

Integrated Day Charter School  
Governing Board Meeting Minutes  
February 24, 2010

Absent: Laura McMahon and Jason Jones, Rick Bennett

Public Comment

Martin Crabb, a new parent this year, expressed concern about another student who is hitting his son.

Teri Woronecki, an IDCS music teacher, requested a change in the Admissions Policy by moving children of staff to the top of the waiting list. She outlined her reasons in a letter, which she shared with the Board.

- A motion was made to accept the January 20, 2010 Governing Board Minutes. It passed with 9 in favor, 0 opposed. Michelle Devine abstained.
- Representatives from BL Companies reviewed their findings on the blue building and suggested two scenarios: gut the building down to the bare structural members (needs approval by town) or demolish the building. Demolition would require condemning of the building and then approval by Norwich's zoning and planning. If the approval were not granted, we would be left without a building. BL recommends reconstructing after gutting the building.
- Hazardous materials study: Asbestos, PCB's and lead have been found due to age of the building. This would be removed, not abated. The grounds around the building and the dirt in the crawl space would be addressed as well.
- The Board, or a subcommittee, needs to discuss design, programming issues, etc. Carl Davis requested a list of things we should be thinking about.

Professional Development

- Planning Committee--looked at the SWOT analysis—see handout  
Grades 3-8 were surveyed, plus staff, parents and Board members; the survey did not show any glaring issues. The Board needs to determine how to approach a strategic plan.

Director's Report

- CMT's will start next week, with two weeks of testing and makeups to follow. the State is piloting a new test for special education students.
- The IDCS has been randomly selected for an audit (one charter school each year). We provide the names of three auditors and the state selects one. This may cost significantly more than we currently budget for our audit.

- The State Department of Education has issued a position statement on public school choice.
- Dr. Claire Warren submitted her resignation, effective at the end of the school year. A new medical director will need to be appointed.

#### Standing Committee Reports

- Governance – reviewed the Admissions Policy and Board membership, some of the terms need adjustment. George Rezendes will be resigning as of June 2010.
- A Curriculum Policy is needed as well as an evaluation for the director and business manager. The order in which policies would be reviewed needs to be determined, with mandated policies given priority. A timetable for policy review is also needed.
- Planning – looking at the possibility of an outside facilitator through LEARN or other avenues for a workshop on the strategic plan. Anna James has a contact who might be willing to facilitate. Cost is a consideration. Michelle Devine suggested the school apply for a grant to cover this cost. The Planning Committee is meeting next week to consider the options.
- Curriculum –all curriculum binders need to be available for next year’s charter renewal process. A presentation will be made to the Board on the math curriculum. The Curriculum Committee is also discussing the process of having teachers develop a curriculum and bringing it to the Board for adoption. Funding for an approved curriculum is an important consideration. If we adopt a curriculum, we need to commit to the cost of doing so.
- June Morrone suggested we need a plan for a textbook review cycle, as opposed to just approving a curriculum that is textbook driven.
- A common format for writing new curriculum is needed along with funding for writing curriculum in the summer.
- Finance – reviewed day care program expenses to date. The EECP should be making a profit of about \$3,000 but is actually in deficit because of uncollected fees. Carl Davis recommended writing off two accounts from last year as bad debts.
- The food service program is on the plus side, but it is more costly to augment than before. We have received very positive feedback about the program.

See Finance Committee Meeting notes for additional information.

#### Ad-hoc Committee Reports

- Non-certified Staff Compensation Task Force--see meeting notes.

Business Report – see handout

- See draft of Food Service Policy provided at the meeting.

Discussion/Action Items

- A motion was made by Michael Seroussi and seconded by Frank Maletz to modify the Admissions Policy by making the following two changes:
  - Under “Proposed” (page 1)--add the words “of current students” following the word sibling
  - Under “Definition of staff and length of service”—change “one full year” to “90 days”The motion passed unanimously, with Michelle Devine abstaining.
- The Board received a letter from a parent with a child at the school and a sibling on the waiting list requesting that siblings be moved to the top of the waiting list. Changes to the policy regarding siblings needs to be reviewed by the Governance Committee and then brought to the Board.
- A motion was made by June Morrone and seconded by Brianne Temple to appoint Michele Devine to fill the slot on the Finance Committee for the remainder of the year. The motion passed with 9 in favor, 0 opposed.
- A motion was made by Michael Seroussi and seconded by Mary Osten to go into Executive Session. The motion passed with 9 in favor, 0 opposed.

Executive Session for Personnel Matters

- A motion was made by June Morrone and seconded by Mary Osten to return to regular session at 8:09 p.m. The motion passed with 9 in favor, 0 opposed.
- A motion was made by Brianne Temple and seconded by Jen Spangle to approve Jayme Keefe’s request for an additional one year leave of absence for child rearing. The motion passed with 5 in favor, 2 opposed and two abstentions.
- A motion was made by Brianne Temple and seconded by Jen Spangle to adjourn at 8:13 p.m. The motion passed with 9 in favor, 0 opposed.

**Next Meeting: March 17, 5:30 p.m.**

# SWOT Update

IDCS board Planning Committee

Submitted 2/24/10

Melissa Dearborn

Last year, a subcommittee of the board set about gathering data to guide the building of a strategic plan. George Rezendes, Anna James, Melissa Dearborn, Jason Jones, Scott Swartz

## **We GATHERED information.**

\* We sent out a survey to staff, students grade 3-8, board members, and parents. We asked for Strengths, Weaknesses, Opportunities, and Threats as related to the mission and vision of our school. These groups were reminded of our M/V and then it was open to free response.

\* We organized these data into categories. The themes that recurred were Faculty, Mission/Vision, Curriculum (academic and social), and Other.

\* We asked the members of the school community to power vote on the issues –both strengths and weaknesses. Forms went home in every home visit packet, to all staff, and every board member. All were asked to choose the top five strengths and top five weaknesses.

## **We ANALYZED the data.**

All these data were collated and the results are before you now. The sample size is 120. Only areas that scored 10%of this sample size or greater were reported (12 people). The number next to the entry reflects votes.

## **Next Steps:**

- 1) **Determine the most critical strategic issues or challenges facing us for the next 3-5 years.**
- 2) **Develop a SHARED vision for the school's future to guide our goal setting.**
- 3) **Revisit and AFFIRM the Mission of the school- our core values and philosophy.**
- 4) **Develop goals or major results we want to achieve over the next 3-5 years.**
- 5) **Develop STRATEGIES to meet those goals.**
- 6) **Formulate OBJECTIVES – actual projects, initiatives, or activities to implement the selected strategies.**

**This committee continues to meet monthly.**

**SWOT DATA 2009**      sample size: 120      Reported 10% or above

### STRENGTHS

#### FACULTY

Treat Students as individuals 41  
Dedicated 21  
Hardworking 15  
Passionate and compassionate 15  
student/teacher connections 14  
ability to teach differently 14  
teach to needs 13

#### CURRICULUM

Public speaking 36  
Research work 31  
Learning buddies 27  
Responsive classroom 24  
engaged students 14  
arts 12

#### MISSION/VISION

pre-k to 8 interact 31  
student independence and choice 21  
small community 14  
no uniforms 12  
allowed to be different 12  
family style lunch 12

#### OTHER

daycare 14  
friendly 14

**SWOT DATA 2009**      sample size: 120      Reported 10% or above

### WEAKNESSES

#### FACULTY

some teachers do not differentiate 14  
Do not help students who  
are not independent 14  
classroom rules and expectations  
greatly differ 10  
bullying 10

#### CURRICULUM

stronger emphasis on math  
needed 34  
we want grades 20  
more languages 18  
we need cursive 15

#### MISSION/VISION

parents who don't understand  
the program 16  
little cultural diversity  
in the staff 15  
hard to concentrate 12  
need common understanding  
of the M/V 12

#### OTHER

long bus rides 51  
waiting outside before school 12  
small playground unsafe 10

Integrated Day Charter School  
Director's Agenda Items  
February 24, 2010

- I Upcoming Connecticut Mastery Test's
- II Random State Audit
- III Position Statement on Early Childhood Education
- IV Personnel Request (executive session)

**STATE OF CONNECTICUT**  
DEPARTMENT OF EDUCATION



January 28, 2010

Mr. George Rezendez  
President, Board of Directors  
Integrated Day Charter School  
10 Flyers Drive  
Norwich, CT 06360

Ms. Anna James, Director  
Integrated Day Charter School  
68 Thermos Avenue  
Norwich, CT 06360

Dear Mr. Rezendez and Ms. James:

Pursuant to Section 10-66ll of the Connecticut General Statutes, annually, the Commissioner shall randomly select one charter school to be subject to a comprehensive financial audit conducted by an auditor selected by the Commissioner. The charter school shall be responsible for all costs associated with the audit conducted pursuant to the provisions of this section.

Integrated Day Charter School has been randomly selected for a comprehensive financial audit and the Commissioner of Education must select the auditor. Please send me the names and contact information of three licensed independent certified public accounting firms preferably with private nonprofit auditing experience by February 18, 2010. Integrated Day's current certified public accounting firm may not be included among this information. Once the Commissioner has chosen an auditor, we will contact you with the next steps in the process. If you have any questions, please contact Robert Kelly, Charter School Program Manager, at 860-713-6574.

Sincerely,

A handwritten signature in black ink, appearing to read "Mark O. Linabury".

Mark O. Linabury  
Bureau Chief

MOL:rka  
cc: Charlene Russell-Tucker, Associate Commissioner

2/1/2010

Connecticut State Board of Education  
Hartford

**Position Statement on  
Early Childhood Education**

**February 3, 2010**

The State Board of Education is committed to high-quality early childhood education that provides children with the foundation for future success. This vision for early learning is aligned with the stated goals for Connecticut's young children and described within: *Ready by Five, Fine by Nine: Connecticut's Early Childhood Systems Framework*. Acknowledging that early learning takes place in a variety of settings the Board envisions comprehensive, integrated programs and services for all children, regardless of where they are enrolled. This will ensure that young children will be physically and emotionally healthy and well prepared for life in a global society. In order to realize this vision, the Board will advance policies and provide guidance to strengthen connections between preschool, kindergarten and the primary grades based on the following key principles:

- School districts should take a leadership role in sharing curricular resources and expertise with the greater early childhood community.
- Young children learn best in high-quality environments that recognize children's individual rates of growth and development and utilize a wide variety of developmentally appropriate and culturally relevant teaching strategies. These strategies must address all areas of development, including the personal and social, creative expression, physical and cognitive domains.
- Early learning across developmental domains and content areas is interrelated; young children's development in each domain does not occur in isolation.
- Families are essential partners in the education of young children and should be involved in early childhood programs in meaningful and culturally relevant ways.
- Curricula are based upon clear, consistent early learning standards and the use of assessment to guide instruction.
- Early childhood programs should celebrate diversity and promote a sense of belonging, positive relationships and high expectations for all children, including those with disabilities and those who are English language learners.
- Strong partnerships between preschool and elementary education promote aligned and coordinated educational practices and support transitions between grade levels and programs.
- Young children learn best from highly qualified teachers with specific training to effectively address the unique learning needs of young children.
- Communities should strive to make affordable, high-quality preschool accessible for all young children.

The State Board of Education believes that in order to close Connecticut's achievement gap, state- and publicly-supported early childhood programs must join forces to meet the needs of our youngest learners. All early childhood stakeholders must address the achievement gap early in order to maximize success for all students. Children's earliest years build the crucial foundation for later school achievement and success in adulthood.

## Curriculum Committee Minutes – February 8, 2010

### Discussion items –

1. Next year will be the recertification review for the charter. Need to make sure we are set for curriculum review by state. This includes setting a review cycle and insuring all current curricula are on the shelves for easy access.
2. Curriculum review policy needs to be set. This should include how the cycle is determined, how financing is determined for new programs or needed supplies, criteria for writing new curriculum – committee and reimbursement for teachers writing the curriculum. (Policy needs to go to governance committee.)
3. Looking for a presentation to the board in May for math curriculum.
4. Clarification on Board adoption/approval of curriculum. Approval/Adoption means the Board agrees to fund curriculum as presented, which mean when presented, presentation needs to include costs associated with program.
5. Proposed a review cycle as follows:
  - Math – 2009 – 2010 (next review 2014-2015)
  - Language arts – 2010-2011
  - Social studies – 2011 - 2012
  - Science – 2012-2013
  - World language, Physical education, health, music, art – by 2013-2014

### Next Meeting – March 8 @ 3:30

- Review all current curricula.

## Finance Committee Meeting – 2/3/2010

### **AGENDA/MEETING NOTES**

**Present: Anna James, June Morrone, Deb Griffith, Carl Davis**

- 1. Review of Day Care program expenses to date**
  - Program is still running at a deficit due to delinquent accounts – if all accounts were paid in full, the program would be showing a profit of over \$3,100.
  - Recommend writing off 2 accounts as bad debt - \$880 total.
  
- 2. Review of After School program expenses to date**
  - No issues, program finished 1<sup>st</sup> session with \$340 available for startup supplies for next session.
  
- 3. Food Service Program**
  - Program is requiring more augmentation from operating grant than budgeted. May require a budget revision before year-end.
  
- 4. Current year budget execution/FY11 Budget development**
  - Current year budget execution on track although adjustments may be needed for lunch program.
  
  - FY11 Budget input: Staffing guidance from Director will be used until we know for sure the status of teachers on LOA's; No major curriculum related purchases for next year/try to budget for some summer curriculum review work; look at shifting some instructional supply funds to allow for grade 5 and up literacy purchase; plan to increase budgeted support of food service; Long-term goals include curricular materials for the arts programs, an additional full-time para and full-time nurse coverage.
  
- 5. “Blue Building” project funding**
  - **Available funding**
    - Currently architectural work paid from last facility grant
    - \$10,000 in this year's budget for work
    - Capital Reserve currently at \$339,000; \$50,000 budgeted for addition to reserve this year
    - \$70,000 in Undesignated Fund balance
    - Next facility grant includes \$24,000 for electrical efficiency project (already completed), but grant has not yet been released by the state Bond Commission.
  
- 6. Other Business: None**
  
- 6. Next regular meeting will be March 3<sup>rd</sup> at 4:00.**

## **Non-Certified Staff Compensation Review Task Force**

The Task Force met January 28, 2010 to resume work on reviewing benefits provided for the non-certified/non-contract staff.

**Present:** George Rezendes, Melissa Dearborn, Sandy Quarto, Myron Huntley and Carl Davis

1. The members discussed what the priorities should be, given available resources will impact what can be done and at what pace. Members were provided with information on benefits provided in other school systems. Benefits vary considerably and unionization has a big impact. Mrs. Dearborn stated she thought we should see what the non-certified staff think is missing in the benefits offered. Mr. Huntley indicated he thought the provision of some type of retirement plan was most important to him.

2. Members agreed to work on the following issues in order to have something together for consideration in the next budget process:

- Estimate of the cost to develop a 401(K) retirement plan that allowed for company matching funds. (Mr. Davis for action)
- Look at costs associated with expanding health insurance coverage provided by the school for employee families. (Mr. Davis for action)
- Look at recommendations for revising paid holidays and paid time off for sick/personal/vacation. (Mrs. Dearborn, Mrs. Quarto & Mr. Huntley for action)

3. The next meeting will be February 8, 2010 at 5:00 p.m. (Cancelled)