

Integrated Day Charter School  
Governing Board Meeting Minutes  
November 17, 2009

Absent: Scot Swartz, Dr. Frank Maletz, Brianne Temple

No Public Comment

- A motion was made by Michael Seroussi and seconded by June Morrone to accept the October 21, 2009 Governing Board Minutes as written. The motion passed unanimously, with Jen Spangle and Mary Osten abstaining.
- George Rezendes reminded Board members that Professional Development topics are open to suggestion.

Director's Report

- Technology grant—The IDCS has been awarded a grant for six days of professional development through LEARN to enhance science instruction, technology integration and the use of SMART boards.
- Linda Eakin, a 3<sup>rd</sup> grade teacher from Jack Jackter School, presented the structure and organization of Production Companies at her school. IDCS teachers are developing preliminary plans for our own groups.
- Health and Safety Committee--Officer Nickerson met with our **Health and Safety Committee** to develop a Lock Down drill. New legislation requires a crisis response drill once every three months.
- Teachers have met to write a new checklist based on the book Habits of Mind. These traits have been identified as contributing to academic success.

Standing Committee Reports

- The **Governance Committee** met the 1<sup>st</sup> Tuesday of the month to look at the evaluation process for the director and the business manager. (See Directors Performance Evaluation Process outline provided). Performance objectives are being developed for both positions. The Committee will also develop a policy for developing and reviewing policies. All policies will be reviewed by the Governance Committee and then brought to the Board. The Student Council or the school can recommend policy to the Governance Committee, when appropriate.
- The **Planning Committee** is developing a draft of the strategic plan to identify strategic issues over the next five years, which will be brought to the school community and Board for their input.
- The **Curriculum Committee** met last week and reviewed the survey data that Stephanie Jones compiled. They are currently looking at the research rubric. The curriculum needs updating in

a common format and needs to be stored in one location. Math and language arts are currently under review.

- The **Finance Committee** met November 4. The Early Childhood Education Program is running at a loss due to uncollected fees and unemployment costs in the summer, resulting from school construction.

A 403B is a retirement plan all school employees can put into investment accounts. (See details in the Finance Committee minutes). The Finance Committee recommended adding Met Life as a vendor in the 403b plan. The next Finance Committee meeting will be held on December 2 at 4 p.m.

#### Ad-hoc Committees

- Building Committee – An updated proposal for the blue building has not yet been received from the architect. A meeting to review the proposal will be called.

- Non-certified Staff Compensation Task Force—George Rezendes will schedule a meeting.

#### Business Report

- The Condo Association will meet Thursday, November 19.

- A draft of the Food Service Policy will go to the Governance Committee for informational purposes.

#### Discussion/Action Items

- The School Lunch Policy will go to the Governance Committee for review.

- Guidelines need to be established for selecting a 403b vendor in the future.

- A motion was made by Mary Osten and seconded by Jason Jones to add Met Life as an approved vendor to the 403b list of vendors. It passed unanimously.

- A motion was made by Laura McMahon and seconded by Michael Seroussi to go into Executive Session. It passed unanimously.

#### Executive Session - contract negotiations (teachers recused themselves)

- A motion was made by Laura McMahon and seconded by Michael Seroussi to come out of executive session at 7:00 p.m. The vote was 4 in favor; 0 opposed.

- A motion was made by Laura McMahon and seconded by Jason Jones to adjourn at 7:02 p.m. The vote was 4 in favor, 0 opposed.

**Next meeting: December 16, 5:30 p.m.**

**Integrated Day Charter School  
Director's Agenda Items  
November 17, 2009**

**I Enhancing Education Through Technology grant**

We have been granted six days of professional development through LEARN for 5-8 teachers and specialists to enhance science instruction, technology integration and the use of SMART boards. We will need to develop a long term technology plan that includes the purchase of additional SMART boards

**II Professional Development: Enrichment Groups, aka Production Companies**

Linda Eakin, a 3<sup>rd</sup> grade teacher from Jack Jackter School, presented the structure, format and organization of Production Companies at her school. Jack Jackter is a HOT school and they have taken their enrichment groups to a very sophisticated level. IDCS teachers have met to develop preliminary plans for our own groups and to initiate the concept here.

**III Emergency Planning**

Officer Nickerson, from NPD, met with our Health and Safety committee and is working with us to develop a Lock Down drill. He was extremely helpful and informative and provided guidelines for the completion of this task. New legislation requires a crisis response drill once every three months.

**V New Students Checklists**

Teachers have met to revise and write a new checklist based on Arthur Costa and Bena Kallick's book Habits of Mind. These traits have been identified as contributing to academic success.

*A Habit of Mind is knowing how to behave intelligently when you don't have the answer.*

*A Habit of Mind means having a disposition toward behaving intelligently when confronted with problems, the answers to which are not immediately known: dichotomies, dilemmas, enigmas and uncertainties.*

**IV Information:**

**CSDE Position Statement on Public School Choice  
Parent Letter  
CABE, Board Member Academy**

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Connecticut State Board of Education  
Hartford

**Position Statement on Public School Choice**

October 7, 2009

The Connecticut State Board of Education is committed to closing the achievement gap and ensuring that every student has the opportunity to access high-quality programs based on his or her educational needs and interests. This commitment is realized in schools that offer challenging, relevant and rigorous curriculum and instruction, and a creative and flexible environment that values each student's unique abilities, talents, interests and learning styles regardless of racial, ethnic or economic backgrounds.

By offering all students and their families public school choices among a range of high-quality educational programs and settings, we believe our educational system will maximize the opportunity for each student to achieve his or her highest potential. The state successfully utilizes public school choice options as tools to reduce racial, ethnic and economic isolation. In addition to benefitting students statewide, public school choice has been an effective tool in reducing racial, ethnic and economic isolation in the Hartford region consistent with the court settlement in *Milo Sheff, et al. v. William A. O'Neill, et al.*

No single curriculum, educational model or pedagogy is best for all students. Rather, in its quest to deliver high-quality public education to every student, each local or regional board of education must consider a combination of educationally sound practices and approaches which are tailored to meet all students' strengths and needs. The State Board of Education encourages each local or regional school board to utilize existing statutory authority to increase school and program opportunities by providing a wider selection of rigorous and culturally relevant educational experiences within and across school districts for all students. Also, parents and students are encouraged to explore public school choice programming through local or regional school districts, Regional Educational Service Centers (RESCs), the Regional School Choice Office serving the Hartford region and the Connecticut State Department of Education.

Public school choice programs have been found to directly and positively impact levels of parental involvement and student attendance, achievement, motivation and community engagement. In addition, public school choice programs have increasingly engaged in partnerships with public or independent institutions of higher education, including community colleges, to prepare students for postsecondary educational opportunities.

The State Board of Education supports efforts to offer the following public school choice options: interdistrict magnet schools, public charter schools, open choice, interdistrict cooperative grant programs, state technical high schools, and regional agricultural science and technology education centers.

Public school choice programs are an integral component of the state's public school system. The Connecticut State Board of Education believes the wide variety of public school choice programs offered in the state further increases opportunities for all students to learn in a manner that is customized to their needs, interests and abilities.

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**Anna James**

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**From:** John Bear  
**Sent:** Wednesday, October 21, 2009 10:19 PM  
**To:** Anna James  
**Subject:** JTB  
**Follow Up Flag:** Follow up  
**Flag Status:** Red

Anna:

As you know, my husband and I have been so happy with our son's new teacher, Corinne McOmber. Would you please share this letter with both Corinne and the IDCS Board at their next monthly meeting?

Thank you,  
Stephani Jones

To whom it may concern:

Our son, John Turner Bean, is currently a second grader and has the extreme good fortune of being in Corinne McOmber's classroom this year. Throughout his kindergarten and first grade years at IDCS we have had to be vocal advocates for our high energy, precocious son, trying to work with teachers that focused more on his behavior rather than his academic ability. We have had to repeatedly advocate for a more challenging plan of study, with the belief (and hope) that if he were appropriately challenged than his disruptive behaviors would lessen; unfortunately, we were frequently met with such resistance that we felt it necessary to turn to the IDCS director to ask for assistance. By the end of last year, our fun loving son who adores learning and school, became withdrawn and extremely unhappy whenever he had to go school, finding nothing positive to say about his classroom experience. He felt as if he didn't have a place in his class, neither fitting in with the older kids that he worked with academically, nor with the younger kids that he played with at recess.

An ardent supporter of the IDCS philosophy and program, when ever we questioned whether this was a good fit for John Turner, I continuously assured my husband to give the school more time. I was certain that eventually we would meet a teacher that would be a good fit and until that time we could continue to supplement his education at home. With a new school year, we were hesitant to begin the process of working with yet another teacher, but were ever hopeful that this would be the year where he would feel a sense of belonging at his school.

I cannot begin to express how wonderful it has been to have a teacher who appreciates our quirky little boy. To be pulled aside on my morning dash into school and greeted, not with negative comments, but with genuine enthusiasm, has been an overwhelming experience. Within the first two weeks of school Mrs. McOmber approached me not only with an acknowledgement of John's abilities but with a plan she had put into place for assuring that he was being challenged at his academic level. By the end of the first month, she had him placed into a reading group with students at his reading level and had found challenging, but appropriate math lessons to give him.

This month John Turner came home with his first school generated assignment that he expressed any personal pride over, a book that he was allowed to write, type and illustrate with the

individual guidance of Mrs. McOmber. Throughout the entire creation process we were kept updated , by both John and Corinne, so when the book finally made its way home, it was indeed a celebration. Just today, he came home with a math book on multiplication and division that he proudly exclaimed was a gift from Mrs. McOmber, something she purchased “just for me.”

When talking with Corinne it is apparent that she indeed enjoys John Turner and rather than finding working with him a chore, she is enjoying the challenge he may present. It is obvious from his attitude towards school this year that he is aware of this shift and no longer do we battle over homework or going to school in the morning. We are so very thankful for her efforts and appreciation of our son that we feel it is necessary to share this with the board; she is a tremendously valuable addition to the IDCS staff.

Thank you,  
Stephani Jones  
John R. Bean

## Curriculum Meeting Notes – 11/9/09

### Old Business:

1. Survey Data - Data and the analysis is currently being done by Mr. Rezendes.
2. Research Rubric is currently being reviewed by the staff.

### New Business:

1. Reviewed Current Curricular Documents
  - a. Many of the documents are out of date.
  - b. Format varies by document.
  - c. All documents need to be located in a central location for easy access.
2. Discussed the need to create a Curriculum revision cycle.
  - a. Cycle would ensure that curriculum is revised on a regular basis ( every 5 years)
  - b. Would allow the board to allocate resources in order to ensure that curricula are up-to-date and the resources needed to implement the curricula are appropriately budgeted.
3. Discussed the need to have a common format for the curricula.
  - a. Type of format will be discussed with the Faculty.

### Next Meetings:

Dec. 14th

Jan. 11th

Feb 8th

## Finance Committee Meeting – 11/4/09

### AGENDA/MINUTES

1. Meeting was called to order at 4:30. Present were: Laura McMahon, Anna James and Carl Davis.
2. **Review of Day Care program expenses to date**
  - Program is running at a loss primarily due to summer unemployment costs. Uncollected fees have been reduced, but there still exists \$905 in fees uncollected for 2 customers from last year and \$575 delinquent from 2 of this year's customers. Other delinquent accounts are generally only a couple of weeks behind. The Lead Teacher provided the Committee a letter indicating how she monitors accounts and what she does when families fall behind.
3. **Review of After School program expenses to date**
  - No issues.
4. **Contract negotiations**
  - The negotiations with the teachers' union begin today for the 2010-2011 year salary schedule. Will impact next year's budget given expected level funding from state.
  - Non-contract personnel – pay will be impacted based on teacher negotiations if Board maintains philosophy of matching GWI...future issue in budget formulation.
5. **403(B) Plan**
  - The IRS has changed the rules governing 403(B) retirement plans and we are now required to have a written plan in place that meets current guidelines.
    - i. Approved vendors: Oppenheimer Funds, AIM Funds
      1. AIM has discontinued 403(B) participation due to the new IRS rules, leaving us only one vendor to offer. Three new staff members participated with METLIFE in their prior district and would like METLIFE added as a vendor option at IDCS.
      2. METLIFE will provide a written plan that meets IRS requirements and will increase retirement investment options for employees. ***Recommend approval of adding METLIFE to our 403(B) Plan vendor list.***
6. **Other Business:**
7. **Next meeting will be Dec 2<sup>nd</sup> at 4:00.**

**IDCS, Inc**  
**Governing Board**  
**Business Report**  
**November 17, 2009**



**Facilities:**

- **Condo Association:** Association 2010 budget is under construction and will be presented to owners at December's annual meeting.
- **Building:** None

**Finance:**

- Finance Committee met November 4<sup>th</sup>. See minutes.

**Food Service:**

- Lunch Program: Draft Food Service Policy provided for review.

**Personnel:**

Teachers' contract reopens for salary schedule. Negotiations Committee met with union reps November 4<sup>th</sup>. Meeting schedule established.

**Other:**

Draft policy on bylaws, policies and regulations provided for Governance Committee review.

Health & Safety Committee met November 4<sup>th</sup>. Minutes attached.

**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.**

**Minutes**  
**Health & Safety Committee**  
**November 4, 2009**

Present: Anna James, Carl Davis, Donna Manca, Myron Huntley, Cathy Badorek

**Emergency Planning:** The Committee met with Officer Nickerson, Norwich Police Department, to discuss coordinating emergency planning with the city. Officer Nickerson provided samples of the program established with the Norwich Public Schools and recommended IDCS adopt a similar plan. Officer Nickerson will return for a more detailed discussion after the plan has been discussed with the teachers.

**Other items:**

The gym doors opening to the rear of the school and to the playground have been left unlocked periodically, resulting in a call from the alarm company and police response on one weekend. Staff will be reminded that these doors are not to be left unlocked, for security reasons, and they are not for routine use. Myron Huntley will get a cost estimate for modifying the locks so they cannot be left unlocked – that is how all the other exterior doors, other than main entrances, are set up.

Children are walking around the guard shack instead of using the stairs, which is hazardous. Visibility is poor for cars entering at the guard shack. The Director will send a reminder to all, ensure the paras monitoring the area enforce the safe procedure and have teachers discuss safe procedures with the students.

The nurse reported that injured students are coming to her office without an adult. She will send an email reminder to staff regarding the problem.

There are feral cats in the area and the day care sandbox is an inviting “litter box” which presents an unsanitary situation for the kids playing. The Director authorized the removal of the sandbox.

There are parts of the playscape that are losing the factory applied plastic coating, leaving bare metal exposed. Mr. Huntley will look into costs of repair or replacement of the affected parts.

The Committee will meet the first Wednesday of every other month at 8:30.

(CT Gen Statutes Sec 10-220f. Safety Committee)