

Integrated Day Charter School
Governing Board Meeting Minutes
July 15, 2009

Absent: Jason Jones

Welcome to new Board members, Michael Seroussi, Brianne Temple and Jen Spangle.

Public Comment: Jason Deeble presented a proposal outlined in a letter for management of the day care program, to include infants and toddlers.

George Rezendes nominated Rick Bennett as a community member. Rick is an attorney, as well as a department chair at Three Rivers Community College. He will not be able to attend meetings until December-January due to a conflict in his teaching schedule.

A motion was made by Michael Seroussi and seconded by Laura McMahon to move the nomination. The vote was 8 in favor, with Scott Swartz abstaining.

June 17 Minutes--Changes needed are: president and vice president should be chair and vice chair; "intergenerational project" should be "arts integration project" in the Director's Report. A motion was made by June Morrone and seconded by Mary Osten to accept the June 17 Governing Board Minutes with the proposed changes. The vote was 6 in favor, with Brianne Temple, Jen Spangle and Scott Swartz abstaining.

Professional Development--Ct Open Meeting Law: The Board needs to post meetings, record minutes and maintain privacy in certain areas (Executive Session). Adding an item to the agenda requires a two thirds vote for approval.

Director's Report

Summer HOTS Institute—Some of the topics were multiple intelligences, fractiles and story telling.

New Hires--Corrine McOmber, who is a past ID parent, will teach a 1-2 class. Terri-Ann Woronecki will be our full time music teacher. Both teachers are HOTS trained.

The 7-8 science teacher position and the four month special education teacher position have been offered and accepted.

Committee Reports

Governance – no report

Planning – no report

Finance – did not meet; no state budget in place due to delay in funding from the legislature

Ad Hoc Committees:

Building--did not meet (blue building renovation)

Non-contract Employee Compensation Task Force – did not meet

Business Report

We have two seats on the Condo Association Board, Carl Davis and Lynsey Teixeira, who has resigned. A replacement for Lynsey needs to be appointed.

Asbestos abatement of material under the gypcrete has caused a delay in the new floor installation of about one week. The cost of abatement is not included in the facilities grant. See additional items in Business Report.

Interviews have been held for the cook/manager position, which has been offered and accepted.

Discussion Items

Cook/Manager job description—it was agreed it would be best to start the breakfast program in January.

Action Items

•A motion was made by Dr. Frank Maletz and seconded by Scott Swartz to approve expenditure of \$53,750 from the Capital Reserve Fund for asbestos abatement related to the floor replacement project. It passed unanimously (9 votes).

•A motion was made by Michael Seroussi and seconded by Dr. Frank Maletz to approve the job description and salary/benefits classification for the Cook/Manager. It passed unanimously.

•A motion was made at 6:28 p.m. by Scott Swartz and seconded by June Morrone to go into Executive Session for personnel matters and discussion of pending litigation. It passed unanimously.

Executive Session

•A motion was made at 6:50 p.m. by Laura McMahon and seconded by June Morrone to come out of executive session. It was approved unanimously.

•A motion was made by Dr. Frank Maletz and seconded by June Morrone to approve the request by Jason Deeble for a one year leave of absence for the 2009-2010 school year. It was approved unanimously.

•A motion was made at 6:51 p.m. by Laura McMahon and seconded by Mike Seroussi to go into executive session for personnel matters. Teacher members, Dr. Maletz and the director recused themselves. The motion was approved, 4-0.

•A motion was made at 8:32 p.m. by Laura McMahon and seconded by Scott Swartz to come out of executive session. It was approved, 4-0.

•A motion was made by Mike Seroussi and seconded by Scott Swartz to accept the grievance of “Teacher A”, with the stipulation to approve proposed remedy #2 in that the teacher and the director will establish a memorandum of agreement of return to the special education position only for the remainder of that semester of which Teacher A returns. The motion was approved, 4-0.

•A motion was made by Scott Swartz and seconded by Laura McMahon to reject the grievance of “Teacher B”. It was approved, 4-0.

•A motion was made at 8:40 p.m. by Michael Seroussi and seconded by Laura McMahon to adjourn. It was approved, 4-0.

Next Meeting: August 19, 5:30 p.m.

**Integrated Day Charter School
Director's Agenda Items
July 15, 2009**

I Hot Summer Institute – July 13 through July 17th

The following teachers will be attending:

Jen Spangle	1/2
Brianne Temple	1/2
Sheri Cooke	3/4
Deborah Weingart	Sp Ed
Ann Theriault	5/6
Mary Osten	7/8

II Personnel Updates:

- **New Faculty**

Corrine McOmbler – First Grade Teacher

She has extensive experience in early literacy and the teaching of reading through differentiated instruction, the Responsive Classroom philosophy and has had extensive training in HOT School philosophy which is a clear focus on content integration and arts integration.

Terri-Ann Woronecki – Music Teacher

She has a superior background in vocal and instrumental music instruction. She has had extensive experience in school play production and arts integration. She too, has an impressive background and extensive experience with the Responsive Classroom philosophy and the HOT school focus.

- **Current Interviews**

Our interviewing committees just concluded interviews for a one year science position and a four month Special Education position. They have not been hired but both have accepted the offer of employment.

III Executive Session Items

Finance Committee Meeting – 7/1/09

AGENDA/Notes

1. July meeting cancelled due to lack of state budget.
2. Next regular meeting will be August 5th at 4:30 if needed.

IDCS, Inc
Governing Board
Business Report
July 15, 2009



Facilities:

- **Condo Association:** Will need Condo Board representative assigned to replace Lynsey Teixeira

- **Building:**
 - Summer floor replacement project is on-going. Asbestos was identified under some of the old flooring, requiring remediation. **Action: Approve expenditure of \$53,750 from Capital Reserve Fund for asbestos abatement.**
 - Received approval from Fire Marshal and Building Inspector for installation of kiln in the 3rd floor space for art room relocation.
 - Thermos Ave. parking lot landscaping and paving complete.
 - 1st floor HVAC improvements almost complete.
 - Phone system installation to begin last week of July, with cut-over to new system scheduled for August 5th.
 - Re-keying scheme in work for building security improvements.
 - Day Care Building:
 - Have received the HBMI Report and contracted for design/construction documents and facilitating any city zoning issues.

Finance:

- Finance Committee meeting for July was cancelled – no state budget available.
- Auditors were on-site July 7th for preliminary records review.
- The SDE has selected projects for the next round of facility grant funding. They have not release the final results but, at a minimum, our debt repayment project for the gym construction loan was selected. Amount will be adjusted based on grant award date and loan balance due at that time. Funding will be still have to be released through the Bond Commission.

Food Service:

- **Cook/Manager:** Position Description is provided for possible approval.
- Have selected candidate from applicants for Cook/Manager position.

Personnel: Non-contract Task-Force ahs not resumed meetings yet.

Other: None

As we are now required by law to post meeting schedules and minutes on our web site; all committee chairs can provide this information to the Business Manager for posting. Minutes/reports will be posted with monthly Board minutes.

IDCS DRAFT

POSITION TITLE: COOK/MANAGER

PAY GRADE: Per schedule

FLSA: Non-exempt

SUMMARY OF POSITION:

Under general supervision, supervises the operation of a full preparation kitchen in the Integrated Day Charter School.

ESSENTIAL TASKS OF THE POSITION: (Illustrative, not inclusive)

- Prepares menus for approval, supervises the preparation of approved menus and recipes, and the serving of meals and a la carte items.
- Follows IDCS Food Service Department, CT State and Local Health Department Codes, and USDA Nutrition guidelines, rules and/or regulations pertaining to efficient and sanitary food preparation and service.
- Provides instruction and in-service training to employees in the care of equipment, portion control, serving of food, checking of supplies, sanitation and safety, good customer services techniques and proper record keeping.
- Orders, receives, stores, and utilizes necessary food and supplies.
- Counts and verifies cash, prepares daily cash deposits, and computer records, and reconciles cash with accounting records, if applicable.
- Maintains and records inventory of food and supplies, as directed.
- Creates and submits daily and monthly reports.
- Works with students, parents and staff to clarify food service meal concerns.
- Insures accurate meal count by eligibility category is taken at Point-of-Service.
- Keeps confidential all free and reduced account information as well as other food service related documentation.
- Effectively manages resources to complete the work in the assigned time.
- Supervises and evaluates assigned staff.
- Responsible for operating kitchen in a financially sound manner.
- Conforms to safety standards as prescribed.
- Performs other tasks related to the position as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of food preparation, food service management, operation and care of commercial food service equipment.
- Ability to learn and operate computers and software applications.
- Ability to prepare and maintain accurate records and reports.
- Ability to plan and organize work.
- Ability to effectively manage resources to complete work in assigned time.
- Ability to operate an institutional kitchen in a financially sound manner.
- Ability to train, supervise, and evaluate employees.
- Ability to perform mathematical computations.
- Ability to maintain confidentiality of information.
- Ability to meet predetermined deadlines.
- Ability to complete work required.
- Ability to safely move and relocate heavy objects.
- Ability to work in confined areas.
- Ability to work flexible hours and shifts.
- Ability to work cooperatively with and provide good customer service to employees, parents, students and outside agencies.
- Ability to recognize and report hazards and apply safe work methods.

QUALIFICATIONS:

DESIRED TRAINING AND EXPERIENCE:

- High school graduate or other equivalent (i.e. GED, college, technical, or trade school transcript, foreign equivalency, etc.)
- Three (3) years school district food service experience preparing and/or serving food; **or**,
- Associates degree in a related field(i.e. Hotel & Restaurant Management, Nutrition, Dietetics, Institutional Management) and two (2) years institutional, commercial, and/or school district food service experience preparing and/or serving food.

LICENSES AND CERTIFICATIONS:

- Valid CT Qualified Food Operators Certificate

EXAMPLES OF ASSIGNED WORK AREAS:

- **Strength:** Medium/heavy – Exerts force to 40 lbs occasionally or 10lbs frequently, or negligible force constantly. May involve significant stand/walk/push/pull/carry.
- **Physical Demands:** Frequent talking, hearing, stooping, crouching, sitting, reaching, handling, fingering, feeling, tasting and smelling. Vision: Frequent near acuity and color vision, occasional accommodation and depth perception. Vision to read printed materials, VDT screens or other monitoring devices. Hearing and speech to communicate in person or over the telephone.
- **Environmental Conditions:** Exposure to noise levels ranging from moderate to loud and occasional to frequent time periods. Occasional extreme cold and heat due to temperatures associated with kitchen areas, (i.e., oven, grill, walk in refrigerators/freezers, etc.)

EXAMPLES OF ASSIGNED WORK AREAS:

- Ovens, grills, walk in refrigerators/ freezers, slicers, kitchen utensils and appliances, various computers and software applications, telephones, fax machines, copiers, etc.

Food Service
Pay schedules (proposed):

<u>Cook/Manager</u>			<u>General Worker</u>			<u>Casual Worker</u>		
<u>Grade</u>	<u>Proposed Rate</u>	<u>IDCS Current</u>	<u>Grade</u>	<u>Proposed Rate</u>	<u>IDCS Current</u>	<u>Grade</u>	<u>Proposed Rate</u>	<u>IDCS Current</u>
1	15.00	N/A	1	\$11.25		1	\$10.00	
2	15.45		2	\$11.59		2	\$10.30	8.26
3	15.91		3	\$11.94		3	\$10.61	8.51
4	16.39		4	\$12.29		4	\$10.93	
5	16.88		5	\$12.66	\$11.91	5	\$11.26	

Cook/Manager: Full-time, with standard benefits
General & Casual Workers: Part-time, no benefits