (3) whether the conduct involved violence, threats of violence or the unlawful use of a weapon, as defined in Section 2938 and whether any injuries occurred; and (4) whether the conduct involved the use of alcohol. The conduct can also be the use of inappropriate electronic messages. The Board of Education or impartial hearing board, in matters of expulsion for out of school misconduct, in making a determination as to whether conduct is "seriously disruptive of the educational process," may consider, but consideration is not limited to the same items listed previously.

Such discipline may result whether: 1) the incident was initiated in the school or on school grounds, or 2) even if the incident occurred or was initiated off-school grounds and nonschool time; if after the occurrence there was a reasonable likelihood that return of the student would contribute to a disruptive effect on the school education or its process, markedly interrupting or severely impeding the day-to day operation of a school, by threatening:

1. The school's orderly operations;
2. The safety of the school property;
3. The welfare of the persons who work or study there.

Examples of the type of such off-school misconduct that may result in such discipline include but are not limited to:

1. Use, possession, sale, or distribution of dangerous weapons; (as defined C.G.S. 53a3, 53-206, and 29-35)
2. Use, possession, sale, or distribution of illegal drugs; or
3. Violent conduct,
4. Making of a bomb threat,
5. Threatening to harm or kill another student or member of the staff.

where any such activity has the reasonable likelihood of threatening the health, safety or welfare of school property, individuals thereon, and/or the educational process.

## **Students**

### **Off School Grounds Misconduct (continued)**

For example, if it is determined that a student's use, possession, or sale of drugs in the community has a strong likelihood of endangering the safety of students or employees because of the possibility of such sales in the school; or if violent conduct in the community presents a reasonable likelihood of repeating itself in the school environment; or if any similar type of misconduct in the community has a reasonable likelihood of being continued or repeated in school or of bringing retaliation or revenge into the school for such off-school misconduct, the Board may impose discipline up to and including suspension and/or expulsion. The rationale to be applied in considering disciplinary action is whether the off-school grounds conduct will markedly interrupt or severely impede the day-to-day operation of a school.

A student who possessed and used a firearm, deadly weapon, dangerous instrument or martial arts weapon in the commission of a crime off-campus shall be expelled for one calendar year unless said expulsion is modified on a case-by-case basis.

### **Regulation of Off-Campus Speech**

It is recognized that some off-campus speech can be harmful and subject to regulation by District officials. The regulatory interests of the District and its schools remain significant in some off-campus circumstances. Such circumstances involving off-campus speech in which the District has an interest include, but are not limited to, the following:

- serious or severe bullying or harassment targeting particular individuals;
- threats aimed at teachers or students;
- the failure to follow rules concerning lessons, the writing of papers, the use of computers or participation in other online school activities; and
- breaches of school security devices, including material maintained within school computers.

In order for the District to take disciplinary action regarding student off-campus speech, school officials are limited to those situations where it can be reasonably forecast that the student speech in question will materially disrupt classwork or involve substantial disorder in the school setting. Off-campus student speech may be regulated only in compelling circumstances.

Legal Reference: Connecticut General Statutes

4 176e through 4 185 Uniform Administrative Procedure Act.

10233a through 10233f re inschool suspension, suspension, expulsion. (as amended by PA 98139)

2935 Carrying of pistol or revolver without permit prohibited.

2938 Weapons in vehicles.

## **P5131.8(c)**

### **Students**

#### **Off School Grounds Misconduct**

Legal Reference: Connecticut General Statutes (continued)

53a3 Firearms and deadly weapons.

53206 Carrying and sale of dangerous weapons.

53a217b Possession of firearms and deadly weapons on school grounds.

PA 94221 An Act Concerning School Safety.

18 U.S.C. 921 Definitions.

PL 103382 Elementary and Secondary Education Act. (Sec. 14601 Gun Free Requirements: Gun Free School Act of 1994)

PA 95304 An Act Concerning School Safety.

PA 96244 An Act Concerning Revisions to the Education Statutes.

*Kyle P. Packer PPA Jane Packer v. Thomaston Board of Education.*  
(SC 15862)

*Wisniewski v. Bd. Of Educ.*, 494F.3d34 (2<sup>nd</sup> Cir. 2007)

*Doninger v. Niehoff*, 257F.3d (2<sup>nd</sup> Cir. 2008)

*Mahanoy Area School District v. B.L.* (S.C. 20-255) June 23, 2021

Policy adopted:

rev 4/02

rev 12/09

rev 7/21

**FIRST READING OF POLICY:**  
**#5141.5 - "SUICIDE PREVENTION AND INTERVENTION"**

*A policy is required. Here is one sample followed by another sample.*

## **Students**

### **Suicide Prevention and Intervention**

The Board of Education recognizes that suicide is a complex issue and that, while the school may recognize a potentially suicidal youth, it cannot make a clinical assessment of risk and provide indepth counseling. Instead, the Board directs school staff to refer students who may be at risk of attempting suicide to an appropriate service for professional assessment, counseling and treatment services outside of the school.

The Board of Education recognizes the need for youth suicide prevention procedures and will establish program(s) to identify risk factors for youth suicide, procedures to intervene with such youth, referral services and training for teachers, other school professionals and students to provide assistance in these programs.

Any school employee who may have knowledge of a suicide threat, attempt or ideation must take the proper steps to immediately report this information to the building Principal or his/her designee who will, in turn, notify the appropriate school officials, the Crisis Intervention Team, the student's family and appropriate resource services outside and within the school system.

In addition, information regarding the 988 crisis line should be made widely available in schools and district offices. Text should note to call 988 if you are in emotional distress and/or you are having suicidal ideations. It should also include that by calling 988, you will be provided with support and connected to resources if needed.

Information concerning a student's suicide attempt, threat, or risk will be shared with others to the degree necessary to protect that student and others.

Legal Reference:       Connecticut General Statutes

10221(e) Boards of education to prescribe rules.

Policy adopted:

rev 10/18

rev 2/23

**FIRST READING OF POLICY:**

**#5141.6 - "CRISIS RESPONSE/CRISIS MANAGEMENT PLAN"**



*A recommended policy to consider.*

## **Students**

### **Crisis Response**

#### **Crisis Management Plan (Emergencies and Disaster Preparedness Plan)**

It is the policy of the Board of Education (Board) to maintain a safe, orderly, civil, and positive learning environment, and to be prepared, in so far as possible, to prevent and respond to unexpected crises quickly and appropriately. While the very nature of a crisis may make preparation difficult, the Board believes that staff and students should be ready to respond quickly and appropriately to emergency situations.

The Board of Education recognizes that all District staff and students must be prepared to respond quickly and responsibly to emergencies, disasters, and threats of disaster.

Annually the Board shall develop, maintain and implement an emergency disaster preparedness and response plan ("School Security and Safety Plan") and administrative procedures which detail provisions for responding to emergency situations and disasters and the role that local emergency service providers shall play in crisis preparedness and incident management, and which shall be included in the District's comprehensive school safety plan. Such plans shall be based on the school security and safety plan standards and the accompanying School Security and Safety Plan Template developed by the Department of Emergency Services and Public Protection, pursuant to section 86 of PA 13-3. This shall include the establishment at each school of a school security and safety committee and consultation and cooperation with law enforcement, fire department, and emergency rescue squads.

Examples of school crises include, but are not limited to, fire, bus accidents, nuclear disaster, criminal acts, civil disturbances, disease epidemic, physical injury, death, presence of intruders on school premises, hazardous material spills, weather-related emergencies, natural disasters, bomb threats, or terrorist activities.

In developing the District and school security and safety plans, the Superintendent or designee shall collaborate with local and state emergency responders, including local public health administrators, in compliance with the provisions of PA 13-3.

The Superintendent or designee shall also develop and maintain emergency plans for each school site, with the cooperation of the school's security and safety committee.

*Note: The U.S. Department of Education has published Practical Information on Crisis Planning, which is available on its web site, to provide guidance for schools in developing crisis plans. This document recommends that districts work with city and county emergency planners to help integrate resources and that school staff participate in local emergency planning so that the district perspective is addressed by the local government. In addition, as part of the Pandemic Influenza Planning Checklist, the U.S. Department of Health and Human Services and the Centers for Disease Control and Prevention recommend that local public health administrators be involved in the district's planning process.*

## Students

### Crisis Response

#### Crisis Management Plan (Emergencies and Disaster Preparedness Plan) (continued)

The Board shall annually, by November 1 of each year, submit the school security and safety plan for each school to the Department of Emergency Services and Public Protection, via submission to the District's DEMHS Regional Coordinator in the manner prescribed by said agency.

The Superintendent or designee shall use the school security and safety plan standards and plan templates developed by the Department of Emergency Services, state-approved Standardized Emergency Management System guidelines, be compliant with the National Incident Management System (NIMS), and incorporate the National Incident Command System when updating district and site-level emergency and disaster preparedness plans.

The crisis management plan (School Security and Safety Plan) shall be developed within the context of the four recognized phases of crisis management:

- **Mitigation/Prevention** addresses what schools and the district can do to reduce or eliminate the risk to life and property.
- **Preparedness** focuses on the process of planning for the worst case scenario.
- **Response** is devoted to the steps to take during a crisis.
- **Recovery** pertains to how to restore the learning and teaching environment after a crisis.

Security and safety plans shall also provide guidance on the recovery from an emergency incident, in addition to including provisions regarding preparedness and response.

Crisis management must be viewed as a continuous process in which all phases of the plan are being reviewed and revised. The plan must be continuously updated based upon experience, research and changing vulnerabilities. Therefore, the Board will conduct a security and vulnerability assessment every two years for each District school and develop and/or revise a school security and safety plan for each school based on the aforementioned standards for such plans.

Schools shall collaborate closely with law enforcement, fire and emergency services personnel and community partners, including public health and mental health professionals who can assist with the development of a plan that addresses a wide range of crises.

The District crisis response team is responsible for:

- Initiating, building and maintaining relationships with community partners;
- Conducting safety and security needs assessments;
- Establishing and updating the emergency management plan;
- Assisting individual school-based crisis response teams, (the school security and safety committee) to include community partners and school-based personnel as specified in section 87 of PA 13-3; and

- Developing training activities and conducting emergency exercises to support and improve the plan.

## Students

### Crisis Response

#### Crisis Management Plan (Emergencies and Disaster Preparedness Plan) (continued)

At a minimum, school and school district emergency management plans shall outline procedures for faculty, staff and students for the following three primary responses:

- **Evacuation** when it is safer outside the school than it is inside the school.
- **Lockdown** when there is an immediate threat of violence in, on or in the vicinity of the school.
- **Shelter-in-place** when students and staff must remain in a school building for extended periods of time during an event such as a chemical spill or terrorist attack.

The Board shall grant the use of school buildings, grounds, and equipment to public agencies, including the American Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The Board shall cooperate with such agencies in furnishing and maintaining whatever services they deem necessary to meet the community's needs.

**Note:** The Readiness and Emergency Management for Schools (REMS) Technical Assistance (TA) Center is a hub of information and services available to assist in emergency management planning and preparedness. The website is <http://rem.ed.gov>.

(cf. 3516 – Safe and Secure School Facilities, Equipment and Grounds)

(cf. 4148.1/4248.1 – School Security and Safety Committee)

(cf. 5131.7 – Weapons and Dangerous Instruments)

(cf. 5141.22 – Communicable/Infectious Diseases)

(cf. 5142 – Student Safety)

(cf. 6114 – Emergencies and Disaster Preparedness)

(cf. 6114.6 – Emergency Closings)

(cf. 6114.8 – Pandemic/Epidemic Emergencies)

Legal Reference: Connecticut General Statutes

10-154a Professional communications between teacher or nurse and student.

10-207 Duties of medical advisors.

10-209 Records not to be public.

10-210 Notice of disease to be given parent or guardian.

10-221 Boards of education to prescribe rules.

10-222m – School security and safety plans. School security and safety committees

10-222n School security and safety plan standards

## **Students**

### **Crisis Response**

#### **Crisis Management Plan (Emergencies and Disaster Preparedness Plan)**

Legal Reference: Connecticut General Statutes (continued)

10221 Boards of education to prescribe rules.

19a-221 Quarantine of certain persons.

52-557b Immunity from liability for emergency medical assistance, first aid or medication by injection. School personnel not required to administer or render.

PA 13-3 An Act Concerning Gun Violence and Children's Safety

The Family Educational Rights and Privacy Act of 1974, (FERPA), 20 U.S.C. 1232g, 45 C.F.R. 99.

Policy adopted:

cps 1/07  
rev 2/13  
rev 7/13  
rev 3/16

**SECOND READING OF POLICY:**  
**#5112.3 "DROPOUTS"**

*A recommended policy.*

## **Students**

### **Dropouts**

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

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

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

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



## **Students**

### **Dropouts (continued)**

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

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

(cf. 5111 - Admission)

(cf. 5112 - Ages of Attendance)

(cf. 5113 - Admission/Excuses/Dismissal)

(cf. 5113.2 - Truancy)

(cf. 6146 - Graduation Requirements)

(cf. 6172.6 - Virtual/Online Courses)

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

**Policy adopted:**

rev 7/18

rev 7/23



**SECOND READING OF POLICY:  
#5118 - "NONRESIDENT ATTENDANCE"**

## **Students**

### **Nonresident Attendance**

Applications from nonresidents to attend The Gilbert School will be considered when space is available. Applications will be accepted on the basis of qualifications set by the administration and a tuition rate set by the Board. Nonresident students are defined as those who reside outside the Town of Winchester and any sending district.

### **Admission**

The Gilbert School will admit nonresident students provided that:

1. Enrollment of these students will not cause class size to exceed the desired maximum in any classroom or program as set by the Superintendent.
2. The records of these students indicate to the administration that the student can profit from the school program and not distract from the education offered to resident students.
3. The tuition rate shall be established at the current per pupil tuition charge to Winchester or any sending district plus the cost of special education, if any. Any monies collected for special ed costs from the sending district will be forwarded to WBOE.
4. The parent/student assumes full responsibility for transportation and any other charges incurred.

### **Future Residents**

Students whose parent(s)/guardian(s) provide written evidence that they have assumed a legal obligation to purchase, build, or rent housing in one of the sending towns will be enrolled with a waiver of tuition. They will be required to pay tuition as of the expiration of the two-month period. Students will be admitted upon the approval of the sending Board of Education.

### **Former Residents**

Students of families who move from either Winchester or any sending district after May 1 may continue in The Gilbert School for the balance of that school year without payment of tuition charges. Parents will be responsible for transportation and/or any other charges incurred.

Students who have successfully completed Grade 11 and whose parents/guardians move from either Winchester or any sending district may attend The Gilbert School on a non-tuition basis providing:

1. There is a written request for this consideration that is approved by the Superintendent.
2. The parent/student assumes full responsibility for transportation and any other charges incurred.

Legal Reference: Connecticut General Statutes

10-4a Educational interests of state defined (amended by PA 97-290, An Act Enhancing Educational Choices and Opportunities)

10-33 Tuition in towns in which no high school is maintained.

10-35 Notice of discontinuance of high school service to nonresidents.

10-55 Students to attend regional school.

10-253 School privileges for children in certain placements, nonresident children and children in temporary shelters.

**Policy adopted: May 20, 2009**

THE GILBERT SCHOOL

Winsted, Connecticut

## **OUT OF STATE FIELD TRIP REQUEST**

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: 5/10/2024 - 5/11/2024

TIME(S) OF TRIP: 8am

PRIMARY DESTINATION(S): Baseball Hall of Fame + Double Day  
Field.

NUMBER OF STUDENTS ATTENDING: 15-18 (Varsity Baseball team)

STUDENT CLASS/GROUP: Freshman - Seniors

NAME(S) OF SPONSORING FACULTY: Head Coach - Jorge Pimentel

NAMES OF CHAPERONES:

Brandon Bobesh - HS Asst Coach Jorge Pimentel

Ryan Ahlman - MS Head Coach

Jimmy Larnance - MS Asst Coach

ANTICIPATED COST TO STUDENTS: 0.91 after fundraising

Attached Curriculum and Objective Linkages Form must be submitted.

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

Departure Date: 5/10/24 Departure Time: 8am

Hotel Name: The base N Pines Motel

Hotel Address: 7100 NY-80, Cooperstown, NY 13326

Hotel Phone Number: 607-547-2790

ACTIVITY	LOCATION	APPROXIMATE TIME
* See Itinerary attachment *		

RETURN DATE: 5/11/24

RETURN TIME (Arrival at Gilbert): 8:00pm

Department Chair/Liaison Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Head of School Approval: \_\_\_\_\_ Date: 5/12/24

**THE GILBERT SCHOOL / WAMOGO H.S.**  
**2023 COOPERSTOWN ITINERARY**  
**MAY 10<sup>th</sup> and 11<sup>th</sup>**

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Friday, MAY 10<sup>th</sup>

6:30 a.m. Bus picks up at Wamogo High School - 98 Wamogo Rd, Litchfield, CT 06759  
6:45 a.m. All attending to arrive at Gilbert. Park in student lot if driving. (Parent drop off

recommended.)

**\*\*Dress code:** Practice t-shirt (sleeves if temps are cool), team shorts / BP top. - mandatory  
Game uniforms are readily accessible (Varsity and JV) as we are going right to the field.  
Bags will be checked before loading on bus.

7:15 a.m. Bus arrives at Gilbert bus loop - 200 Williams Ave, Winsted, CT 06098  
Players load gear.

7:30 a.m. Bus leaves Gilbert School- headed for Cooperstown, NY.

Approximate time to Cooperstown, 3 hours, 155 miles  
Players will bring their own breakfast on the bus.

10:30 - 11 a.m. Arrival at Doubleday Field, Cooperstown, NY

After brief team meetings, players depart bus. Find a quick bite to eat / watch 10 a.m. game.

- \$10 stipend for lunch

Quick walk around area / souvenir shops / batting cages

11:30 a.m. Report to coaches at field / get dressed for game.

- Meet with field manager

- Sign in with umpires

- Pictures out front (pictures on field after the game)

12:30 p.m. On to the field - pregame warm up. / In and outs start at 1:00 p.m.

1:25 p.m. Announcement of teams / lineups - National Anthem (Bill Richmond - voice of the Yellowjackets)

1:30 p.m. *First Pitch - Gilbert vs. Wamogo - Exhibition - Doubleday Field*

3:30 p.m. Pictures on the field after the game.

4:00 p.m. Hotel Check - in - Lake N' Pines Motel 7102 State Hwy. 80 , Cooperstown NY 13326

[www.lakenpinesmotel.com](http://www.lakenpinesmotel.com) 833-435-0372

4:30 p.m. Room check-in and inspection / shower and unpack / Wiffle ball tourney sign - ups  
Each room will be responsible for room inspection.

4:45 - 6:00 p.m. Wiffle Ball Tournament (at hotel) / Games room / Fishing

6:00 p.m. Dinner - at hotel (Pizza, wings and salad from \_\_\_\_\_)

7:00 - 9:00 p.m. Free time / Game Room (9-ball tournament) / other activities. (Movie?)

9:00 p.m. Head to rooms / Room checks

10:00 p.m. All players in rooms / Lights out.

Saturday, MAY 11<sup>th</sup>

7:00am - Wake up call

7:30 - 8:30 a.m. Breakfast - Lake N' Pines - included

8:30 - 9:00 a.m. Back to rooms, clean up, room inspections. Players check in with assigned coaches.

9:00 a.m. Check out

**\*\*Dress code:** Yellowjacket baseball polos / hoodies - mandatory

9:15 a.m. Load Bus - Head to Baseball Hall of Fame

9:30 a.m. National Baseball Hall of Fame

Players will be given scavenger hunts to guide them around the Hall of Fame. Scavenger Hunt winner (gift card) - no phones!

12:00 p.m. Team meets for lunch - Player stipend - \$10.00.

Location - Main St, Cooperstown, NY.

1:30 - 3:00 / 4:00 p.m. Players check in with coaches at HOF / Continue tour of HOF.

3:00 / 4:00 p.m. Team meets in the Hall of Fame lobby. Hand in scavenger hunts

3:30 / 4:30 p.m. Roll call / Bus leaves Doubleday Field / Cooperstown headed back to Winsted, CT

6:00 p.m. Stop for dinner - TBD

7:30 - 8:00 pm Bus returns to Gilbert School parking lot.

## **ENROLLMENT DATA**



Gilbert Grade Level Enrollment - Winchester Only											
	August 2023	September 2023	October 2023	November 2023	December 2023	January 2024	February 2024	March 2024	April 2024	May 2024	June 2024
Grade 7	80	88	89	89	89	90					
Grade 8	66	72	72	71	70	72					
Grade 9	61	64	67	66	66	66					
Grade 10	61	61	61	61	60	62					
Grade 11	85	88	88	85	86	85					
Grade 12	55	55	55	54	53	54					
Total	408	428	432	426	424	429					

[illegible]

## **ATTENDANCE DATA**

