

Integrated Day Charter School
Governing Board Minutes
October 21, 2009

Public Comment: Samantha Venturo presented a letter to the Board, asking the Board to hold her children's seats open until January 1. Samantha is homeschooling her children.

- A motion was made by Michael Seroussi and seconded by Dr. Frank Maletz to accept the September 16, 2009 Governing Board Minutes. It passed unanimously (10 votes).

Professional Development

- Although the Governing Board has many nonacademic issues to handle, academic quality for all is their most important goal. George Rezendes is completing an in-depth analysis of the data from the parent surveys, which should guide the Board in improving academic achievement. Multiple, ongoing assessments are used to measure student achievement, as well as attendance, school climate and parental involvement.

Director's Report

- At a recent meeting with other charter school directors, it was evident that the State is not supporting charter schools. An organized body would give charter schools a face and strength in the legislature.

- Math goals per grade level—see Director's Report
The practical application of math concepts is critical and students need opportunities to fail as part of problem solving.

- Two new paraprofessionals have been hired. Susan O'Neil will be working with June Morrone and Ilia Chavez will be in Ms. Murphy's class.

- Anna James received a \$2,000 donation for arts integration at the IDCS.

A letter is given to paraprofessionals each May indicating whether or not we expect to continue their employment in the fall. The letter indicates that budgetary constraints may call for changes.

Committee Reports

- Governance Committee - met last Tuesday and began work on the evaluation for the director and business manager. It will be ready for the November Board meeting. Recommendations for non-Board members to serve on committees who have had some involvement in the school were finalized.

- In terms of Board development, it would be helpful to nominate parent members who have served on committees first. Parents and community members with a needed skill set should be sought as well. George Rezendes suggested committees no larger than five members.

- Planning Committee - met last Tuesday and discussed getting a strategic plan in place. The SWAT analysis Ms. Dearborn is working on is almost complete. A draft will be created with goals for Board consideration.

- Curriculum Committee - did not meet this month but did set meetings for November, December and January.

- Finance Committee - The Committee met on October 7. See Finance Committee meeting Minutes. The Committee is recommending that the school divest of the school bus, since repairs are too costly and we do not have a driver.

- The day care program was closed last summer because of construction, resulting in a payout of \$4,800 for unemployment compensation.

- Building Committee - waiting for input from architect on the blue building.

- Non-certified Staff Compensation Committee - did not meet.

Business Report

- See Business Report. The parking issue, particularly after school, is being addressed.

- The lunch program is quite successful, with a significant increase in the number of staff and students buying hot lunch or other offerings.

Discussion Items

- The discussion of the process for evaluating the director and business manager was tabled until next month.

- The proposed line items changes in the 2009-2010 budget were discussed. Enrollment funds of \$114,650 were carried over—see summary sheet of budget adjustments attached to the Finance Committee Minutes.

- The Board discussed the EECF employees' request for pay increases. The Finance Committee could not justify pay increases at this time, since the program is operating at a loss. The day care model changed, requiring more staff and space, when infants were accepted into the program. The model has since changed and only preK students will

enter from now on. The program ultimately answers to the Board but the school's director oversees the program.

- Anna James will meet with Rebecca Grillo to develop a plan to address the EECP's deficit. The EECP cannot be subsidized by our enrollment grant.
- The yellow bus owned by the school is ten years old with 15,000 miles. We do not have the personnel to maintain it or drive it.
- Jason Jones commented that the back panels of the new bookshelves are too flimsy. Since the panels installed are what we ordered, we will not be replacing them at this time.
- Board policies: Sandy Quarto has updated the list of policies Carl Davis provided last February. Shipman & Goodman has provided Attendance and Bullying Policies this year, which were refined and passed by the Board. A complete list will be provided at the November Board meeting.

Action Items

- A motion was made by Jason Jones and seconded by Laura McMahon to combine the discussion and action portions of the agenda. It passed unanimously.
- A motion was made by Dr. Frank Maletz and seconded by Michael Seroussi to appoint parent Peg Rankowicz to the Planning Committee and parent Stephanie Jones to the Curriculum Committee. It passed unanimously.
- A motion was made by Michael Seroussi and seconded by Laura McMahon to approve the 2009-2010 budget adjustments. The vote was unanimous. Carl Davis was commended for his work on the budget.
- A motion was made by Laura McMahon and seconded by Dr. Frank Maletz to accept the Finance Committee's recommendation regarding the EECP's request for pay raises. The vote was unanimous. The head of the EECP program did not collect sufficiently on delinquent accounts in previous years. Mr. Davis reported the program should be making money. This issue can be revisited once an improvement is apparent.
- A motion was made by Michael Seroussi and seconded by Scott Swartz to accept the Finance Committee's recommendation to divest the school of the small bus. It passed unanimously.
- A motion was made by Brianne Temple and seconded by Dr. Frank Maletz to appoint Jason Jones and George Rezendes to a Negotiating Committee for salary negotiations for certified staff. It passed unanimously. Negotiations will begin December 2 and must be completed by January 21, or go into mediation.

- A motion was made by Michael Seroussi and seconded by Dr. Frank Maletz to go into Executive Session at 7:10. It passed unanimously.

- A motion was made by Michael Seroussi and seconded by Dr. Frank Maletz to come out of Executive Session at 7:25 p.m.

- A motion was made by Michael Seroussi and seconded by Jason Jones to deny a parental request to temporarily hold her children's enrollment places while testing home schooling for the children. The motion was approved 8-0.

- A motion was made by Jason Jones and seconded by Frank Maletz to adjourn at 7:30 p.m. It was approved 8-0.

Next Board Meeting: Tuesday, November 17 (Student Led Conferences Nov. 18-20)

**Integrated Day Charter School
Director's Agenda Items
October 21, 2009**

I Connecticut Charter School Meeting

The Charter School directors met for the first time in over a year. There was 100% attendance with the most significant outcome being the need to establish a state Charter School organization. There was a general sentiment that the state has not been a strong advocate of charter schools. We do not receive information in a timely manner and are not kept abreast of funding opportunities. We are losing on a lot of benefits because we are not a cohesive network, such as group insurance, purchasing supplies, etc.

As a matter of fact, we were informed that the state returned \$5 million to the federal government last year.

It was recommended that we look into establishing a Charter school network or foundation. There may be initial funding to help start the organization but we would need to contribute a fee per student to support the organization. This had been done previously. There is a need to organize a political body with at least a part time staff person. The organization would,

- Stay on top of funding
- Lobby when necessary
- Avoid last minute information
- Present a united front
- And most importantly, present a public face in the legislature.

It is important to not to undersell organization as the legislature responds to strength and organized bodies, such as CABA, CEA.

II Mathematics Goals 2009-2010

During the past two sessions of our professional development, teachers have met by grade levels to analyze math scores and develop grade level goals in mathematics. Conversations included identifying strengths and weaknesses in testing results and supporting grade level discussion focused on:

- establishing grade level goals
- providing a comprehensive math program which includes, direct instruction, differentiation, exploration, learning through inquiry, using manipulatives and application of knowledge.

III Parking

Double parking is becoming quite problematic because it creates a huge safety concern. It has been an on going problem that we are aggressively addressing. To date two letters have been sent home to parents reminding them not to double park or park in undesignated spots, i.e., in front of a fire hydrant. Officer Nickerson, NPD, has been contacted for recommendations.

In addition to the significant safety concern, it is causing considerable strife with the condo association. Last resort will be to erect temporary, removal barriers.

IV Personnel

Two new paraprofessionals have just been hired to replace two paraprofessionals who had resigned.

Susan O'Neil assigned to the fifth and sixth grade class with Ms. Morrone.

Ilia Chavez assigned to the kindergarten class with Ms. Murphy.

V Donation

Math Goals for 2009-2010

Pre-K – K

To provide students with varied hands on, integrated experiences to increase background knowledge, critical thinking skills, vocabulary and concepts/skills through explicit whole and small group instruction and centers.

Grade 1-2

Create concept based, differentiated daily math instruction, consisting of:

- Math Centers
- Calendar Activities
- Independent Work
- Whole and Small Group Instruction
- Problem Solving Activities

Grade 3-4

Meet the needs of all students through differentiation, integration and addressing multiple intelligences and varied learning styles. Meet the needs of all students by providing extra time on task.

Grades 5-6

- Real life application of skills
- Development of open ended responses
- Increase stamina and perseverance in math applications

Grade 7-8

Provide students with opportunities that will demonstrate applied understand of mathematical concepts.

INTEGRATED DAY CHARTER SCHOOL

October 16, 2009

Dear Parents and Caregivers,

I am writing to remind all parents not to double park in front of our school or park in undesignated areas. This practice is particularly problematic during the 4:30 pm dismissal. It has been brought to my attention that it is creating a serious danger to the safety of our children. Some drivers are becoming frustrated and actually speeding in this very small area.

No Parking signs have been painted on the ground, please do not double directly in front of the school.

Your attention to this matter is very much appreciated.

Thank you,

Anna B. James

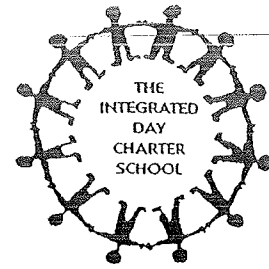
Director
Integrated Day Charter School
860-892-1900
annaj@idcs.org

Finance Committee Meeting – 10/7/09

AGENDA/MINUTES

1. Meeting was called to order at 4:30. Present were: Laura McMahon, Anna James, June Morrone, Deb Griffith and Carl Davis.
2. The school's operating budget was reviewed. Savings from the budget approved by the Board have been realized through actual new staff hiring and insurance rates increasing slightly less than projected. Additionally, after 2008-2009 close-out, available enrollment grant funds available for carry-over were \$114,650 more than used in the original budget. Based on these factors, the Committee recommends the attached modifications to the 2009-2010 operating budget.
3. The Early Childhood Education Program fiscal performance was reviewed. As of October 7th, the program is operating at a deficit of \$1,338. This is primarily due to higher payroll to support staffing levels necessary for the number of children in the program and the cost of unemployment charges due to closing the program for the summer. The level of delinquent accounts has come down from the end of last year. The Committee could not favorably recommend any changes to pay rates for the program staff at this time. The Director will have the ECEP Director develop a plan for addressing the deficit and present it to the Finance Committee.
4. The School Lunch Program fiscal performance was reviewed. As the current operations are completely new, program costs and budgeting will take time to get a good picture of. As of October 7th, the program has been augmented with \$3,807 from the operating budget. While this is higher than normal at this time of year, expenditures include inventory that is still on-hand and start-up supply costs that will only be a one-time expense this year.
5. The Committee renewed its discussion of the school's bus status. The subject was tabled last year, but brought up for consideration again due to the age of the bus and the school's lack of anyone responsible for ensuring compliance with State laws and regulations governing school buses. The bus is currently out of service until it receives its annual DMV inspection and the registration can be renewed. Given the possible costs for modifications to bring the bus in compliance with current regulations, the age of the bus and the potential liability due to not knowing and complying with state requirements, the following motion was made:
 - Motion by Laura McMahon, seconded by Anna James; the Committee recommends that, given the potential liability associated with operating the school bus, the school should divest itself of the bus and use alternate means of transportation when needed. Approved 5-0

IDCS, Inc
Governing Board
Business Report
October 21, 2009



Facilities:

- **Condo Association:** Parking has again become an issue, with parking and parent behavior, particularly during after school program dismissal, creating problems.

- **Building:**
 - Library shelving still pending custom manufacturing of new backs for bookcases along exterior of library perimeter.
 - Phone system installation complete.
 - Day Care Building:
 - Have contacted architects to press forward with the full design planning and coordination with City of Norwich officials.

Finance:

- Finance Committee met October 7th. See minutes.
- Budget adjustments recommendations from the Committee are presented for action.
- ECEP staff request for pay increases

Food Service:

- **Lunch Program:** Hot lunch is in full swing and has received favorable reviews from the "clientele."

Personnel: Teachers' contract reopens for salary schedule. Negotiations Committee needs to be designated.

Other: **Bus** – see Finance Committee minutes regarding bus recommendation. Bus inspected Oct 14th and had numerous inspection issues (see attached) which must be corrected and re-inspected before it can be re-registered. Additionally, we are out of compliance regarding bus maintenance schedules, maintenance records and driver requirements.

- Policy

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.