## ISM Board Meeting Minutes

**Monday, November 9, 2009**

**ISM International Center**

1720 Yosemite Street, Seaside, CA 93955

### 6:00-6:05 1. OPEN SESSION

**6:00** 1.1. Call to order, roll call, establishment of quorum
- Lauren Cohen (LC)
- Plasha Fielding Will (PW)
- Paul Gaucher (PG)
- Bobbie Infelise (BI)
- Valerie Josephson (VJ)
- Robert Lee (RL)
- Sunder Ramaswamy (SR)
- Christine Reed (CR)
- Alastair Rodd (AR)
- Chris Steinbruner (CS)
- John Tilley (JT)

**6:05** 1.2. Public comments on closed session items
The public may comment on closed session agenda items listed. The Board may not respond except to ask clarifying questions. The length of comments shall be limited to 3 minutes by the Chair, and total time allotted to closed agenda items shall be 10 minutes.
None

### 6:15-6:45 2. RECESS TO 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.

**6:15** 2.1. Public appointment—International School of Monterey Board of Trustees

**6:25** 2.2. Public employment—2009-2010 staff

**6:35** 2.3. Public employee performance evaluation—Interim Director

### 6:45-8:00 3. RECONVENE TO OPEN SESSION AND REPORT ACTION TAKEN DURING CLOSED SESSION, IF ANY

**6:45** 3.1. Report of action taken in closed session
None

**6:50** 3.2. 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 10 minutes.
Marilyn Parmley (MP) indicated that it is difficult to plan for an event if not known until a few days before the event; hard to get volunteers if dates keep changing; hearing different things in different meetings; not sure what the board decides; now not certain about the food drive.

**7:00** 3.3. Consent

**3.3.1. Approval of minutes from September 14 meeting**
Moved VJ. Seconded SR. Approved 5-0. LC, PW, and RL abstained due to absence from the 9/14 meeting.

**3.3.1. Approval of minutes from October 19 meeting**
Moved RL. Seconded CS. Approved 5-0. LC, PW, and VJ abstained due to absence from the 10/19 meeting.

**7:05** 3.4. Correspondence
JT received correspondence from First National Bank indicating that the account manager for our line of credit has changed.

**7:10** 3.5. Discussion & Action items

**3.5.1. Discuss and adopt Employee & Volunteer Driver Policy (see attached)**
Moved RL. Seconded SR.
Sean Madden (SM) provided background on the development of the policy.
PW expressed concern that the defensive driving requirement will cause us to lose drivers and potentially lead to cancellation of fieldtrips. SM indicated that JPA had requested inclusion of that clause, that the training is accessible online anytime, anywhere at no cost, and that the practice is consistent with other organizations.
SR asked if we have ever had information from DOJ [CA Department of Justice] that caused us to revoke volunteer status. LB replied that we have not permanently revoked; we have had to temporarily suspend status while clearing up an item, but in few cases.
PG asked how we will roll out. SM indicated that we will communicate the changes to teachers and parents, provide fingerprinting opportunity on campus, and allow a period for compliance.
Approved unanimously.
The mission of the International School of Monterey is to educate all children toward becoming conscientious, compassionate and responsible citizens of the world.

3.6. Information/discussion items

3.6.1. Administration report by SM (see attached)
PG asked board members to ask questions or request clarification as needed.
CS asked why the teacher wishlist says no cash contributions. SM responded that the intent is to get donations of surplus while continuing to direct cash contributions to the Foundation’s Family Share campaign. CS suggested adding a link to the Foundation site; SM will revise accordingly.
JT asked about press releases regarding our grants and other successes. LC will provide contact list for nonprofit briefs. PW recommended listing our events in the newspaper events section. SM indicated that a press release will go out regarding the Ocean Guardian School award and assembly.
LC asked where Joanne Storkan is sitting at National Philanthropy Day, given that she is being honored by both ISM and Stevenson. SM replied that she will sit with Stevenson adjacent to ISM.
SM distributed the Foundation monthly report (hard copy available in ISM office). CS asked why ADA offset contributions are run through the Foundation rather than the school. SM replied that, because these are voluntary contributions from families they are requested by the Foundation and managed by the Foundation and not the administration.
General discussion ensued to identify the location of various pieces of information on the Foundation report. PW clarified the purpose of the Board revenue line, the run rates, and the participation rates. CS asked if the classroom participation rates reflect amount given or simple participation; PW clarified that is participation only.
SR asked if the 52.8% participation is higher or lower than last year; PW will check. SR questioned the drop in families participating in October. SM pointed out that the participation numbers as presented are isolated monthly figures rather than aggregate, and suggested making them aggregate and doing the same with the donation amount chart. PG asked where we are compared to last year; group agreed that we are behind because the Family Share amount was increased to $1,800. CS suggested the formula for assessing progress toward the target at any given point should be total students [416] times Family Share amount [$1,800] as the denominator and aggregate amount raised as the numerator; all agreed.
SR asked what we can do to communicate back to the community what this money does. PW responded that SM needs to address at school events like the Arts Festival. Group discussed the various programs supported.
SM pointed out that the money pays for arts, PE, small classes, etc.
SM distributed cash flow analysis (hard copy available in ISM office) and described two options for addressing an outstanding over-allocation from the state that has not been reclaimed, one as an expense item and the other as a footnote. CS recommended going with the approach best aligned with the probabilities of the allocation being reclaimed. RL predicted that, if the amount is reclaimed, there would likely be a payment schedule rather than a one-time payment, so recommended the footnote approach. The group agreed.

3.6.2. Fieldtrip philosophy and procedures
SM described the current fieldtrip materials provided [attached].
PG pointed out that teachers who were not here last year might see the process as too daunting to navigate through.
PW suggested that we need to have this discussion before next year and decide whether or not to make fieldtrips a priority, including putting fieldtrips into the budget; maybe cover at the retreat.
PW suggested adding fieldtrip policy as a priority in the Strategic Plan update; SR supported addressing this year.
SM suggested that one consideration might be to make grants the primary funding stream for fieldtrips.

8:00 3.7. New business
None

4. RECESS TO CLOSED SESSION

7:55 2.2. Public employment—2009-2010 staff (continued)

7:55 5. RECONVENE TO OPEN SESSION AND REPORT ACTION TAKEN DURING CLOSED SESSION, IF ANY

8:20 5.1. Report of action taken in closed session
None

8:23 6. ADJOURNMENT—NEXT REGULAR MEETING: DECEMBER 14, 2009
Moved PW. Approved unanimously.

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.
Board Meeting

November 9, 2009
Action Items
3.5.1. Driver Policy

- Discuss and adopt Employee and Volunteer Driver Policy
  - Draft policy built from templates provided by JPA, our insurance provider
    - Reflects Volunteer Driver Application and Pledge process put in place this fall
    - Adds one-time criminal background check requirement
  - Revised draft addresses concerns raised in October board meeting
    - Document check at start of trip
    - Fiscal impact
    - Confidentiality
  - Revised draft incorporates changes requested by JPA
    - Defensive driver training
    - Distracted driver verbiage
- Immediate implementation
  - On-site fingerprinting week of November 17

Updated by Sean Madden on November 7, 2009
Employee & Volunteer Driver Policy

1. Purpose
   1.1. The International School of Monterey makes every possible effort to guarantee the safety of students. This includes ensuring safe transportation of students.
   1.2. This policy establishes driving safety standards and expectations that may exceed those set by individual parents and guardians when transporting their own children. This is intentional, as ISM takes the position that every child traveling under the supervision of the school and its authorized drivers should be afforded the greatest possible protection from harm. While the school recognizes the right of parents and guardians to make their own safety decisions when transporting their own children outside of attendance hours, ISM expects those same individuals to set aside their personal beliefs and behaviors regarding driving safety to adhere to all expectations articulated in this policy when driving students, including their own children, during attendance hours.
   1.3. Though it is not the intent of ISM to police operators of vehicles or to invade privacy of employees and volunteers, it is necessary to establish a basis for determining safe operating standards for drivers. Thus, this policy applies to all persons operating vehicles, either their own or those owned by ISM, to transport ISM students for any reason during hours of attendance and for ISM business.

2. Definitions
   2.1. Attendance hours: all times that a student is under the care of the school from arrival on campus during designated operational hours until departure with a parent or other authorized individual or, if authorized in advance by a parent or guardian, when leaving campus alone.
      2.1.1. Attendance hours include times when a student travels off campus under the supervision of a chaperone for a fieldtrip, even when that authorized chaperone is the student’s parent or another person authorized to pick the student up from school.
   2.2. Personal vehicle: any vehicle driven by an employee or volunteer that is not owned by the school, whether or not that vehicle is owned by the employee or volunteer.
   2.3. School year: July 1 of one calendar year through June 30 of the following calendar year.

3. Requirements for transportation of students during attendance hours
   3.1. Each employee and volunteer must have a valid drivers license at all times when operating any vehicle for student transportation or school business, and shall display this license to the teacher or supervisor in charge before the start of each trip.
   3.2. Each employee and volunteer who drives a personal vehicle for student transportation or school business must ensure current registration of that vehicle, and shall display this registration to the teacher or supervisor in charge before the start of each trip.
   3.3. Each employee and volunteer who drives a personal vehicle for student transportation or school business must maintain vehicle insurance that covers operation of that vehicle and meets the California state minimum requirements for coverages, and shall display proof of insurance to the teacher or supervisor in charge before the start of each trip.
3.3.1. In the event of an accident, the employee’s or volunteer’s insurance coverage acts as the primary insurance coverage for damages.

3.3.2. ISM shall maintain vehicle insurance coverage that serves as secondary coverage in the event of an accident involving an employee or volunteer operating a personal vehicle for school-authorized business such as student fieldtrip transportation.
   3.3.2.1. Transportation of employees, volunteers, and students between home and school is excluded from coverage by the ISM vehicle insurance policy.

3.4. Before being authorized to transport students for the first time, each employee and volunteer driver must complete and receive clearance through criminal background and sex offender registry checks authorized by ISM.
   3.4.1. ISM shall maintain registration with the California Department of Justice to allow criminal background checks based on livescan fingerprinting, and to receive reports regarding any future criminal activity.
      3.4.1.1. Costs for livescan fingerprinting and background checks shall be incurred by ISM for employees.
      3.4.1.2. Costs for livescan fingerprinting and background checks shall be incurred by individual volunteers; however, ISM shall maintain a fund to provide financial assistance to individual volunteers who do not have the means to pay the fees.
   3.4.2. ISM may check public records for sex offender registration at any time.
   3.4.3. Immediate or future notification or discovery of any criminal record shall serve as cause for the ISM administration to review and deny an employee or volunteer application to drive.
   3.4.4. Immediate or future notification or discovery of sex offender registration shall cause the ISM administration to immediately deny an employee or volunteer application to drive.

3.5. Before being authorized to transport students for the first time, and at least every three years thereafter, each employee and volunteer driver must successfully complete an online defensive driving course through SafeSchools or another provider designated or recognized by ISM.

3.6. Before being authorized to transport students for the first time, and each school year thereafter, each employee and volunteer driver must submit a Volunteer Driver Application & Pledge.
   3.6.1. The ISM administration shall annually revise and set the Volunteer Driver Application & Pledge.
   3.6.2. At minimum, the Volunteer Driver Pledge shall require that drivers promise to:
      3.6.2.1. Follow all ISM policies and procedures and any directions provided by school staff members and lead volunteers.
      3.6.2.2. Comply with all laws and regulations concerning driving, including laws pertaining to the use of seat belts, child safety seats, and cell phones.
      3.6.2.3. Avoid driving distractions including use of cell phones in a moving vehicle.
      3.6.2.4. Drive no faster than the speed limit when transporting students during attendance hours.
      3.6.2.5. Promptly notify the fieldtrip supervisor of any physical conditions, vehicle defects, or road conditions that might affect safety.
3.6.2.6. Notify the school administration of any new vehicle accidents and convictions.

3.6.2.7. Complete an Accident Report provided by ISM if involved in an accident while transporting students, and cooperate with the police, the school administration, and ISM's insurer, insurance adjusters, and attorneys.

3.6.2.8. Maintain a smoke-free vehicle.

3.6.2.9. Ensure that each vehicle used to transport students is kept safe through regular maintenance and safety checks, including replacement of tires to ensure tread depth greater than the legal minimum.

3.6.2.10. Make a visual inspection of the vehicle before leaving on each trip, including a check for proper tire inflation.

3.6.2.11. Display valid drivers license, vehicle registration, and proof of insurance to the trip supervisor before the start of each trip, and keep these documents in the vehicle at all times when transporting students during attendance hours.

3.6.2.12. Ensure that the music and conversation inside the vehicle is free of profanity and subject matter inappropriate to the age of the students or to a public school setting (e.g. religious music or conversation).

3.6.3. ISM shall rely on the Driver Application & Pledge as a self report that serves as the most important first step in the driver screening process, and applicants shall provide complete and accurate information.

3.6.3.1. The ISM administration shall maintain registration with the California Department of Motor Vehicles and third-party vendors in order to request and check Motor Vehicle Records (MVR) on a regular, random, or ad hoc basis as determined by the school administration.

3.6.3.1.1. Costs for MVR checks shall be incurred by ISM for employees and volunteers.

3.6.3.2. Any substantive discrepancy between a driver's self report and MVR may result in denial or removal of authorization to drive by the ISM administration.

3.6.4. Each employee and volunteer shall immediately notify the ISM administration if drivers license, vehicle registration, or insurance is cancelled, nonrenewed, or otherwise lapses.

3.7. Upon completion of criminal background and sex offender registry checks, and submission of the annual Volunteer Driver Application & Pledge, the ISM administration shall determine authorization to drive as follows.

3.7.1. Any applicant appearing in a sex offender registry shall be denied authorization.

3.7.2. Any applicant with a criminal history shall be subject to administrative review and denial of authorization.

3.7.3. Any applicant with a major violation in the past 10 years shall be denied authorization.

3.7.3.1. Major violations include driving under the influence of drugs or alcohol (DUI); failure to stop for an accident; homicide, manslaughter, or assault arising out of the operation of a motor vehicle; driving with a revoked or suspended license; possession of an opened container of alcohol in a vehicle; speed contest; drag or highway racing; attempting to elude a police officer; hit and run; and reckless driving.
3.7.4. Any applicant with more than one at-fault accident in the past 5 years, one at-fault accident and more than one minor violation in the past 5 years, or more than two minor violations in the past 5 years shall be denied authorization.

3.7.4.1. Minor violations include all moving violations, seatbelt and child-restraint violations, and any other violation not classified as major.

3.7.4.2. The ISM administration may give applicants denied under this section the option of authorization through completion of a defensive driving course.

3.7.5. All other applicants shall be given authorization to drive.

3.8. ISM reserves the right to withdraw volunteer driver authorization at any time based on any factor or combination of factors that causes the school administration to believe that student safety may be at risk.

3.8.1. ISM employees are required to report concerns about volunteer drivers, including failure to honor the Volunteer Driver Pledge, to the ISM administration, and the administration may review and withdraw driver authorization based on these reports.

3.8.2. In all cases where ISM declines or withdraws authorization to drive, the ISM administration shall provide an explanation to the applicant and allows the applicant opportunity to provide corrected or additional information.

4. Requirements regarding child restraints and seats

4.1. Drivers shall not transport students under the age of 6 in the front seat of any vehicle, and shall not transport students in the front seat of any vehicle unless the student’s parent/guardian has signed a release of liability.

4.2. Drivers shall ensure that any student under age 6 is properly restrained in a child passenger seat meeting applicable federal motor vehicle safety standards unless the student’s parent/guardian has provided a signed release of liability indicating that the student weighs at least 60 pounds, or the current minimum weight set by the state of California, and shall ensure that, regardless of age or weight, a student is properly restrained in a child seat expressly provided by the student’s parent/guardian for transportation during attendance hours.

4.3. Parents/guardians may provide a child passenger seat meeting applicable federal motor vehicle safety standards for any student, and shall provide such a seat for any child under age 6 or sign a release of liability indicating that the student weighs at least 60 pounds, or the current minimum weight set by the state of California.

5. Requirements to prevent distracted driving

5.1. A driver’s primary responsibility behind the wheel of a vehicle is its safe handling and proper control to avoid a collision. This requires the driver’s full and undivided attention. Any distraction that decreases the ability to see and react to unpredictable events that occur while driving shall be avoided when operating school vehicles or operating a personal vehicle for authorized school business including transportation of students during attendance hours. The following are specifically recognized as distractions that shall be avoided by drivers when their vehicle is moving:

5.1.1. Use of cell phones, whether or not hands-free, for voice calls or text messaging

5.1.1.1. Drivers should carry cell phones as a means of maintaining contact with the school, the trip supervisor, and other drivers involved in the same trip; however, if calls need to be made or answered, the driver shall safely pull off the road to complete the call.
5.1.2. Operating controls on a portable music player, whether or not connected to the vehicle sound system, or using any listening device that covers or sits in the ear
5.1.3. Entering a destination or other information into a route guidance system
5.1.4. Reading a paper map or any other written material
5.1.5. Smoking
5.1.6. Eating
5.1.7. Personal grooming, e.g. application of makeup, shaving

5.2. Drivers should anticipate other possible distractions, and think through possibilities for safe response in advance.

5.3. Students and volunteers traveling as passengers may support the driver by reading maps and written materials, entering destinations in route guidance systems, and using cell phones to communicate with the trip supervisor and other drivers for the purpose of ensuring safe arrival at the destination.

6. **Requirements for operation of ISM vehicles**

   6.1. Only authorized employees are allowed to operate ISM vehicles and they are for ISM business use only unless prior verbal approval has been granted by the ISM administration.

   6.2. Carrying nonemployee passengers in ISM vehicles either during or after normal business hours can be a major liability to ISM. Therefore, ISM employees shall not transport nonemployees in any ISM vehicle unless prior approval has been granted by the ISM administration.

7. **Consideration for internationalism standards**

   7.1. In consideration of *Ethics*, this policy relies on accurate self-reporting by employees and volunteers, and self-policing relative to the expectations enumerated.

   7.2. In consideration of *Diversity*, this policy seeks to include all individuals as volunteer drivers regardless of background or economic means with the exception of those with driving-specific histories and behaviors that are predictive of elevated risk.

   7.3. In consideration of *Diversity*, a current International Driving Permit or a license from another state or territory recognized by the State of California shall qualify as a valid drivers license.

   7.4. In consideration of *Community*, this policy supports the involvement of parents and guardians as volunteer drivers for school business and transportation of students for fieldtrips, which engages them in the educational process and enhances their involvement in the school community.

8. **Financial impact**

   8.1. It is not the intent of this policy to require a higher level of insurance liability coverage than already selected by each volunteer in order to comply with California state law and to manage personal financial risk.

   8.2. It is the intent of this policy to ensure the greatest possible level of vehicle operation safety, to avoid accidents, and to keep insurance rates as low as possible as a result. Actual savings cannot be quantified.

   8.3. At the time of policy adoption projected annual costs to ISM are expected to be approximately $1,970, as follows:

   8.3.1. Livescan fingerprinting and background checks for 10 new employees at $73.50 per employee: $735
8.3.2. Livescan fingerprinting and background checks for 10 percent of 100 new volunteers at $73.50 per volunteer: $735

8.3.3. Random DMV Motor Vehicle Record checks for 100 employees and volunteers at $5 per check: $500

8.4. At the time of policy adoption, the cost to each individual volunteer for livescan fingerprinting and background checks will be $73.50

9. Confidentiality

9.1. All information acquired as a result of this policy, including criminal records and driving histories, shall be kept secure and handled as confidential by ISM.

9.2. ISM shall ensure that any person given access to this information has signed a confidentiality agreement.

9.3. ISM shall use the information for the sole purpose of managing employee and volunteer driver qualification and safety.

9.4. In no event will ISM release this information to anyone not involved in the driver approval process. Nor will anyone involved be permitted to discuss the information outside the driver approval process.

10. Adoption and renewal

10.1. This policy was written by the ISM administration and adopted by the ISM Board of Trustees.

10.2. This policy shall become effective: November 10, 2009

10.2.1. Employees and volunteers currently authorized to drive shall retain that authorization until December 10, 2009. Thereafter, they must meet all of the requirements articulated in this policy in order to maintain authorization.

10.3. This policy shall be assessed three years from its effective date to determine its effectiveness and appropriateness. This policy may be assessed before that time as necessary.
Reports
2010 Strategic Plan Update

- Second Strategic Advisory Team meeting held 11/5
  - Looked at school comparison data
  - Brainstormed possible 2010 and future priorities for Commitment 1
- Agenda for 11/17 meeting
  - Complete brainstorm of possible 2010 and future priorities for Commitments 2-4
  - Develop ISM community questionnaire regarding 2010 and future priorities
- Next steps
  - Early December questionnaire distribution
  - Review 2009 priorities to determine carryover
  - Consider all possible future priorities to determine those best included in 2010

Updated by Sean Madden on November 7, 2009
Data & Assessment

- Enrolled in ZOOM! Data project
  - Funded by grant from Michael and Susan Dell Foundation
  - Managed by California Charter Schools Association
  - Second cadre of 150 schools (first cadre of 150 last year)
  - Requires training and data submission
    - Initial orientation completed 11/2
    - Working sessions 11/10
    - Two-day training in 1/20-21 or 1/27-28
  - Delivers comprehensive assessment data reporting to guide strategic planning, especially curriculum planning

- Report card process streamlined
  - Managed through PowerSchool Gradebook and PowerTeacher
  - Revised protocols for comment and grade entry
    - Entry deadline is last day of trimester
    - Review by grade-level partners
    - Immediate access for parents and students online
    - Printed report cards delivered December 4

Updated by Sean Madden on November 7, 2009
Technology

- Follett Destiny Library hosted service launched and timeline set for full implementation
  - Database migrated 10/30
  - ISM Library site available 10/30
  - Tech training completed 11/3
  - Paper processing closed 11/6
  - Books returned for inventory 11/13
  - First checkout on new system 11/30
- New Google Sites and Docs
  - ISM Wishlist
    - Teachers list their needs
    - Everyone lists what they have to offer
  - Official Documents
    - Shared site for posting all official ISM documents
    - Matching folder on server for native files
    - Printed documents in binders in the ISM Library

Updated by Sean Madden on November 7, 2009
Outreach & Partnerships

- National Philanthropy Day
  - Honoring Joanne Storkan as our ISM honoree
    - Also being honored by Stevenson School
  - Attending for ISM
    - Paul Gaucher
    - Prashant Gupta
    - Sean Madden
    - Carrie Miles
    - Chris Steinbruner
    - Plasha Fielding Will
  - Also attending
    - Lauren Cohen with MY Museum
    - Sunder Ramaswamy with MIIS
- United Nations Association Human Rights Day Luncheon
  - Speaker Benjamin Todd Jealous, National President, NAACP
  - Teacher and 5 students attending
  - Information table on ISM & Model UN

Updated by Sean Madden on November 7, 2009
Admissions & Lottery

- Revised **lottery application**
  - Online form rather than paper based
  - Up-front data collection for lottery, reporting, communications
  - Includes front matter to educate families before they apply
    - International School with high expectations
    - Charter school open to all by lottery
    - Family participation required
    - District-provided special education services
- Revised **admission webpage**
  - Same front matter as the application in left column with links to other important information: charter, accreditation, Foundation
  - Application link and guidance in right column
- Enrollment period opened Nov 2 and ends Jan 19
  - More than 75 new applications received in first week
  - More than 30 re-up requests processed for those on waitlist
- Added Informational Tours 2-3pm on four Thursdays Nov-Jan
- Open house Jan 9; lottery Feb 2

Updated by Sean Madden on November 7, 2009
Grants & Gifts

- 2009-2010 goal
  - Budget: $35,000
  - Stretch: $100,000
- Current totals
  - Requested: $28,836
  - Not decided: $19,340
  - Committed: $9,496
  - Received: $9,496
    - 27% of goal
- Ocean Guardian School program of the National Marine Sanctuary Foundation
  - One of first 13 schools from San Francisco to Santa Barbara
  - Received $5,996
  - 11/30 all-school kickoff assembly
    - All board members invited
    - Media will be invited

Updated by Sean Madden on November 7, 2009
Audit of 2008-2009 Financials

- Schedule
  - 9/15 Items requested by BKP [completed]
  - 10/16 All items provided by ISM [completed]
  - 11/2-13 Primary BKP work period
  - 11/16-23 BKP-ISM final exchange
  - 12/7 Draft audit report distributed for review
  - 12/14 Audit report to ISM Board
  - 12/15 Submission to MPUSD, MCOE, and CDE
Professional Development

- Special education presentation by MCOE and MPUSD at 10/27 all-staff meeting
  - Fulfilled requirement from CDE relative to compliance case
  - MPUSD inclusion coordinator observed throughout day
  - Followups planned
- Workshop Wednesdays
  - Optional one-hour sessions for ISM staff by ISM staff
  - Admin and tech sessions by Sean
  - Curriculum and instruction sessions by Eric
  - Other sessions as requested or offered by other staff members
    - Professional development through peer training

Updated by Sean Madden on November 7, 2009
Fieldtrip Philosophy & Procedures

- No official policy
- Current procedures [see attached] establish expectations
  - Preapproved
  - Tied to curriculum
  - 100% participation
  - Low-cost
  - Self-funded or grant-funded
MEMO

To: ISM Staff
   ISM Board of Trustees
From: Lisa Griffin Burns, Operations / HR Manager
Date: March 31, 2009
Subject: FIELDTRIP IMPLEMENTATION POLICY

Per the Board’s directive last Fall that ISM is under a “budget freeze”, clarification is clearly needed in order for staff to plan fieldtrips in the coming months, as well as into next school year.

The intention of this memo is to outline a clear implementation policy for staff to use to determine how best to offer desired fieldtrips to our students. It is wise for us to be sensitive to the times and the economic challenges facing our organization as well as our parents.

With that perspective in mind, consider designing fieldtrips that are economical, local, low-cost or free alternatives that still meet our desired goals of hands-on, in-the-field curricular learning along with internationalism.

Please keep in mind the following criteria when planning fieldtrips:

1. **All fieldtrips must be pre-approved by Admin prior to implementation!**

2. **Always focus on the curricular benefit that your students will gain through the fieldtrip experience, to include the manner in which it supports INTERNATIONALISM.**
   Be specific on your Fieldtrip Approval form when citing the curricular connection.
   - How does it support Internationalism?
   - Does it tie into an IPC, Math, Science, Social Studies, Art, Music, or Spanish unit?
3. Give serious consideration to the wealth of **free or low-cost fieldtrip** opportunities that exist in our local community to meet fieldtrip goals. Can the fieldtrip goals be achieved in any other manner, such as a class visitor rather than an off-campus fieldtrip.

**IF A FIELDTRIP IS THE BEST COURSE, PLEASE CONSIDER:**

4. **All students will be participating in fieldtrips, regardless of cost.**
   No ISM students will be “left out” of an opportunity to go on a fieldtrip, due to a family’s inability to pay.

5. **For fee-based fieldtrips, design a fee structure that is reasonably affordable to the majority of your parents.**
   Using existing financial assistance forms available through Fresh Lunch/ASI Coordinator Lisa Wichael-Loomis as well as personal knowledge of your classroom community:
   - identify those families that can / cannot realistically afford a trip
   - design a fee structure that targets those remaining families that CAN pay on behalf of those that CANNOT.
   - Example: total trip cost = $200 or $10/student (20 students)
     3 families qualify for financial assistance,
     17 remaining families will underwrite the cost of the trip for all students at
     $12 per student for the 17 paying students

6. **All fieldtrips must be self-funded.**
   ISM will not be underwriting the cost of any fieldtrips, as has occurred in the past.

7. **No additional fieldtrip fundraising will be approved.**
   Campus fundraising, such as bake sales, flower sales, student art sales, etc. will no longer take place to help underwrite the cost of a fieldtrip.

8. **For fee-based fieldtrips, be diligent about including all related trip costs**
   (parking, gas, entrance / chaperone / registration fees, etc.)

   Please use these guidelines when designing each of your fieldtrips. Then submit for Admin approval each proposal on a Fieldtrip Request form (available through Groups:TeachersShared).

   Thank you!
FIELDTRIP INFORMATION / APPROVAL FORM

**Must be submitted to Operations/HR Manager at least 14 days in advance of fieldtrip!**

1. Request Date: 

2. Fieldtrip Day/Date: 

3. Fieldtrip Destination: 

4. Grade(s)/Teacher(s) involved: 

5. Other staff involved, i.e. Instructional Aides (plan to cover staff absences: eg., recess/lunch duty, etc. Attach schedule please): 

6. Departure Time: Return Time: 

7. **Curricular Linkage:** □Internationalism □ IPC □ Math □ Soc. Sci. □ Sci. □ Other
   Explain: 

8. Method of Transportation: □ Carpool □ Bus □ Other - Is Van Needed? □ Yes □ No

9. Parent Drivers/Chaperones being used? □ Yes □ No
   If so, parents **MUST** be FINGERPRINTED prior to fieldtrip!* 

10. Swimming involved? □ Yes □ No - If so, please indicate person attending who has water safety/first aid/CPR certification: 

11. Teacher(s) responsible to communicate fieldtrip details to □ Lisa Wichael-Loomis re: lunch program adjustments and □ Specialist Teachers re: absent classes. 


13. If any students will not be participating in the field trip, please list reason (e.g., religion, schedule conflict), student name(s), classroom assignment, and work assignment(s): 

14. **Trip Funding?**
   □ Cost / student: _________ □ Anticipated # of paying families: _________
   □ Do trip fees include related expenses (gas, parking, etc.) □ Yes □ No
   □ Any other information pertinent to fieldtrip: 

Approval: □ Operation/HR Mgr / Date: □ Principal / Date: 

FIELDTRIPS

ISM encourages fieldtrips, field study, and the use of the local community. A fieldtrip is defined as an educational activity that meets the following criteria:

- has an identifiable educational objective;
- includes adequate preparation and follow-up after the trip.

Arrangements and schedules must be approved in advance by the Director and Operations / HR Manager.

On all school-sponsored trips, a minimum of two adults must accompany the group. Parents are permitted and encouraged to assist the teachers on school-sanctioned fieldtrips as chaperones. Their first responsibility is to ensure student safety on the trip.

Teachers are required to ensure that there is an appropriate ratio of chaperones to students according to the nature of the fieldtrip. ISM fieldtrip policy designates that all chaperones must be fingerprinted and only students from the participating class(es) may attend fieldtrips. Teachers’ children or siblings, unless pre-approved, will not be allowed.

Factors to Consider for Fieldtrips:

- the closeness in time to other trips
- the school calendar and special events schedule
- the number of students, teachers, and chaperones involved
- the ability to cover classes of the teachers going on the fieldtrip
- the cost to the students and/or the school
- the insurability of the trip

Procedures for Fieldtrips:

- The teacher submits a Fieldtrip Approval form to the Operations / HR Manager indicating the date, intent, hours, plan, and means of transportation at least 14 days in advance of the trip. The form will then be forwarded to the Director for final approval.
- The sponsoring teacher is responsible for making all transportation arrangements. Participating chaperones / drivers must present valid drivers’ license and insurance coverage which allows for transporting children.
- The sponsoring teacher informs parents in writing at least 10 days before the trip, and requests signatures on attached permission slips, as appropriate. Signed parent permission slips must be returned and on file before any child is eligible to go on the field trip.
- The sponsoring teacher notifies staff per email at least 10 days in advance about the trip time and the students involved.
- The sponsoring teacher prepares a first aid kit to take on the trip.
- The sponsoring teacher arranges for chaperones, all of whom must be fingerprinted through ISM. The student/adult ratio depends on age level, but it must be a minimum of 8 to 1.
- The sponsoring teacher is responsible for collecting and recording all fees (checks payable to “ISM” only) and submitting them on a daily basis to the Business Manager. Fees should include registration fees, mileage / gas for chaperones, and scholarship fees.
- All financial arrangements are to be made with the Business Manager.
- Requests for reimbursement for expenses incurred during the trip should be submitted to the Business Manager not later than two weeks after the trip.
### Payment Types:

#### Donations by Month (2009_10):

![Graph showing donations by month]


<table>
<thead>
<tr>
<th>Payment Type</th>
<th>Cash</th>
<th>Check</th>
<th>Credit Card</th>
<th>PayPal</th>
<th>Grand Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sum of Donation Amount</td>
<td>$10,000</td>
<td>$20,000</td>
<td>$30,000</td>
<td>$40,000</td>
<td>$50,000</td>
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**REVENUE**

<table>
<thead>
<tr>
<th></th>
<th>JULY</th>
<th>AUG</th>
<th>SEPT</th>
<th>OCTOBER</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Bal</td>
<td>0</td>
<td>7,300.00</td>
<td>42,431.00</td>
<td>32,469.00</td>
<td>121,446.50</td>
</tr>
<tr>
<td>Family Share</td>
<td>7,300.00</td>
<td>34,900.00</td>
<td>49,970.00</td>
<td>23,875.50</td>
<td>82,887.50</td>
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<tr>
<td>ADA</td>
<td>231</td>
<td>188</td>
<td>429</td>
<td>500</td>
<td>500.00</td>
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<tr>
<td>Board</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Family Share Board only</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Other</td>
<td></td>
<td>150</td>
<td>150</td>
<td></td>
<td>150.00</td>
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<tr>
<td>Monthly TOTAL</td>
<td>7,300.00</td>
<td>35,131.00</td>
<td>50,038.00</td>
<td>30,455.50</td>
<td>122,924.50</td>
</tr>
<tr>
<td>YTD TOTAL</td>
<td>7,300.00</td>
<td>42,431.00</td>
<td>92,469.00</td>
<td>122,924.50</td>
<td>122,924.50</td>
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</tbody>
</table>

**Goal**

0.351%

**RUN RATES**

- Pledges (recurring payments)
  - $3,115.00
  - $5,200.00
  - $5,980.00
  - $5,545.00

- Board Pledges

- Other

**TOTAL RUN RATE**

$3,115.00

**RUNNING TOTAL**

$10,415.00

### PARTICIPATION RATES

<table>
<thead>
<tr>
<th>Description</th>
<th>JULY</th>
<th>AUG</th>
<th>SEPT</th>
<th>OCTOBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number students</td>
<td>415</td>
<td>415</td>
<td>415</td>
<td>415</td>
</tr>
<tr>
<td>Number Families</td>
<td>295</td>
<td>295</td>
<td>295</td>
<td>295</td>
</tr>
<tr>
<td>Average Family donation</td>
<td>$197</td>
<td>$462</td>
<td>$443</td>
<td>300</td>
</tr>
<tr>
<td># Families participating</td>
<td>37</td>
<td>76</td>
<td>113</td>
<td>99</td>
</tr>
<tr>
<td># Families NOT participating</td>
<td>258</td>
<td>219</td>
<td>182</td>
<td>196</td>
</tr>
<tr>
<td>% Making a Donation</td>
<td>12.54</td>
<td>25.76</td>
<td>38.31</td>
<td>33.56</td>
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<tr>
<td>Overall Participation</td>
<td>52.80%</td>
<td></td>
<td></td>
<td></td>
</tr>
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</table>

### 2008_09 Comparison

<table>
<thead>
<tr>
<th>Description</th>
<th>JULY</th>
<th>AUG</th>
<th>SEPT</th>
<th>OCTOBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>2008 Monthly Revenue</td>
<td>$8,740.00</td>
<td>$21,000.00</td>
<td>$56,753.00</td>
<td>$38,700.00</td>
</tr>
<tr>
<td>2008 YTD Total</td>
<td>$8,740.00</td>
<td>$27,740.00</td>
<td>$54,493.00</td>
<td>$111,193.00</td>
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<tr>
<td>Over/Under 2009_10 YTD</td>
<td>$560.00</td>
<td>$11,691.00</td>
<td>$7,976.00</td>
<td>$11,731.50</td>
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Comparison w/ Last Year:

Classroom Participation: