## Board Meeting Agenda

**Monday, December 8, 2008**

ISM Library

1720 Yosemite Street, Seaside, CA 93955

### 1. OPEN SESSION

<table>
<thead>
<tr>
<th>Time</th>
<th>Item</th>
<th>Duration</th>
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<tr>
<td>6:00</td>
<td>Call to order and roll call</td>
<td>6:00-6:05</td>
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<tr>
<td></td>
<td>Lauren Cohen (LC)</td>
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<td>Plasha Fielding Will (PW)</td>
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<td>Paul Gaucher (PG)</td>
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<td>Bobbie Infelise (BI)</td>
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<td>Sean Madden (SM)</td>
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<td>Grant Miles (GM)</td>
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<td>Christine Reed (CR)</td>
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<td>Alastair Rodd (AR)</td>
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<td>Joanne Storkan (JS)</td>
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<td>Chris Steinbruner (CS)</td>
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<td>Eric Pearlstein (EP)</td>
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<td>Lou Perske (LP)</td>
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### 2. CLOSED SESSION

**In accordance with Government Code, Sections 54950 - 54962, the Board must disclose the items to be discussed in closed session. This may be done by referring to the closed session agenda items as listed on the closed session agenda or by number on the agenda. After closed session, the Board shall report out actions taken in closed session as required by law, including members’ vote and abstention.**

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<tbody>
<tr>
<td>6:15</td>
<td>Conference with real property negotiators—Property: 1720 Yosemite Street, Seaside; Negotiator: Lou Perske; Negotiating Parties: ISM, MPUSD; Under Negotiation: 2009-2010 site and space allocation</td>
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### 3. OPEN SESSION

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### 3.3. Hearings and petitions

- The public may comment on items within the Board’s jurisdiction but not on the agenda. The Board may not respond except to ask clarifying questions. The length of comments may be limited to 3 minutes by the Chair and total time allotted to non-agenda items will be limited to 15 minutes. The public may comment on agenda items at the time each item is considered by the Board with 10 minutes allotted per item.
- Kim Shirley: Wanted to know if shortening of kindergarten day was going to be introduced to cut costs. SM replies that not an immediate remedy. Might be brought up in another school year.
- Marian Parmley: Question about what the financial crisis means. What will happen in January versus 120 days.
- PG: Issue is cash flow problem. State can send money late; we need to look at periods with high expenses and delayed state flows. Expenses on one schedule and revenues on another schedule; school is required to have a reserve to cover delays in State funding; State is having cash flow problems; and State is talking about running out of cash in February.

### 3.4. Consent

- **3.4.1. Approval of minutes from October 20 meeting**
  - PG Moved to approve minutes from October 20 meeting; LC second
  - Vote: 8 yes; 0 no; 1 abstain

- **3.4.2. Approval of minutes from November 17 meeting**
  - PG Moved to approve minutes from November 17 meeting; LC second
  - Vote: 8 yes; 0 no; 1 abstain

- **3.4.3. Approval of minutes from December 1 special study session**
  - PG Moved to approve minutes from December 1 special study session; LC second
  - Vote: 7 yes; 0 no; 2 abstain
### 7:00 3.5. Correspondence

Extensive correspondence for study session. Recognized but some is sensitive in nature and will be discussed in closed session.

Open correspondence:
- Lisa Burns congratulations to Eric on the Readathon walkathon.
- Lisa Wichel-Loomis presentation on the improved lunch program (locally grown organic oil and plates made from bagasse). Board congratulates the initiative and for making ISM a leader in this area.

### 7:05 3.6. Action Items

#### 3.6.1. Approval of license agreement with MPUSD for additional classroom use during 2008-2009

PG moves to approve the license agreement as revised by ISM; JT seconds

Document is an amendment of lease agreement with Prop 39 protection that has not been presented to MPUSD.

Motion tabled and will be reconsidered at a special session on the 12/15 to approve Audit report.

#### 3.6.2. Moratorium on fieldtrips and non-Foundation fundraising

- PW moves; RL second
- Sally Burns: clarification – are excursions without costs included? SM. No
- Winnie Heh: clarification – what is purpose of moratorium? SM: these are seen as competing with Foundation fundraising activities
- WH follow up: how much of field trips are funded by school. LP. None.
- Marian Parmley: Some field trips are small amount of money. So how does this address the much larger deficit?
- Gabriella Perez: propose field trips exceeding the costs of “x” be including in the moratorium. Exercise moderation. Does this include the ski trip?
- LP: Some field trips that have already raised funds – some are grandfathered.
- AR: What is the definition of Non-foundation fundraising?
- PW: This includes fundraising for other non-profits that are not ISM Foundation
- LC: proposes volunteering rather paying money for these other nonprofits
- LP: Ski trip has been approved that this is not a school-sponsored trip but is a private initiative.
- SM: Wants to bifurcate the motion. Field trips is one issue; Other fundraising as a second motion. Make this a contingency motion.
- PG: This is not incremental: field trips are either a yes or no.
- AR: Are field trips not fundamental to curriculum?
- SM. Yes, this is the reason that this was selected in the study session. Has no impact on staff in terms of redundancies; but it will affect parents on an issue which is important to the curriculum enrichment.
- AR. Want to include all costs of field trips in school operating costs in next year’s budget as opposed to an additional expense.

Revise motion:
- Place a moratorium on all field-trips indefinitely
  - Vote: 2 yes; 6 no; 1 abstain
- Place a moratorium on solicitation of all financial donations that do not directly support the ISM foundation or school-approved field trips
  - Vote: 7 yes; 1 no; abstention 1
- SM: Requests administration to develop implementation guidelines (including discount rate in price; non-financial requests for supplies; non-ISM extra-curricula programs; message about donation to ISM Foundation)

#### 3.6.3. Approval of paid early morning dropoff program

- Public Comments
  - GP: What time period for early drop off? How manage the logistics of everyone being dropped off at 5 minutes before class starts.
  - SB: What are the costs and what time period
  - PG: Moved to direct ED to initiate a paid early-morning drop-off program
  - PW seconded

- Board Discussion
  - LC request that program starts after the break to give parents a chance to cover costs
  - PG what is school policy on doors to open? LP doors open at 8.15am
  - Proposal is to run program from 6.45am to 8am; breakfast would be served; cost is proposed a $5/day
  - Vote: 9 yes; 0 no; 0 abstain

#### 3.6.4. Resolution approving class size reduction application

- BI moves to approve a motion to approve class size reduction application form; PG seconded
- Attached to the minutes.
If we don’t apply then we lose money on the classes  
Vote:  
9 approved; 0 opposed; 0 abstain

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<tr>
<th>8:15</th>
<th>3.7. Information/discussion items</th>
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<tbody>
<tr>
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<td>3.7.1. Administration reports</td>
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<tr>
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<td>Do we need a Board authorization to request that 403b plan administrator? LP will investigate if the Board needs to make a motion to get it on the agenda for the 12/15 special meeting.</td>
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<td>3.7.2. Board committee reports</td>
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<td>Received following reports to be attached to minutes:</td>
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<td>• Definition of internationalism distributed by Sean. Board endorses the presentation.</td>
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<td>• Strategic Planning committee: on track.</td>
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<td>• Site Committee: Get in application to move to Hayes</td>
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<td>• ISM Foundation: Dec 1 to $127000 – Dec 8 to $149,000; with $70,000 in planned giving.</td>
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<td>• Grants Committee: revamped to draft to have researchers, writers and reviewers</td>
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<td>Thanks to EP for presenting the progress on the revised Program</td>
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<th>8:45</th>
<th>3.8. New business</th>
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<td>None</td>
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8:15-9:00 4. CLOSED SESSION

8:51 4.1. Public appointment—International School of Monterey Board of Trustees

9:02 4.2. Public employee performance evaluation—Executive Director

9:00 5. ADJOURNMENT

11.48 5.1. Report of action taken in closed session |
| None |

Next regular meeting: January 12, 2009

ISM works to make information and events accessible to all. Please direct requests for disability-related accommodation, including auxiliary aids or services, to info@ismonterey.org, 831-583-2165, or the school office.

Annex A: SRA/ELA presentation by Jessica Baxter
Annex B: Internationalism
Annex C: Trustee Committee Report
Annex D: Executive Director’s Report
Annex A: Presentation on SRA - Jessica Baxter – Grade 2 Teacher

SRA Websites
http://sraimagineit.com/g_login.html in order to access information on this site, you can use a student’s log in: BERGANG1 password: 525

1. Need for Program: Prior to SRA (Science Research Associates) we only had Letter Land – Only phonics, does not have reading materials or writing.

Struggling reader in 1st grade will most likely struggle in 4th grade.

2. Choosing SRA: Technology and Inquiry Planner (Question, investigate, and explore)

3. SRA- includes:
   - Phonemic Awareness
   - Systematic, Explicit Phonics
   - Fluency
   - Vocabulary
   - Comprehension

   Teacher’s Editions, Phonics kits, workshop kits, student readers (a wide array of genres), reproducibles, leveled readers that support the vocabulary, spelling patterns, and Unit concept, workbooks, Reteach, Strategic Support, Challenge. (k and 1 get extra accessories to support emerging readers)

   Assessments- Benchmark and Unit assessments

   Technology- fully running in January- Teacher tracking, online assessments, games, sound cards, stories, more teacher resources, challenge activities for advanced students (share example of the 4 students in my current classroom doing the Let’s Explore packet)

   Links for parents at home: vocabulary/spelling lists, recommended reading, coloring sheets, worksheets, puzzles, and lot’s more

4. Current issue: students have not had SRA and there are advanced topics..(ex: editing) Future issues: Purchasing more pieces like the reading intervention kit to be shared between K-3. Leveled readers so we don’t have to photocopy them.

   - How to integrate Science and Social Studies into the curriculum. Let the curriculum be the guide and supplement with Science and Social Studies Activities.
Internationalism at the International School of Monterey

Commitment
ISM has committed deeply to internationalism through:
~ Our vision of a world of understanding
~ Our mission to educate all children toward becoming conscientious, compassionate, and responsible citizens of the world
~ Our identity as a successful school created to bring worldclass international education to a public school setting
~ Our designation of internationalism as one of four academic commitments
~ Our targeting of a Comprehensive, International Educational Program as one of four Strategic Plan commitments, and our isolation of teaching internationalism throughout the curriculum as the first strategic outcome under that commitment
~ Our connection with other International Schools across the globe through shared curriculum and teaching methods
~ Our accreditation by the Council of International Schools

Definition
ISM has adopted the Standards-Based Definition of Internationalism developed by the Council of International Schools through its Defining Internationalism through Standards project.

<table>
<thead>
<tr>
<th>Standards-Based Definition of Internationalism</th>
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<tbody>
<tr>
<td>Our school, through its mission, curriculum, policies, and practices provides opportunities for learners to develop:</td>
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<tr>
<td>ETHICS</td>
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<td>A personal code of ethics, through meaningful engagement with issues of principle explored from multiple perspectives and through experiencing their school as a model of ethical practice</td>
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<td>GLOBAL PERSPECTIVE</td>
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<td>Understanding of issues of diversity, peace and conflict, sustainable development, and social justice and equity</td>
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<td>DIVERSITY</td>
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<td>Empathy, perspective, and self-knowledge through meaningful engagement in their own beliefs, values, and perspectives as well as those of others</td>
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<tr>
<td>COMMUNICATION</td>
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<td>Competency in the medium of instruction (English), another language (Spanish), and, with as much support as the school can offer, their mother-tongue</td>
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<td>COMMUNITY</td>
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<td>The disposition to participate actively and responsibly in their local and global community through meaningful, reflective experiences</td>
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<td>LEADERSHIP</td>
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<td>Competency in collaborative problem identification and solution through meaningful experiences of leading, supporting, responding to different opinions, and reaching constructive resolution</td>
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Application
To help students achieve the target outcomes, ISM integrates internationalism broadly within our curriculum, policies, and daily practices, including:
~ Each policy adopted by the board includes a section titled Consideration for Internationalism.
~ Each academic unit plan includes internationalism learning outcomes.
~ Each of the six internationalism outcomes receives focus in at least one unit at each grade level each year.
~ Each fieldtrip proposal includes internationalism learning outcomes.
~ Each Schoolwide Enrichment Model (SEM) subject plan includes internationalism learning outcomes.
~ Every student has opportunity to communicate with other students their age in other parts of the world.
~ Teachers and administrators build and maintain networks with colleagues in other international schools across the globe.
~ ISM has sister schools across the globe.
~ ISM partners with other international entities in the region, such as the Monterey Institute of International Studies and the Defense Language Institute.
~ The school administration arranges regular visits of international experts and personalities.
~ Every school event has an international component.
1. Tonight we will vote on a new board member.

2. This is the season when non-profits send out a newsletter of some kind. If you happen to see a prototype that we at ISM can use for name auxiliary board members, emeriti, etc., please save and bring to Joanne in January. Thanks.

3. I am hoping to write a corrected history of ISM; if anyone has the program from last year’s Gala, please send it my way as I noticed some inaccuracies. Thanks.
Students:

- Currently 386 students are enrolled at ISM.
- The annual holiday concert will be held on Dec. 19, at 6:30 pm. Students are currently rehearsing for their performances. Please note that the Director regrets that he will not be able to attend the concert because on that day he is scheduled to undergo a medical procedure in which he will be anesthetized.
- Selected Spanish class students will perform at the City of Seaside Holiday Celebration on Dec. 12 at approximately 4:00 pm.
- The first trimester ended on Nov. 25. Report cards will be distributed on Dec. 9 or 10.
- ISM Boys Football Team won their first game against San Carlos School on Dec. 4.
- Grade 1, Ms. Zytkoskee’s class visited the Santa Lucia Conservancy on Nov. 18. Ms. Shapiro’s class visited it on Dec. 1.
- Ms. Baxter’s Grade 2 class visited the Monterrey Herald on Nov. 18, while Ms. Gagnon’s class visited it on Nov. 20.
- The second group of 8th grade students will assist at Dorothy’s Kitchen on Dec. 12.
- Grade 3 students will visit Ano Nuevo State Park to see the elephant seals on Dec. 18. This trip has been previously financed with fundraising activities.
- Grade 3 students will visit Elkhorn Slough on Dec. 19.

Staff:

- All staff positions are currently filled.
- The Director has begun the process of posting teaching vacancies to recruitment agencies and interviewing candidates for open positions. A number of teaching positions will be available for next year.
- Staff have been fully informed about the financial situation and freeze on expenditures.
- SRA reading program trainer, Ingrid Reichstad, worked with teachers throughout the day on Dec. 4.
- The Nov. 19th Staff Development 1/2 day was devoted to curriculum development.
- Staff played students in soccer on Nov. 19. Staff won.
- The Director has arranged for a student teacher, who has vast international experience, to work at ISM beginning in January.

Facilities:

- A routine fire drill was held on Nov. 18.
- MPUSD did not respond to the ISM facilities request letter which was hand delivered with all supporting documentation to MPUSD on Oct. 30. Since MPUSD did not respond by the deadline of Dec. 1, according to Prop 39 regulations, our presented ADA numbers must be used to calculate space allocation. MPUSD must give ISM its’ proposal for space allocation by Feb. 1.
- First Alarm Company, which manages our alarm system, whose representatives met with the Director in early September have not yet provided the requested proposals on possible upgrades to the system.
- A parent work day is scheduled for Saturday, Dec. 13.
- ISM hosted its’ first ever interscholastic sports match on Dec. 2 against Santa Catalina in boys and girls flag football.

Public Relations:
The first enrollment window opened on Nov. 3 and continues until Jan. 20. Applications have been coming in at a good pace. As of Dec. 5, there were approximately 100 new applications.

The ISM canned food drive was reasonably successful with about 30 barrels of food collected, which is lower than last year.

On Nov. 18 the Republican Women’s Club presented dictionaries to 4th grade students.

Mr Pearlstein’s 19 mile Read-a-Thon Walkathon will take place on Saturday, Dec. 6. It seems to have generated some positive publicity.

The Director has met with several representatives of MPUSD and MCOE regarding special education issues.

The Director met with Dr. Nancy Kotowski, MCOE Superintendent on Dec. 3.

Finance:

Budget cuts and freezes have been implemented in the 2008-09 budget in anticipation of state funding cuts.

There are several documents that need to be reviewed and approved by the Board. Explanations follow and forms are attached.

New 403(b) regulations require employers to manage their 403(b) plans or select a Third Party Administrator.

The IRS has been focusing on loans and hardship withdrawals from 403(b) plans. In particular, the IRS has been actively auditing public school districts and has discovered many employees are out of compliance with the 50% limit on all values capped at $50,000 from all plans held by individual employees. Types of plans may include Traditional 403(b) and Roth 403(b) contributions as well as other non-qualified contributions.

ISM does sponsor a plan for its employees through American Fidelity. The new regulations are effective January 1, 2009 and hold employers responsible for operational, administrative and compliance requirements. This would entail managing every 403(b) plan held by each employee. All withdrawals such as loans, qualified domestic relations orders, hardship withdrawals, transfers, and plan rollovers would be managed in-house. ISM would be responsible for collecting specific information on all 403(b)’s held by each employee, and communicating with each 403(b) plan vendor to ensure the 50% cap at $50,000 is not violated. ISM would be responsible for implementing information-sharing agreements between the different providers of each employee.

ISM’s options are to:

- Require that all loan applications be approved by ISM
- Require that vendors “share” information before granting loans
- Require that all loan requests be processed and approved by a Third Party Administrator
- Require that all loan repayments be made via payroll deduction

It is recommended to engage in an agreement with a Third Party Administrator. The Monterey County Office of Education (MCOE) has selected Tax Deferred Services (TDS) as their 403(b) Third Party Administrator. ISM is recommending the TDS as well. There would be no cost to ISM.

Attached are agreement documents in pdf format sent by TDS. The forms will be completed by the ISM Business Manager and signed by the Executive Director upon approval of the Board.
• Unaudited Actuals

ISM Business Manager received email notification from Julie Brucklacher, Fiscal Consultant, Office of Financial Accountability and Information Services, School Fiscal Services Division, California Department of Education that the “2007-08 Unaudited Actuals” report that had been revised and resubmitted by Leah Vaile, Chief Business Officer, MPUSD, had discrepancies with the fund balances being brought forward. The beginning fund balances for both unrestricted and restricted did not tie into last year’s ending fund balance as reported on the “2006-2007 Unaudited Actuals”. Rather the MPUSD CBO took the figures directly from the general ledger that was not the basis for the prior fiscal year’s report. That approach would have been acceptable had the necessary entries been made on Line F1b “Adjustments/Restatements to the Beginning Fund Balance to accommodate both sets of numbers.

The report has been corrected by the ISM Business Manager by including the ending fund balances from the “2006-2007 Unaudited Actuals” as the beginning fund balances for the “2007-2008 Unaudited Actuals”. The difference between the aforementioned numbers and the beginning fund balances provided by the MPUSD CBO was entered on Line F1b “Adjustments/Restatements to the Beginning Fund Balance. The revised report was resubmitted by ISM Business Manager 12/5/08.

• Audit

The auditors from Bianchi, Kasavan & Pope, LLP are still working closely with the ISM Business Manager with the goal of meeting the MPUSD deadline of December 15, 2008. This may require a special meeting to approve the audit report.

• Cash Flow

The books have not closed for the month of November 2008. As of the date of this report the current cash balance for the month of November is $69,208.36 in the County account. An updated cash flow analysis will be provided as soon as the County books close for the month of November 2008. The updated analysis will be forwarded to Finance Committee Board members.

• Deferral of 50% of February 2009 Funding

ISM Business Manager did not attend the Update Workshop in September to get the latest budget updates from CSDC but according to the latest issue of Charter Currents, a CSDC publication, the state budget and trailer legislation includes a “one-time” deferral of 50% of the General Purpose Entitlement and K-3 Class-Size Reduction funding until April 2009. This adjustment will be included on the November Cash Flow report to be prepared as soon as the County books close and submitted to the Finance Committee Board members.

• Budget Report

Once the County books close a budget report through November 2008 will be prepared and submitted to the Finance Committee Board members.
SRA Websites
http://sraimagineit.com/g_login.html  in order to access information on this site, you can use a student’s log in:
BERGANG1 password: 525

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