

Integrated Day Charter School
Governing Board Minutes
December 15, 2010

Absent: Laura McMahon, June Morrone

An informational session was held until a quorum was reached.

Directors Report

Model Board Policies have been received from Shipman and Goodwin.

John LeVangie, vice-chair of the Norwich Board of Education, will be a member (non-voting) of the IDCS Governing Board.

The breakfast scheduled for the Board of Founders for the Greeneville Montessori Charter School was cancelled by their New York collaborator. We support new charter schools as long as funding is not at the expense of existing charter schools.

The 1-2 classes presented Three Piggy Opera. Our focus on the arts brings out children's strengths, fostering confidence and overall achievement.

Board members received a copy of the charter renewal application and will be interviewed by the State Department of Education renewal team. A public hearing will be held in April.

Business Report

The Condo Association budget was accepted by the owners last month; monthly fees will increase \$144 per month beginning in January.

The fencing along the river side has been replaced.

The Building Committee needs to review the architect's specifications and construction documents for the Day Care building.

Our kitchen is inspected twice a year by the Uncas Health Department. Chef Kim received a score of 96/100 with only minor discrepancies.

Teachers' contract (salary) negotiations are ongoing; status will be provided in Executive Session.

The need for a breakfast program was discussed. This would require additional personnel costs. The most common practice for elementary students is to eat breakfast in the classroom.

The meeting was called to order at 5:55, when a quorum was reached.

Public Comment: Curt Ramsey urged the Board to consider moving siblings to the top of the waiting list, explaining the disadvantages for the school and the family when a sibling remains on the waiting list for a prolonged period. April Ramsey wrote a letter to the Board on this topic last month.

◆A motion was made by Jason Jones and seconded by Frank Maletz to accept the November 10, 2011 Governing Board minutes. The vote was 6-0, with Mary Osten abstaining.

Committee Reports

Governance – The Committee reviewed the sibling policy but did not take any action.

Planning – did not meet

Curriculum – The Committee worked on creating a rubric for new curriculum adoption. Plans from other districts were reviewed. It was noted that the language arts and social studies curriculum are quite different. The curriculum review cycle should be reviewed in Governance.

Finance – The Committee reviewed current year budget execution, with everything on track. The Board had previously approved pay adjustments for non-contract employees effective January 1; funding came from the undesignated fund balance. Since the projected special education reimbursements came in higher than originally budgeted, giving us an additional \$50,000, the Committee is recommending we shift the funding source back to the operating budget and leave the undesignated fund balance alone.

A third intern will be reinstated for the spring semester out of the operating budget. The cost for a half year would be around \$7,500.

◆A motion was made by Jason Jones and seconded by Frank Maletz to return \$31,168 to the undesignated fund balance and fund pay raises from the operating budget. It passed, 7-0.

◆A motion was made by Frank Maletz and seconded by Jen Spangle to restore funding for the spring semester intern. It passed, 6-0, with Michael Seroussi abstaining.

The \$24,000 facility grant released by the Bond Commission does not have to be used until January 30, 2012.

The day care program has been reviewed by the Finance Committee. The accounts are more current but enrollment does not support personnel costs. We may want to consider including 2-3 year olds until June. We have a responsibility to meet the needs of the children we already have. If the program closes at the end of the year, parents should be

informed well in advance. Long term planning might include reinstating the program once renovation of the blue building is finished.

Michael Seroussi asked for a breakdown of the money coming in and going out of the day care program.

◆A motion was made by Jason Jones and seconded by Frank Maletz to nominate Paul Rak as the Board's treasurer. It passed 7-0.

◆A motion was made by Jason Jones and seconded by Jen Spangle to go into Executive Session. It passed 7-0.

Executive Session – Teachers' Contract Negotiations

◆A motion was made to return to regular session. It passed unanimously.

◆A motion was made to approve a 2.75% gross wage increase in the teachers' contract. It was approved unanimously.

Next Meeting: January 19, 5:30 p.m., Conference Room, Main Floor

**Integrated Day Charter School
Director's Agenda Items
December 15, 2010**

- I **Model Board Policies have been received from Shipman and Goodwin**

- II **State Checklist for our Charter Renewal**

- III **First meeting of the Board of Founders for the Greeneville Montessori Charter School**

- IV **Three Piggy Opera**



STATE OF CONNECTICUT

STATE DEPARTMENT OF EDUCATION



November 24, 2010

Ms. Laura McMahon, Chairperson
Board of Directors
Integrated Day Charter School
24 Newton Street
Norwich, CT 06360

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

Dear Ms. McMahon and Ms. James:

As discussed, the Charter School Office (CSO) will conduct a site renewal visit at the Integrated Day Charter School on January 12, 2011, with a January 13, 2011, snow date beginning at 9:30 a.m. The site renewal visit is designed to review teaching and learning, ensure compliance with the law and the charter school accountability plan and verify responses given by the charter school on the renewal application. In preparation for the visit, I have included the following documents:

- 1) Protocol governing site renewal visits
- 2) Agenda
- 3) Checklist
- 4) List of documents
- 5) Implementation of the Charter School Renewal Process Letter

The State Appointed Renewal (SAR) team will be provided with the following documents in preparation for the site renewal visit:

- 1) Renewal application;
- 2) 2009-10 Charter School Annual Report; and
- 3) Correspondence from the CSO regarding accountability visits conducted at the charter school since its last renewal.

As you will observe in the protocol, the charter school is requested to provide a list of documents for review during the site renewal visit. Additionally, the agenda requests that the Director and Business Manager be available for the duration of the site renewal visit.

Integrated Day Charter School Site Renewal Visit Letter
November 24, 2010
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Please fax me at 860 713-7021, a list of faculty members and a copy of a map of the school that indicates classroom grade levels.

Once the visit is concluded, the CSO is responsible for producing a recommendation to the Commissioner of Education on charter renewal. Ultimately, the State Board of Education will vote on renewal of the charter school in the spring of 2011.

I encourage you to contact me should you have further questions regarding the site renewal visit and process for renewal. I can be reached at 860 713-6574. Thank you for your attention to the attachments and I look forward to working with you on this process.

As a reminder, the public hearing for the renewal of the Integrated Day Charter School will be scheduled later in the 2010-11 school year. I will work with you to determine a mutually favorable date, time and location for the hearing.

Sincerely,



Robert E. Kelly
Charter School Program Manager

REK:ea
cc: Mark Linabury, Bureau Chief



STATE OF CONNECTICUT

DEPARTMENT OF EDUCATION



Protocol Governing Site Renewal Visits for Charter Schools Up for Renewal

Purpose: Accountability is one of the cornerstones of the national charter school initiative. In Connecticut, this is especially true. Connecticut's statute and the Accountability Plan administered by the Charter School Office (CSO) requires that charter schools demonstrate their success and compliance with the law in exchange for autonomy.

The State Appointed Renewal (SAR) team will conduct renewal site visits at charter schools up for renewal. Its purpose is to provide recommendations to the Commissioner and the State Board of Education about the charter school seeking renewal. The ultimate accountability for charter schools is the renewal or non-renewal of the charter. Therefore, the work of the SAR team is vital to the process.

Method: The SAR team will divide its work into two categories: 1) review of teaching and learning; and 2) ensuring compliance with the law and the Charter School Office accountability plan.

Review of Teaching and Learning: The SAR team will review the educational model and curriculum of the charter school, speak to a variety of school stakeholders and pay special attention to how the charter school is accomplishing its mission. The SAR team will verify the responses detailed in the charter renewal application submitted to the CSO. Clarification questions emanating from the initial review of the renewal application conducted by Connecticut State Department of Education (CSDE) staff will accompany the enclosed checklist.

Ensuring Compliance with the Law and the Charter School Accountability Plan: The SAR team will ensure that the charter school is functioning in compliance with the law. The review is based on eight areas: 1) financial management; 2) governance; 3) curriculum; 4) teaching staff; 5) enrollment and attendance; 6) facilities, equipment, books and materials; 7) special education; and 8) student assessment. The SAR team will verify responses detailed in the charter renewal applications submitted to the CSO. Again, clarifying questions from the renewal application will accompany the enclosed checklist.

Guidelines

The SAR team will examine the **student, classroom, and school** in the context of the responses given by charter schools on the renewal application and the enclosed checklist. Using the questions indicated below, the SAR team will verify the responses included in the renewal application. A list of documents the charter school must provide to the SAR team at the site renewal visit is provided following the checklist. The checklist is not exhaustive. Therefore, the SAR team must note responses provided on the renewal application that do not appear on the checklist and incorporate those findings into the record. Any questions on process should be directed to the SAR team leader.

AGENDA

- 9:30** **Introductions, Agenda, and Purpose of Visit**
9:40 **Tour of Site**
9:55 **SAR team conducts business**
- Selected SAR team members will observe teaching and learning
 - Selected SAR team members will review documents requested
- 12:00** **Meet with Faculty**
12:30 **Lunch and Team Leader Conducts Debriefing with SAR team**
1:30 **Meet with Director**
2:00 **Meet with Board**
2:30 **SAR Team Conducts Final Debriefing**
3:00 **Adjourn**

****Note:** *Director and Business Manager should be available throughout the day to assist SAR team with inquiries.*

Role and Responsibilities of SAR Team

Team Leader: Facilitates discussion; reviews documents; coordinates team members; provides logistic information to team including map of facility

SAR Team (SDE staff): Review documents; observe teaching and learning; assist in coordinating activities for outside observers

SAR Team (Outside Observers): Observe teaching and learning and participate in meetings with faculty

FOLLOW-UP

The SAR team leader will inform the team that writing conclusions about their experiences at the site renewal visit should be organized in a brief manner that includes supportable statements about their observations of teaching and learning, classroom practices, results from meetings with stakeholders, and overall conclusions regarding the learning community at the charter school.

The Team leader will remind the team that written response time is limited due to the reporting that must occur between the CSO and the Commissioner's Office. Therefore, written responses will be due three business days following the site renewal visit. Responses can be sent to Robert Kelly, Charter School Manager. Fax: 860 713-7021 or e-mail: robert.kelly@ct.gov



STATE OF CONNECTICUT

DEPARTMENT OF EDUCATION



TO: Ms. Anna James, Director
Integrated Day Charter School

FROM: Robert Kelly, Program Manager
Charter School Program

DATE: November 24, 2010

SUBJECT: Implementation of the Charter School Renewal Process

The Charter School Office has arranged site renewal visits for each charter school whose charter is up for renewal and will arrange and notify you of the public hearing to take place later in the 2010-11 school year.

Compliance with the Law

As we approach site renewal visits, it is important that charter schools ensure they are in compliance with the law. For example:

- Do you have certified teachers?
- Do you have clearly defined financial records?
- Do you have a curriculum that is planned, ongoing, and systematic?
Please review Section 10-16b of the Connecticut General Statutes which describes prescribed course of study to ensure you are in compliance with state law.
- Do you provide special education services to children requiring such services?
- Are your books and educational materials sufficient for the program, curriculum, and student enrollment?
- Do you have proper documentation to support waivers the charter school requested from the State Department of Education and received as a result of such request? (e.g.: physical education, art) If you are missing such documentation or are unsure about the status of the requested waiver, contact the Charter School Office as soon as possible.
- The "Management Responsibilities Checklist" is provided on page six of the renewal application as a reference as you seek to ensure the charter school has complied with state and federal educational requirements and the CSDE accountability plan.
- Do you have written professional development and teacher evaluation plans?

Important Indicators Regarding Renewal

As indicated in the renewal application, important indicators as the charter school reflects on renewal include:

1. Faithfulness to mission and goals.
2. Demonstrating academic progress using internal and external assessments.
3. Showing evidence of continuous improvement and a plan for the charter school over the next five years.
4. Satisfaction of parents and students affiliated with the charter school.
5. Strong and consistent management and governance; charter school on solid financial ground.
6. Compliance with state and federal laws and State Department of Education administrative requirements.

Annual Report v. Renewal Application

Many representatives from charter schools have asked the Charter School Office to describe the difference between the renewal application and the annual report. The distinction is as follows:

Annual Report

A snapshot in time of the charter school over the most recent year.

Renewal Application

A demonstration of the longitudinal progress of students from their point of enrollment up until the time of renewal and progress of the school over that time. (Please refer to item IV "Expectations for a Successful Application" and item VI (A) (3), and "Content: The Charter School Academic Program" contained in the renewal application for further guidance.)

Questions

Please call Robert Kelly, Charter School Program Manager at 860 713-6574 if you have any questions regarding the renewal application.

REK:ea
cc: Mark Linabury, Bureau Chief

**IDCS, Inc
Governing Board
Business Report
Dec 15, 2010**



Facilities:

➤ **Condo Association:**

- Association budget for 2011 passed at the annual meeting last month. Our monthly condo fees will increase by \$ 144.

➤ **Building:** The fence along the river side of the playground has been replaced.

➤ **Day Care building:** we have received specifications and construction documents from the architects. Building Committee should meet next month to review the documents.

Finance:

- Finance Committee met Wednesday, Dec 1st. See minutes for notes and recommendations.

Food Service:

- Uncas Health Dept conducted an inspection this month. Chef Kim received a score of 96/100 with only minor discrepancies.

Personnel:

- Teachers' contract salary reopener – Negotiations have begun; status will be provided in executive session.

Other: None

Committee chairs can provide their minutes to the Business Manager for posting. Minutes/reports will be posted with monthly Board minutes.

IDCS Finance Committee – 12/1/2010

Agenda/Minutes

Called to order at 2:50 pm

Present: Laura McMahon, Anna James, Carl Davis, June Morrone, Michele Devine, Paul Rak, Martha Bixby

1. 2010-2011 Budget review

a. Current execution – on track.

b. Pay adjustment funding source – Director and Business Manager met with NPS Director of Special Services to go over special education costs and reimbursement calculations. All other districts have been billed and there have been no questions regarding the billing. Based on current load, the anticipated LEA reimbursements for SpEd costs will be well above what was budgeted, resulting in a saving to the enrollment funds. The committee discussed returning the funding of the non-contract pay adjustments to the operating budget and restoring funding for the 3rd intern for the spring. The Director will need to see if there is a suitable candidate still available.

Motion made by June Morrone, seconded by Michele Devine to recommend to the Board to change the funding source for the non-contract employees' pay adjustment back to the operating budget vice using one-time funds from the Undesignated Fund. The Motion passed unanimously.

c. Expected increased costs-unemployment, workers' comp

1. as previously noted, unemployment costs may require a budget adjustment unless former employees find jobs soon.

2. anticipating an increase in workers' comp insurance costs at policy renewal in March. Our experience rating has gone up since last year due to staff injuries and related costs. We are now significantly above our industry average.

2. Facilities grant - the SDE has release the \$24,128 from the Facilities grant that passed the Bond Commission in August. The grant period lasts through June 2012 so there is not an immediate rush to expend the funds.

3. Early Childhood/Day Care program review – currently in the red by \$10,427. It was discussed that per-K parents were not contacted early enough and made other child care arrangements. The committee discussed the possibility of continuing the service through the school year but closing the program at year end. The program could be opened to toddlers for the remainder of the year to increase enrollment/revenue. The Director added that we have a growing need for space for the instructional and special

education programs. When the Early Childhood Center project is completed, the program can be revisited.

4. Food Service program review – program is doing better fiscally than last year. Chef Kim is monitoring costs and minimizing expenses where ever possible. Discussion included allowing older students to buy a second portion of hot lunch.
5. Teachers' contract negotiations begin Dec 2nd.

Meeting adjourned at 3:45 pm

Next meeting: Wednesday, January 5, 2011 at 2:45