

Integrated Day Charter School  
Governing Board Agenda  
June 18, 2008

Public Comment

Annual Meeting – Nominations for New Board Members  
Election of New Members and Officers  
Changes to By-laws

I. Acceptance of Minutes

II. Chair's Report

III. Director's Report

IV. Committee Reports

Building and Facilities  
Finance, Development and Fund Raising  
Policy and Personnel  
Governance

V. Discussion Items

- A. Code of Ethics and Conduct (Whistleblower Policy)
- B. Use of Space Policy
- C. Proposal for Compensation for Non-Contract Employees
- D. Changes to Mission & Vision in IDCS Handbook
- E. Healthy Food Certification

VI. Action Items

- A. Adoption of Code of Ethics and Conduct
- B. Adoption of Use of Space Policy
- C. Approval of Changes to Mission & Vision in IDCS Handbook
- D. Approval of Healthy Food Certification

V. Executive Session (Personnel)

Integrated Day Charter School  
Governing Board Minutes  
June 18, 2008

Public Comment: Michael Seroussi

Mr. Seroussi reminded the Board that the agenda and minutes should be posted on our web site. He also requested that all school policies be made public (policies are in a binder in the main office).

Mr. Seroussi also stated that No Child Left Behind requires notification to parents when a teacher on our staff is not highly qualified. He asked the Board to reconsider hiring a math teacher and expressed concern about his child's chances for entry into college.

**Annual Meeting**

Nominations for Board Members:

Melissa Dearborn, Chair of the Nominations Committee, reported that June Morrone will finish Sheri Cooke's term. Ms. Morrone agreed to renew her term, which would expire in 2012.

Proposed officers were: George Rezendes, Chair, Matt Curtiss, Vice Chair, Laura McMahon, Treasurer and Lynsey Teixeira, Secretary.

- A motion was made by Melissa Dearborn and seconded by Janine Guillet to elect George Rezendes as Chair, for a one year term, effective July 1, 2008. All were in favor, with George Rezendes abstaining.

- A motion was made by Melissa Dearborn and seconded by Lynsey Teixeira to elect Matt Curtiss as Vice Chair for a one year term, effective July 1, 2008. All were in favor, with Matt Curtiss abstaining.

- A motion was made by Melissa Dearborn and seconded by George Rezendes to elect Laura McMahon as Treasurer for a one year term, effective July 1, 2008. All were in favor, with Laura McMahon abstaining.

- A motion was made by Melissa Dearborn and seconded by Laura McMahon to elect Lynsey Teixeira as secretary for a one year term, effective July 1, 2008. All were in favor, with Lynsey Teixeira abstaining.

- Janine Guillet's term expires July 1; she does not wish to renew her term but would like to serve on committees.

- The Governance Committee has not been formed. Proposed members need to be invited to a meeting, and open slots can be filled at any time. It was suggested we rename this committee to more closely reflect the work of the committee.

- Governing Board positions need to be filled, as no action has been taken on the three openings for over a year. Every constituency on the Board should be represented on all three committees.

- George reiterated that our original charter does not allow us to exclude members from particular committees. It was suggested that we need to rewrite some portions of the Conflict of Interest policy to insure that when there is a conflict of interest because of the makeup of the Board, those individuals cannot participate in discussion or voting. The budget and the teacher contract are examples. Carl Davis pointed out that if a topic doesn't qualify for Executive Session, the Board member does not need to recuse himself at a public Governing Board meeting.
- Changes to bylaws: Matt Curtiss will add a short definition to Governance Committee language and a possible change to the title.
- Carl Davis will post a copy of the by-laws, showing the old version and the proposed changes. The bylaws can be approved at any board meeting.
- Governor Rell has passed a law requiring school boards to appoint a curriculum committee, beginning July 1.

### Regular Meeting

A motion was made by Melissa Dearborn and seconded by Janine Guillet to approve the May 21, 2008 Governing Board minutes. All were in favor, with Laura McMahan and Matt Curtiss abstaining.

### Chair's Report

•Stu Deglin thanked Ms. Rose for taking over the director's position at a difficult time, getting us through construction and many other challenges.

### Director's Report

- Ms. Rose introduced Anna James, our new Director, effective July 1.
- The School Council has worked diligently to revise the parent handbook, which will be distributed at home visits in August. Special thanks to the handbook task force, Melissa Dearborn, Janine Swartz and Stephani Jones.
- Teachers provided a Volunteer Breakfast on June 3 for parents, caregivers and family members.
- Students in Mr. Deeble's class and Myron Huntley released the trout at Walden Preserve in Salem on May 27 (Trout in the Classroom program).
- A researcher from Long Island University interviewed preK-2<sup>nd</sup> grade students for a doctoral thesis: Cognitive requirements for the reversal of ambiguous figures, a study related to theory of mind.
- The Book Van made its final visit for the year on May 28. Pat Little also emailed Ms. Rose, praising the education and environment provided at the school.
- The 8<sup>th</sup> grade "moving up" ceremony was held on June 13<sup>th</sup>. It was very well attended. The 7/8 teachers are to be commended for the work and time put into this event.

- The school picnic was held at Harkness Memorial Park on June 16. Families and staff make it a successful event year after year.
- Jen Werling has accepted the one year position for the 1-2 classroom. Jen, a Mitchell student, was the student teacher in the classroom in the early spring semester.
- A library/media coordinator and four paraprofessionals or interns need to be hired this summer.
- Five teachers will go to Responsive Classroom training this summer.
- We will have a new student who will require a full time special education paraprofessional. Special education is moving toward full inclusion and we must do our best to provide the appropriate program.
- Rosemaire Rose wanted to hire a part time math teacher for next year. Board members agreed at the previous meeting that discussion of a change in the structure of the 7-8 program should take place first. Our students who have been with us for several years do very well on the CMT's. The results of this year's testing will come in early July.

#### Committee Reports

Building—see Business Report.

- We have not received word yet on the Facility Grant approved at the end of May by the Bond Commission. If it is a one-year grant, and the money is not soon appropriated, we will not be able to complete the necessary work during the summer months. We may be required to spend the money before we can complete the work. The floor replacement and HVAC work will be especially problematic.

#### Discussion Items

- The Non-Contract Employees task force recommended establishing a salary schedule instead of basing pay increases on performance. Given the cuts we had to make to the 2008-2009 budget, the Committee could not recommend enacting the schedule at this time. The time off structure also needs some revision.
- Melissa Dearborn asked if it would be feasible to have a non-contract pay schedule in place for next year's budget and Carl Davis replied, "Yes."
- Deb Griffith has volunteered to serve on the Finance Committee. Stuart Deglin asked if she has expertise in this area.
- The Board discussed the pros and cons of renting our gym space. The proposed rates were not set for financial gain, but as good citizens of the community. The parking situation will cause conflict with condo owners, as it is difficult to get full compliance with parking rules within our own community. The rates do not include the cost of policing the parking lot. Since this issue needs additional consideration, it will be reviewed again next month.

- One of the recommendations put forth at the Board retreat two years ago was to revise our mission and vision. The Education Committee reviewed it, and recommends changes as outlined (see handout). The vision should be first, with the mission describing how we will accomplish it.

- The Healthy School Certification is very restrictive and is considered on a yearly basis. Since we don't have full control over the hot lunch program (outside provider), it is not feasible to adopt it at this time.

### Action Items

- A motion was made by Matt Curtiss and seconded by Laura McMahon to adopt the ethics and conduct policy as previously submitted to the Board. All were in favor, with June Morrone abstaining.

- The vote on the Use of Space Policy was deferred until the next meeting.

- A motion was made by Melissa Dearborn and seconded by Lynsey Teixeira to accept the changes to the mission and vision as discussed. It passed unanimously.

- A motion was made by Janine Guillet and seconded by George Rezendes to decline compliance with the Healthy Foods certification. It passed unanimously.

- A motion was made by Jason Jones and seconded by Melissa Dearborn to remove Rosemarie Rose and Stuart Deglin as check signors as of July 1 and add Anna James and George Rezendes as signors as of July 1. It passed unanimously.

- New committee assignments will be determined at the next meeting. George Rezendes will email Board members about these assignments.

- Action item for the next meeting: Deb Griffith's request to serve on the Finance Committee.

- A motion was made by Matt Curtiss and seconded by Lynsey Teixeira to renew Laura McMahon's term for four years (expires 2012). All were in favor, with Laura abstaining.

- A motion was made by Janine Guillet and seconded by Matt Curtiss at 7:18 p.m. to adjourn for Executive Session. It passed unanimously.

- Following executive session, a motion was made to approve a \$2,000 stipend for the assistant director for additional summer work, helping with the transition for the new director. It was approved unanimously.

Integrated Day Charter School  
Director's Report  
June 18, 2008

1. School Council has worked diligently to revise the parent handbook. The revised edition will be distributed at home visits in August. Special thanks to handbook task force, Stephani Jones, Janine Swartz and Melissa Dearborn.
2. Teachers provided a Volunteer Breakfast on June 3<sup>rd</sup>, for parents, caregivers, and family members.
3. Student from Mr. Deeble's class and Myron Huntley released the trout (Trout in the Classroom Program) at Walden Preserve in Salem on May 27<sup>th</sup>.
4. A researcher from Long Island University interviewed PreK- 2<sup>nd</sup> grade students for a doctoral thesis: Cognitive requirements for the reversal of ambiguous figures; a study related to theory of mind.
5. The Book Van visited on May 28<sup>th</sup>. Letter from Pat Little
6. End of the year field trips; Boston, Mohegan Park, Ropes Program (interdistrict grant)
7. 8<sup>th</sup> grade "graduation" was held on June 13<sup>th</sup>. The event was well attended. The 7/8<sup>th</sup> grade teachers need to be acknowledged for the work and time put into the event.
8. The school picnic was held at Harkness Park on June 16<sup>th</sup>. Families and staff make it a successful event year after year.
9. Special Education
10. Jen Werling has accepted the one year position for the ½ classroom. Jen, a Mitchell student, was the student teacher in the classroom in the early spring semester.
11. Hiring to be done this summer: library/media coordinator and four paraprofessionals
12. Five teachers will go to Responsive Classroom training over the summer

Recommendations:

1. Develop a strategic plan
2. Hire a full time assistant director
3. Establish the curriculum committee and review the structure of the 7/8 grade program

**IDCS, Inc**  
**Governing Board**  
**Business Report**  
**June 18, 2008**



**Facilities:**

➤ **Condo Association:**

- No issues

➤ **Building:**

- *Lighting upgrades for energy efficiency* – Request for Proposals has been issued. Responses are due June 20<sup>th</sup>. Selection of the contractor will be made next week to start the project as soon as possible.
- Policy on *Facility Use by Outside Organizations* is under review. Pending receipt of a copy of Norwich's rate schedule for comparable analysis.
- Basement drain system installation will begin with wall demolition next week.
- No further word from the State Dept. of Ed. on the Facilities grant yet. *Does the Board have guidance on commencing projects during the summer if funding is released?*

**Finance:**

- The Finance Committee selected James A. George P.C. as our new auditor. Only two firms responded to the RFP for Audit Services (Marien & Co and James A. George).
- Deb Griffith has expressed an interest in being on the Finance Committee as a non-board member. The Board would need to appoint her if desired.
- ❑ **Action:** change authorized check signers to remove Rosemarie Rose and add Anna James, and add Board Chair.

**Food Service:**

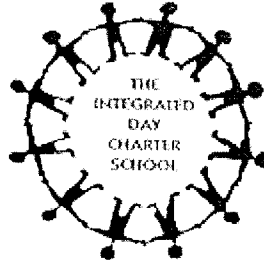
- Once the Facility grant funds are released, an RFP for Kitchen Equipment will be issued.
- ❑ **Healthy Food Certification:** annual requirement; recommend not certifying compliance due to our current lunch program and fund raising activities

**Personnel:**

- **Compensation Committee:** The committee considered the best means to modify non-certified compensation was to establish a salary schedule. The use of evaluations to base pay adjustments on performance was not considered practical because of the lack of training in evaluation and a lack of firm criteria on which to base the evaluations. A schedule would allow for fiscal planning as well as letting employees know what their pay opportunities are. A draft schedule is in work that would set pay rate goals to a regional average. Due to the extent of cuts made to balance next year's budget, an immediate adoption of the new schedule cannot be recommended. Additional issues include structuring our 403(b) plan to permit employer contributions and modifying the PTO accrual rules in the current Employee Manual.

**Other:**

- Public Act 08-153 requires Boards of Education to establish a **Curriculum Committee**.



**The Integrated Day Charter School  
Governing Board  
Code of Ethics and Conduct**

The Integrated Day Charter School Governing Board recognizes its role as overseers of public education commit to the following Code of Ethics and Conduct. Board members will:

1. Recognize that the Board's function is the provision of education and strive to maintain a balance between fiscal responsibility and an accountability for results;
2. Uphold applicable federal and state laws and local ordinances,
3. Uphold and promote policies of the Board,
4. Preserve and protect the civil and human rights of all members of the school community,
5. Respect the confidentiality of information that is privileged, including all non-public session discussions,
6. Avoid being placed in a position of conflict of interest,
7. Respect and encourage the expression of opinion by all Board members; listen fairly to individual opinions and work in a spirit of harmony despite differences.
8. Remember that each member is one of a team: strive for teamwork and respect five aspects of this role:

- a. that Board decisions can only be transacted at official Board meetings,
- b. that no member of the Board has individual authority and, therefore, cannot make unauthorized commitments on behalf of the Board,
- c. that each Board member should freely ask questions and give opinions and know that this involvement is valued and important,
- d. that once the majority of the Board makes a decision in good faith, it is the decision of the Board, and
- e. that Board members should support cohesiveness in the school's culture and not speak against any final decision that was reached in good faith.

Proposed

*Vision*

**Mission Statement:**

Our goal at the Integrated Day Charter School is to facilitate the development of students who will be thoughtful. These students will care and will independently seek knowledge. With a strong sense of self-awareness and respect, our graduates will be able to adapt to an ever-changing world.

**Vision** *Mission*

The Integrated Day program is an alternative program which adheres to a developmental approach. Curricular content corresponds to that of the Norwich Public School System, but the methods used will differ dramatically from the conventional classroom. The ID program appreciates and acknowledges that children pass through various stages on their journey to adulthood. The philosophy underlying the program recognizes that to be actively involved and truly engaged, a learner must have input into both the content of the learning as well as the process by which the knowledge is acquired. Education is viewed as a whole, a dynamic activity which extends beyond the classroom and the school and penetrates the world of the learner. To understand a subject fully, several subject areas must be incorporated, synthesized and investigated prior to the acquisition of true knowledge. The students are expected to identify areas of personal interest, investigate these areas, incorporate various subjects into their investigation and then present what they have learned to the class. Study skills and life skills, such as planning, problem solving, creative thinking and budgeting of time, are directly taught in relationship to a topic which is of personal interest to the student. The culminating exercise is an oral presentation which is viewed by his or her peers and videotaped for portfolio assessment. Personal projects allow the students to have input into the curriculum, allow for greater creativity and instill a sense of autonomy, personal pride and intellectual curiosity.