

Integrated Day Charter School  
Governing Board Minutes  
July 21, 2010

Absent: Rick Bennett, Dr. Frank Maletz, Brianne Temple

Public Comment:

Myron Huntley spoke about equality within the school community and pay raises for non-contract employees. The pay scale used by the Task Force is now two years old and some employees are still considerably below the going pay rates.

- A motion was made by Michael Seroussi and seconded by Jason Jones to add the acceptance of a resignation letter to the agenda. The vote 7-0.
- A letter of resignation was accepted from Scott Swartz, parent Board member.
- A motion was made by June Morrone and seconded by Mary Osten to accept the June 16 Governing Board minutes. The vote was 6-0, with Michele Devine abstaining.

Director's Report

- A new medical director, Dr. Ramindra Walia, was appointed, replacing Dr. Claire Warren.
- An open letter on bullying was received from The State Department of Education. This is addressed in Responsive Classroom. A new initiative has been started with the middle school students to develop leadership and raise behavior expectations. We are also investigating a Responsive Classroom middle school component as well.
- The middle school team met and created a schedule for the upcoming year with an increase in academic time and a specific time for the writing process. All middle school teachers will be teaching math, anticipating 5 levels. Beth Troeger will continue to devote some time to working with younger students in math.
- See Faculty Assignments for 2010-2011 in the Director's Report.

Standing Committee Reports

Governance – did not meet; (George chaired); meets on the 1<sup>st</sup> Tuesday of the month at 5 p.m.  
Planning -- (George chaired); meets on the 1<sup>st</sup> Tuesday of the month at 6 p.m.  
Curriculum – did not meet; meets on the 2<sup>nd</sup> Monday of the month at 3:30 p.m.  
Finance – did not meet; meets on the 1<sup>st</sup> Wednesday of the month at 2:45 p.m.

Business Report

- See Building Committee meeting minutes regarding the day care building renovation.
- Finance – We will have a new, state selected auditor, which will cost \$3,500 more than last year.

- A new special education teacher was been hired. Our special education numbers are going down, but new students may raise them. Some of our students have significant needs.
- Health Insurance Broker – Our policy will be renewed Sept. 1, with an average premium increase of from 9% to 18% The budgeted figure was 14%. A group will need to be formed to look at other insurance options.
- Michelle asked if we were applying for the 21<sup>st</sup> Century grant, but it requires a free and reduced school population of at least 40%. We are at 25% now.
- The funding for 2010-2011 is level at \$9,300 per pupil.

### Discussion/Action Items

- A motion was made by Mary Osten and seconded by Jason Jones to remove the following statement from our Dress Code Policy: “This is the NFA Dress Code Policy. It is felt that students should get used to the policy of the high school for a smooth transition into ninth grade” since the NFA Dress Code Policy has changed. The vote was 7-0.
- A motion was made by Michele Devine and seconded by Mary Osten to change the wording on page 20 of the medical policies from “shall result in a fine of not more than \$500.00” to “will result in a fine in accordance with state statutes.” A copy will be sent to Dr. Walia. The vote was 7-0.
- A motion was made by Michael Seroussi and seconded by Mary Osten to accept the medical policies in total with grammatical corrections as needed. The vote was 7-0. Carl Davis will put the corrected medical policies on the school’s web site.
- AED policy--the teacher list should be updated each year, without grades. The policy was tabled until it could be reviewed and finalized. Issues such as the frequency of checking the machine and who would check it in summer months need to be resolved. Michael Seroussi offered to email his school’s AED policy to Board members for review. Jason Jones also offered the same.
- Condo Association Representative--Jason Jones resigned due to a work conflict; Mary Osten volunteered. A motion was made by Michael Seroussi and seconded by Jason Jones to approve Mary’s appointment as Condo Association Representative. The vote was 7-0.

### Committee Reorganization:

- Board Retreat—We are awaiting a date for the retreat via Dr. Maletz, as George Rezendes was planning to contact the consultant with a date of August 14 or August 24. Laura McMahan will check on this.
- Committee assignments--Laura McMahan will remain as chair of the Finance Committee, with Michele Devine remaining on the committee. Jason Jones will chair the Governance Committee, adding Michael Seroussi as a member. The Planning Committee includes Frank Maletz, Brianne Temple and Michele Devine. New Board members may wish to serve on the Planning Committee.

- Jason Jones suggested that committee chairs use the first IDEA meeting to talk about how parents can get involved. We currently have an opening for a parent member. Governance will recruit another parent in the fall.

- The Board is responsible for appointing parent and community members (with nominations from Governance); teacher members are elected by the faculty.

- A motion to adjourn was made by Michael Seroussi and seconded by Jen Spangle. The vote was 7-0. The meeting adjourned at 6:45 p.m.

**Next Meeting: August 18, 5:30 p.m.**

**Integrated Day Charter School  
Director's Agenda Items  
July 21, 2010**

**I IDCS DRESS CODE**

You may be aware that NFA has recently changed their dress code. Our current dress code was modeled after NFA's previous dress code and is comprehensive enough to serve our school community's needs. The most recent NFA dress code is too restrictive and not a dress code that our school community supports. Since our school policy makes reference to the NFA Dress Code, I am recommending that we delete the following sentence from our Dress Code policy:

*\*This is the NFA Dress Code Policy. It is felt that students should get used to the policy of the high school for a smooth transition into ninth grade.*

**II NEW MEDICAL DIRECTOR**

Dr. Ramindra Walia has agreed to be our medical director for the 2010-2011 academic year. He is currently a medical director for NFA and Norwich Tech.

**III Medical Policies**

Sandy Quarto has electronically forwarded the updated medical policy and the Cardiac Emergency Response Plan/AED policy for your review and approval.

**IV State Department of Education Focus on Bullying**

Commissioner Mark McQuillan sent all school districts an open letter on bullying. This is a pointed letter and very much on target.

It definitely ties into being proactive in addressing bullying episodes. Often, incidents may be simply interpreted as playful or "mean spirited" however, it is imperative to address all issues promptly and deliberately.

***How does this message apply to our school?***

IDCS adheres to the Responsive Classroom philosophy which is a social curriculum in grades pre-K through 8<sup>th</sup>. There is an on going emphasis on appropriate social interaction and development.

With this in mind, this year we started a new initiative in the middle school to develop leadership skills amongst our seventh and eighth graders and to raise the expectations for their behavior as role models for the younger children.

In June, the middle school team, Amy Sheppard, Melissa Dearborn and I met with all seventh graders. We had open discussions about the following:

- **Expectations** for their behavior as eight graders,
- We reviewed the year in terms of actions that occurred that they were or were not comfortable with. We discussed how to be **proactive** and make a difference.
- We discussed actions or words that lead to bullying activity, i.e. exclusion, "looks" or mean words, aggressive actions followed by "just kidding" or "I was only playing."
- We announced the establishment of a **leadership** cadre of students. Amy Sheppard will work with the middle school team to provide leadership skills to recommended eight graders.
- The middle school team will divide the group into five smaller groups once a week to **reinforce behavior expectations** (RC) and allow time for needed discussion which focuses on team building and reinforcement of social skills.

Given that we recognize that social development is an ongoing skill that needs to be taught, we as a team have established a paradigm to do so. McQuinlan states that laws tend to be "reactive" as opposed to being proactive. We were very pleased with the outcome of this meeting with students and look forward to the further development of this group.

## **V Middle School Team and Schedule**

The middle school team is increasingly becoming cross certified which enhances our ability to integrate the curriculum. Next year there will be an increase of academic time for seventh and eight grade students. Beth Troeger will also be teaching writing with an emphasis on the writing process as part of the language arts program. The following teachers are on the middle school team; Julia Cronin, Jason Deeble, Mary Osten, Beth Troeger.

## **VI Personnel and Teaching Assignments for the 2010 – 2011 Academic Year**

Julia Cronin has joined the middle school team. Peter Kiefer is our new Special Education teacher who has a range of experience, Pre-K through 12.

## Middle School Schedule 2010-2011

8:00 – 8:30	MM			MM			Advisory			MM			MM		
8:30 – 9:30	M			A			T			H			Production Co All-School Academic Choice Math		
9:30 – 10:15	C writing	D O1	O D1	C D2	D C2	O Writing	C Writing	D O2	O D2	C C3 9:30 – 10:30	D Writing	O O3	C O4	D C4	O Writing
10:15 – 11:00	O1	Writing	C1	O2	D2	C2	PE 10:15 – 11:15	Art 10:15 – 11:15	Spanish 10:15 – 11:00	Workshop	D3	Workshop	O4	D4	C4
11:00 – 12:00	Media	Health	Break Lunch	Health	Spanish 11:00-11:45	Break Lunch	Spanish 11:15 – 12:00	Workshop	Break Lunch	Spanish 11:00-11:45 Break	PE	Break Lunch	C4 Break	Workshop	Break Lunch
12:00 – 1:30	Break Lunch C1	D1 Lunch Break	Health 12-1 Workshop	Break Lunch Spanish 12:45 – 1:30	Workshop Lunch Break	Spanish 12:00 – 12:45	Break Lunch C2	Spanish 12:00 – 12:40 Lunch Break	Music 12 – 1 O2	Lunch Music 12:40 – 1:40	Spanish 12:00 – 12:45 Lunch Break	Art 12-1 Spanish 1:00-1:45	Lunch Workshop	O4 Lunch Break	H4 O4
1:30 – 2:15	D1	C1	O1	Workshop	Media	PE	O3 1:45 – 2:45	C3	D3	D3 1:30 – 2:30	O3 1:45 – 2:30	C3 1:45 – 2:30	Art	Music	Media
2:15 – 3:15	Study Hall			Social 2:45 – 3:15			Study hall			Study Hall			Social		

## Faculty Assignments for the 2010 – 2011 Academic Year

PreK Nancy Devens

K Connie Murphy  
Rina Strong

1-2 Kristin Maletz  
Corinne McOomber  
Jen Spangle

3-4 Deb Allard  
Sheri Cooke  
Brianne Temple

5-6 Melissa Dearborn  
June Morrone  
Ann Theriault

7-8 Julia Cronin  
Jason Deeble  
Mary Osten  
Beth Troeger

### Special Education

Peter Kiefer  
Deb Weingart

Art Deb Griffith

Music Terri-Anne Woronecki

PE/Health Deb Conn

Social Worker/Health Amy Sheppard

**IDCS, Inc  
Governing Board  
Business Report  
July 21, 2010**



**Facilities:**

- **Condo Association:** None.
  
- **Building:** See minutes of Building Committee meeting with architects regarding the day care building renovation. Architects are beginning the electrical/mechanical planning. Latest designs are available for viewing and comment.

**Finance:**

- Finance Committee did not meet this month. Next meeting is scheduled for Wednesday, August 4<sup>th</sup> if needed.
- Annual financial audit is scheduled for the week of August 9<sup>th</sup>.

**Food Service:**

- Nothing

**Personnel:**

- New Special Education (Peter Kiefer) teacher has been hired.

**Other:**

- Met today with our health insurance broker and reviewed some health insurance plan design changes that could save significant amounts of money. This should be analyzed in the future. Health insurance premiums went up an average of 14% for our Sept 1<sup>st</sup> renewal.

**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.**



# Memorandum

DATE: July 7, 2010  
ATTENTION: Carl Davis  
DISTRIBUTION: Carl Davis, , Anna James, Myron Huntley, Andrew Graves  
PREPARED BY: Andrew Graves LEED AP T: 203 630 1406 Ext.: 2524  
EMAIL: agraves@blcompanies.com  
PROJECT NAME: Integrated Day Charter School Renovation PROJECT NUMBER: 09D1358  
SUBJECT: Design Committee Meeting Minutes

Floor plans and elevations were reviewed that were forwarded by Email Carl Davis prior to the meeting. Plans and elevations were accepted in their current configuration and authorization was given to proceed with construction documents. The following items were also discussed.

The name of the room labeled office should be changed to conference room since this space will not be normally occupied.

Closet in the conference room needs to be lockable.

Toilet fixtures off the classrooms and sinks adjacent to those toilets should all be child height. The client would prefer wall mounted toilet fixtures in all bathrooms.

Counters should be all solid surface

The school will supply laundry and all other appliances. Circuits should be supplied for microwaves in the classrooms and the conference room (office) counters.

Locksets can have their own separate master key and do not need to be integrated with the adjacent building. Locksets need to have removable cores so they can be coordinated with future hardware changes in the main building.

An intercom needs to be provided at the main entrance the sounds in the conference and daycare rooms. Entry lock needs to have an electronic latch that can be activated from the same locations. Interior vestibule door does not need to be lockable.

Phone system needs to be interconnected to the system in the main building. The current phone system is provided by Sonitrol.

Area at rear of building needs to be graded and seeded. Existing rear ramp needs to be removed.

Access should be provided from the rear play yard to the lower play yard.

ARCHITECTURE

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Door should be provided in the sliding partition between classrooms.

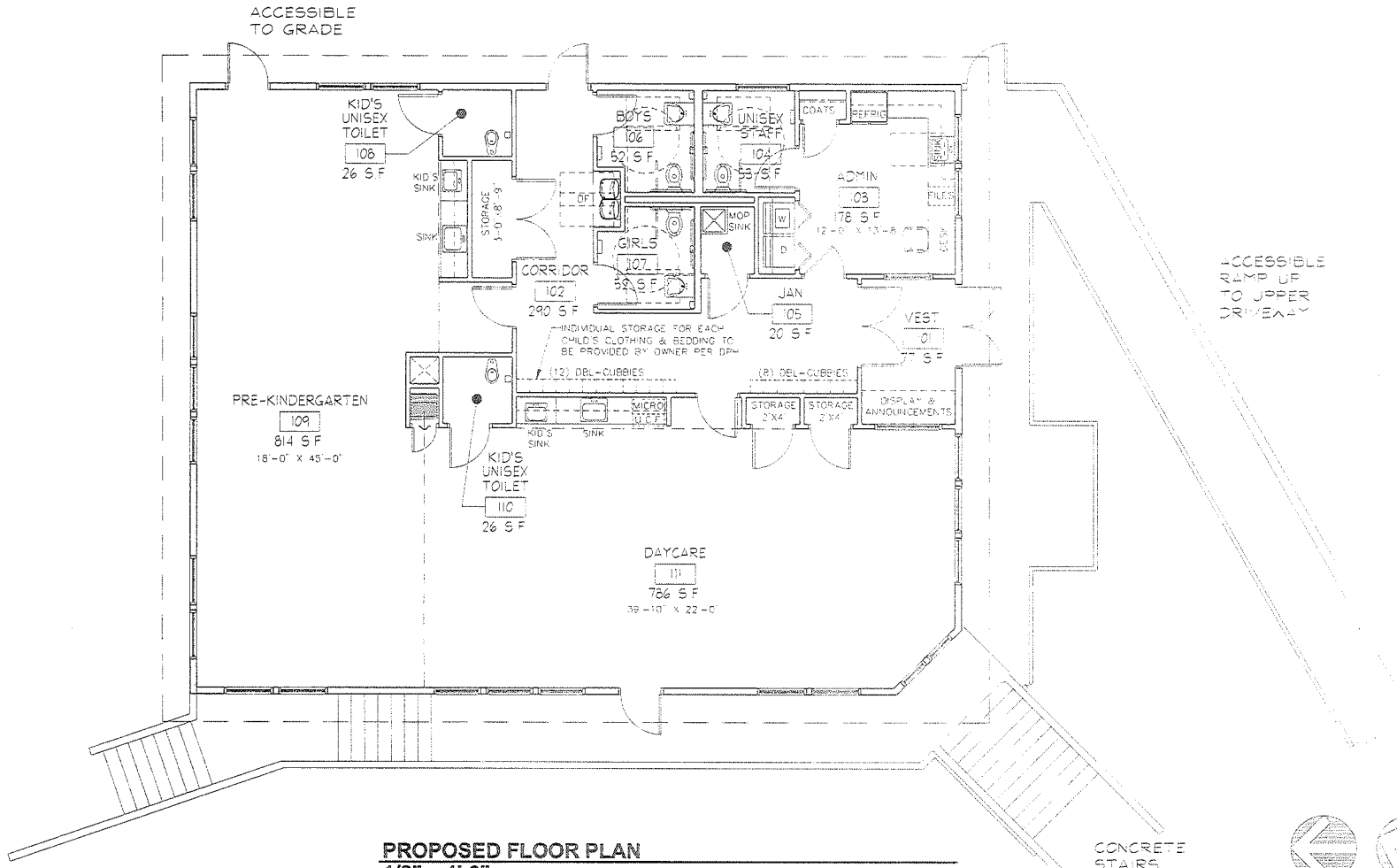
The use of recycled decking was discussed. We will review both wood and recycled material

There is an existing separate service for power which should be maintained

Norwich has there own utility company and we need to coordinate with them for any rebates that are available.

One to two computer stations will be provided in each classroom. Data outlets should be provided throughout to accommodate multiple computer locations.

Color and material selections will be presented at the next meeting.



**PROPOSED FLOOR PLAN**  
 1/8" = 1'-0"

CONCRETE  
 STAIRS  
 DOWN TO  
 LOWER  
 DRIVEWAY



**PROPOSED INTEGRATED  
 DAY CHARTER SCHOOL RENOVATION**  
 68 THERMOS AVENUE  
 NORWICH, NEW LONDON COUNTY, CT

DATE: 06/24/10  
 PROJECT #: 09D1358

ARCHITECTURE  
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