

Integrated Day Charter School  
Governing Board Meeting Notes (no quorum)  
March 16, 2011

Absent: Michele Devine, Dr. Frank Maletz, June Morrone, Brianne Temple

***Lacking a quorum, there was no official meeting. Board members present held an informational working session.***

Public Comment

Curt Ramsey provided additional information from his research on the sibling policies in CT's charter schools. Most if not all charter schools give preference to siblings, who are moved to the top of the waiting list. Mr. Ransey provided copies of his notes.

Director's Report

Public Hearing -- The hearing to renew our charter on March 8 went very well with students, parents, staff and community members speaking favorably. At the conclusion of the hearing Robert Kelly assured us our charter would be renewed. Charter renewals will be approved at the State Board of Education's April meeting.

Appropriations Committee -- Students, staff and parents will be bussed to the Legislative Office Building for a school funding reform hearing on March 24. Schools of choice will be there to testify.

School Calendar -- The increase in student absences the day before Thanksgiving was discussed, along with the possibility of having that day off and making it up at the end of the year. Absentism has varied over the years, from 19 to 48 students absent. About 15 students are absent on average per day. Rachel will be asked for additional statistics on absentism.

John LeVange anticipates the Norwich will adopt a regional calendar at its April Board of Education meeting. We will need to consider how this will impact the IDCS.

Research Night -- The City Council, Mayor, City Manager, Board of Education and NAACP have been invited.

Oliver Twist -- Board members will be invited to this production at NFA in April.

Business Report

See additional information in the handout.

The Condo Association Board is changing management from two employees to a management company. Our condo fees are 32% of the common condo charges.

HVAC unit has been repaired.

Committee Reports

Governance -- Six policies were reviewed by the Committee and emailed to Board members for adoption at the April meeting. The Sibling Policy will be reviewed again, given the new data collected and presented by Curt Ramsey.

The flow chart of school organizations will be updated, shared with the Board and put on our web site. There are four organizations in which parents have a voice.

Planning – May 7 is the tentative date for the Board Workshop on Strategic Planning, from 9 a.m. to 1 p.m.

Curriculum – Terri Woronicki provided a 1<sup>st</sup> draft of the music curriculum for review. Staff members discussed curriculum formats and formed a committee with one teacher from each grade level group, ½, ¾, etc., serving on it. The Home Visit Packet Survey should be used again, with needs assessment questions added that address curriculum.

Finance – see Committee notes, 3/2/11. Since we do not anticipate any increase in state funding, cuts will be needed in the 2011-2012 budget.

The meeting adjourned at 6:40 p.m. (informational only).

Next Meeting: April 13, 5:30 p.m.

The February Governing Board Minutes will need approval.

Integrated Day Charter School  
Director's Agenda Items  
March 16, 2011

- I Update on the State Charter Renewal –Public Hearing
- II Charter School Network - Upcoming event
- III School Calendar 2011 – 2012
- IV Research Night – March 31st
- V Executive Session

2011 – 2012  
Integrated Day Charter School CALENDAR

**DRAFT**

OPENING DAY FOR STUDENTS: August 31, 2011

LAST DAY: June 14, 2012

180 Student Days

188 Staff Days

Hot Lunch Begins Aug. 31  
Send lunch \$ 1<sup>st</sup> day

August/September, 2011 (21)					October, 2011 (19)					November, 2011 (18)					December, 2011 (17)					January, 2012 (19)				
Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri
29 PD	30 PD	31 1 p.m.	1 preK starts	2	3	4	5	6 IDEA	7 Noon dism		1	2	3	4 Noon				1 IDEA	2 Noon	1 HR	3	4	5	6 Noon
LD	6	7	8 IDEA	9 Noon	CL	PD	12	13	14	7	8	9	10	VE	5	6	7	8	9	9	10	11	12	13
12	13	14	15	16	17	18	19	20	21	14	15 report cards	16 SLC noon	17 SLC noon	18 SLC noon	12	13	14	15	16	16 MK	17	18	19	20
19	20	21	22	23	24	25	26	27	28 PD	21	22	23 1 p.m.	TR	TR	19	20	21	22	23 1 pm	23	24	25	26	27
26	27	28	29	30	31					28	29	30			26 HR	27 HR	28 HR	29 HR	30 HR	30	31			
February, 2012 (19)					March, 2012 (21)					April, 2012 (15)					May, 2012 (22)					June, 2012 (10)				
Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri
		1	2	3 Noon				1	2 Noon	2	3	4	5	6 GF		1	2	3	4 Noon				1	2 Noon
6	7	8	9	10	5	6	7	8	9	9 SR	10 SR	11 SR	12 SR	13 SR	7	8	9	10	11	4	5	6	7	8
13	14	15	16	17	12	13	14	15	16	16	17	18	19	20	14	15	16	17	18	11 180 <sup>th</sup> day	**12	**13	**14	**15
20 WR	21 WR	22 WR	23 WR	24 WR	19	20 report cards	21 SLC noon	22 SLC noon	23 SLC noon	23	24	25	26	27	21	22	23	24	25	18	19	20	21	22
27	28	29			26	27	28	29	30	30					28 MD	29	30	31		25	26	27	28	29

**HOLIDAYS, VACATIONS AND PROFESSIONAL DAYS**

LD – Labor Day: September 5, 2011  
 CL - Columbus Day: October 10, 2011  
 VD - Veterans Day: November 11, 2011  
 TR - Thanksgiving Recess: November 24 & 25, 2011  
 HR - Holiday Recess: December 26 – January 2, 2012  
 NY – New Year's Day: January 2, 2012 (celebrated)  
 MK - Martin Luther King Day: January 16, 2012  
 WR - Winter Recess/President's Day: February 20 - 24, 2012  
 GF - Good Friday: April 6, 2012  
 SR - Spring Recess: April 9 – 13, 2012  
 MD - Memorial Day: May 28, 2012

**Professional Development Days**  
 Every 1<sup>st</sup> Friday of the month – noon dismissal (except Sept. 2)  
 August 29 & 30, 2011  
 October 28, 2011

**Report Card Dates**  
 November 15, March 28, last day of school

**Student Led Conferences**  
 November 16-18, 2011; March 21-23, 2012

**Research Night**  
 To be determined

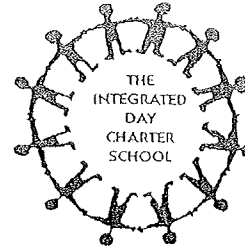
**Mastery Testing Dates**  
 March 5 – March 30, 2012

\*\* - In the event of a harsh winter, teachers & students should plan to attend school on these days. Student & Parents are also reminded that summer vacations should not be planned until after the last day of school, should the dates in June be needed to make up snow days.

**DRAFT**

Governing Board meetings are usually held on the third Wednesday of the month at 5:30 p.m. Please confirm the date at our web site [www.idcs.org](http://www.idcs.org)

IDCS, Inc  
Governing Board  
Business Report  
March 16, 2011



Facilities:

➤ **Condo Association:**

- The association's board has changed management companies, effective April 1<sup>st</sup>. The on-site staff have been notified of termination, effective April 9<sup>th</sup>.

➤ **Building:**

- The **HVAC** unit that services the classrooms on the west side of the second floor has been repaired.

Finance:

- Finance Committee met March 2<sup>nd</sup>. See minutes.

Food Service:

- N/A

Personnel:

- N/A

Other:

- N/A

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

IDCS Governing Board  
Governance Committee Meeting Minutes  
5:00 PM Tuesday, March 01, 2011  
IDCS Conference Room

The Governance Committee is forwarding the following proposed policies to the Board for first reading for the March agenda.

5120 Homeless Students  
5144 Section 504  
5145.12 Search and Seizure  
5450 Sex Discrimination and Sexual Harassment  
5530 Student Privacy  
6118--Student Use of Computer Systems

The following proposed policies will be on the agenda for April for the first reading.

Parental Access to Instructional Material  
Parental Involvement to Instructional Material  
Parental Involvement Policy for Title I Students  
Parent Teacher Communication  
Promotion and Retention

The Governance Committee is recommending that the Governing Board articulates what programs and processes are in place to allow the community to have a voice.

Respectfully submitted by,  
Jason M. Jones  
Governance Committee Chairperson

## IDCS Finance Committee – 3/2/2011

Agenda/Notes

Called to order at 2:45

Present: Anna James, June Morrone, Carl Davis

1. SDE Renewal Feedback
  - Recommended policy changes to address:
    1. Expand policy covering staff use of facilities to prohibit use for personal business.
    2. Expand the policy covering donations to address cash handling for all dollar amounts, even below \$100.
    3. Establish formal policies to address salary advances/employee loans and related party transactions and other conflicts of interest.
    4. Strengthen internal control by using as asset tag system for inventory management.
2. 2010-2011 Budget review
  - Current execution – on track, except surcharge for snow plowing services; anticipate possible assessment from Condo Assoc. for the same.
  - Insurance renewal: \$4,000 increase in WC rates
  - Expected increased costs-unemployment, as previously reported
3. Facilities grant - the Bond Commission did not take up the charter school facility funding when they met in February.
4. Early Childhood/Day Care program review – continues to be operating at a significant deficit.
5. IDEA financial information presented for information. IDEA has raised \$10,328 this year and expended \$5,202 in response to requests for support.
6. Food Service program finances were reviewed. Program is doing well, though it still requires supplemental funds.
7. FY12 Budget preparation
  - Do not realistically anticipate any increase in state funding
  - Input from staff thus far:
    1. Two teachers will move on schedule to 6<sup>th</sup> Yr (+\$4,323 to GWI)
    2. One teacher on LOA – replacement's step ??
    3. Social Worker will move to certified position (+5,153)
    4. Need for replacement of classroom reading libraries
    5. Tech is hard to use; slow and convoluted . Need better tech and support.
    6. Copying costs and paper usage.
    7. Reduce classroom budgets.
    8. Pool commonly used equipment and supplies.
  - School leadership will work on draft 2011-12 budget to be presented to the committee at the April meeting. Possible reductions in operations, programs and staffing will be considered as required with a view toward the 2 year state budget cycle.

Next meeting: Wednesday, April 6, 2011 at 2:45