

Integrated Day Charter School
Governing Board Minutes
June 17, 2009

Absent: Lynsey Teixeira

Public Comment

John Kendall has two daughters in Ms. Digby's classroom. He submitted a letter to the Board regarding Ms. Digby's contract.

Jennifer Tyler reiterated her concerns of the previous month.

Rebecca Grillo spoke in support of the early child care program and read a letter from the parent of a younger child.

Robin Tavares spoke about how much her son has benefited from the early childcare program and requested that it remain open. Mrs. Tavares suggested that parents behind in payments be made aware that the day care program could close. Her son Owen submitted a letter regarding his brother Derrick and how much he loves day care.

Annual Meeting

Nominations for new Board members were received from the Governance Committee. One parent member, one teacher member and two community members' positions are opening up. Nominations are:

Parent: Michael Seroussi (currently a principal at RAM Middle School)
Teacher: Brianne Temple
Community: Dr. Frank Maletz (renewing his position after an initial one year appointment)
Community: A teacher at Three Rivers is highly qualified and very interested but he would have to miss Board meetings until January due to his work schedule. George Rezendes will call him.

George Rezendes addressed the importance of outside input from community members to give us another perspective and allow the Board to grow.

Lynsey Teixeira, who is returning to a previous special education position, would like to continue to serve on committees. Teacher members must be certified teachers employed at the school to remain on the Board.

A motion was made by June Morrone and seconded by Scott Swartz to elect Michael Seroussi to replace Dr. Stuart Deglin as a parent member, Brianne Temple to replace Melissa Dearborn as a teacher member and Dr. Frank Maletz to renew his community member term. It passed unanimously (10 votes).

A motion was made by Dr. Stuart Deglin to accept the slate of officers as presented—George Rezendes as President, Jason Jones as Vice President, Laura McMahon as Treasurer and Mary Osten as Secretary. It passed unanimously.

Regular Meeting

A motion was made by Laura McMahon and seconded by Dr. Frank Maletz to accept the May 20, 2009 minutes as presented. It passed unanimously.

Director's Report

Hot Summer Institute--Six teachers will be attending this summer. We have a great relationship with them, which has brought in several intergenerational projects.

Sanna Stanley, resident artist and author, worked with parents and students to develop a showcase of work.

Foundation Tour--Thirty funders from nonprofit agencies toured the school on June 5, with students leaders speaking to these individuals. Although they were only here for five minutes, it was felt we made a big impact.

Classroom Space Changes—The initial plan to move the three 5/6 classrooms downstairs has been modified, since current code says children under four cannot be in a room without direct access to the outside. The art room will move upstairs and we can now install the kiln. Kidnergarten through 2nd grade will have “art on a cart.” Once the blue building is completed and preK is relocated, we can use one room for display and art for younger children.

Electronic Devices Policy--Teachers had an extensive conversation about the electronic devices policy. A concensus was reached that the policy would be revised to replace “during school hours” with “at school or school events.”

Committee Reports

Governance—The committee worked on nominations for the Board and committee assignments. New Board members will be incorporated into committee assignments.

Planning – did not meet

Curriculum – The committee revised the parent survey and teacher survey. The student survey needs to be realigned to match these two. The data from the surveys can then go on a spread sheet, which George Rezendes offered to review.

Finance – cancelled due to teacher interviews

Ad-hoc Committees:

Building – did not meet

Noncontract Employee Task Force – It was not possible to put together a matrix of benefits for comparison purposes because each region has a different set of benefits—many are contract employees that have a wide range of benefits.

The Board needs to create a policy on how policies are submitted, discussed and approved. The Board and “keepers of the flame” need to make sure policies adhere to the mission and vision.

Carl Davis reported that the **2009-2010 budget** was first developed without the carry over and then some line items were reinstated. After careful review by Carl and Anna James, this budget reflects the same priority of reductions as used last year. The Reduced Budget column reflects their recommendations. It does include all of the known hires to date--elementary and music teachers (at top steps), an estimated health insurance cost increase of 15% and a 4.5% gross wage increase for non-contract staff.

The **food service program** should be self-supporting but equipment and utilities are expenses generally covered by the school.

Action Items

•A motion was made by Mary Osten and seconded by Dr. Frank Maletz to approve the 2009-2010 budget as presented. It passed unanimously.

•No action was taken on the Cook/Manager job description.

•A motion was made by June Morrone and seconded by Dr. Frank Maletz to approve the Governing Board Meeting Schedule as presented. It passed unanimously.

•A motion was made by Melissa Dearborn and seconded by Laura McMahon to add an item to tonight’s agenda: Formation of a Disenrollment Subcommittee. It passed unanimously.

•A motion was made by Melissa Dearborn and seconded by Matt Curtiss to establish a Disenrollment Subcommittee, composed of the following members: George Rezendes, Mary Osten, Lynsey Teixeira and Anna James, to decide on a case of student disenrollment. It passed unanimously.

•A motion was made by Matt Curtiss and seconded by June Morrone to go into executive session at 8:45 p.m. for contract discussions. It passed unanimously. Anna James left the meeting.

•A motion was made by Matt Curtiss and seconded by June Morrone to come out of executive session at 8:50 p.m. It passed unanimously.

•A motion was made by Melissa Dearborn and seconded by Dr. Frank Maletz to approve the Director’s contract as submitted. It passed unanimously.

•A motion was made by Matt Curtiss and seconded by Dr Maletz to adjourn at 8:57 p.m. It passed unanimously.

**Integrated Day Charter School
Director's Agenda Items
June 17, 2009**

I Hot Summer Institute

The following teachers will be attending:

Jen Spangle 1/2

Brianne Temple 1/2

Sheri Cooke 3/4

Melissa Dearborn 5/6

Ann Theriault 5/6

Mary Osten 7/8

II Foundation Tour

III Classroom Space Changes

IV Electronic Devices Policy

V Sanna Stanley – Resident Artist

VI Personnel – letter of resignation

Approved May 26, 2006

IDCS Policy on Student Use of Personal Electronic Devices

Except as specifically authorized by the teacher for a particular event or purpose, headphones, cameras, portable CD players, radios, MP3 players, I-pods, electronic games or similar devices, may not be brought to the IDCS. (Teachers may allow the use of school-owned devices in their own classrooms). If a student is observed using such devices, he or she will be required to surrender it. For a first offense the device will be returned to the student at the end of the day once a parent or guardian has been notified. After the first offense, the device will only be returned to the parent or guardian.

The use of cellular telephones is not permitted ^{at school or school events.} (during school hours.) Cell phones must be turned off and contained in backpacks. Cell phones found in the possession of students during school hours will be confiscated and returned only to a parent or guardian.

IDCS is NOT responsible for loss or theft of any personal electronic device.

**IDCS, Inc
Governing Board
Business Report
June 17, 2009**



Facilities:

- **Condo Association:** N/A

- **Building:**
 - Summer floor replacement project planning is on track.
 - Code analysis in in work related to relocation of classrooms and changes in use of the spaces. Pre-K cannot be moved to the 2nd floor unless a door exiting directly outside is installed. Decision was made to keep Pre-K in current location. Architect rep will be on-site tomorrow morning to look at proposed installation site for the kiln on the 3rd floor. Don't anticipate any problems with installing it in the new art location.
 - Day Care Building:
 - Pending receipt of the HBMI report and architect's proposal for drafting construction documents.

Finance:

- Finance Committee meeting for June was cancelled.
- The Director and Business Manager have prepared the 2009-2010 budget proposal as presented.

Food Service:

- **Task Force:** Draft Position Description is provided for review.

Personnel:

- **Non-Contract Compensation Task Force update:** Working group met June 1st and reviewed the pay schedule concept presented to the Board last month and looked at overall benefits. The Business Manager explained the benefits offered by IDCS to different groups of employees and the committee discussed some common benefits provided in traditional districts. While matching insurance benefits across the board will probably never be affordable, the task force does recommend looking at each individual position for classification. The task force also recommends reviewing the holidays that are paid.

Other: None

As we are now required by law to post meeting schedules and minutes on our web site; all committee chairs can provide this information to the Business Manager for posting. Minutes/reports will be posted with monthly Board minutes.

Finance Committee Meeting – 6/3/09

AGENDA/Notes

1. June meeting cancelled due to member scheduling conflicts.
2. **Next regular meeting will be July 1st at 4:30 if needed.**

Integrated Day Charter School
Governing Board Meeting Schedule

Wednesday, July 15, 2009

Wednesday, August 19, 2009

Wednesday, September 16, 2009

Wednesday, October 21, 2009

Tuesday, November 17, 2009

Wednesday, December 16, 2009

Wednesday, January 20, 2010

Wednesday, February 24, 2010

Wednesday, March 17, 2010

Wednesday, April 14, 2010

Wednesday, May 19, 2010

Wednesday, June 16, 2010

Meetings are held in the Conference Room/Lounge above the gym, beginning at 5:30 p.m.

IDCS FY 2010 Budget - DRAFT

Operating Funds (Enrollment, Title, SpEd reimbursal)	Approved	Projected	Normal DRAFT	% change	Mods	Reduced Budget	Governor's 10% Reduction
	FY09	FY09	FY10			FY10	
Ordinary Income/Expense							
Income							
Title Funds							
Title I (Remedial)	37,439	37,439	60,090		-	60,090	60,090
Title II-A (teachers)	18,425	18,425	18,425		-	18,425	18,425
Title II-D (Tech)	193	193	193		-	193	193
Title III (ELL)	-	-	-		-	-	-
Title IV (conflict resolution)	954	954	954		-	954	954
Title V (Spanish prog.)	-	-	-		-	-	-
Total Title Funds	57,011	57,011	79,662	39.73%		79,662	79,662
Special Ed Reimbursements-estimated	195,000	192,000	175,000	-10.26%		175,000	175,000
State Grants							
9100-003 Enrollment-Based Grant	3,069,000	3,069,000	3,069,000	0.00%	-	3,069,000	(306,900) 2,762,100
Total State Grants	3,069,000	3,069,000	3,069,000	0.00%		3,069,000	(306,900) 2,762,100
Total Income	3,321,011	3,318,011	3,323,662	0.08%		3,323,662	3,016,762
Retained earnings:							
prior year enrollment carryover	243,472	243,472			133,181	133,181	
Available Funds	3,564,483	3,561,483	3,323,662	-6.76%	133,181	3,456,843	3,016,762

IDCS, INC.
2009-10 Budget

Expense	Approved	Projected	DRAFT	% change	Budget Mods	Budget	10% Reduction
	FY09	FY09	FY10			FY10	Mods
1000- Instructional						-	
100- Teachers Salaries	777,084	777,084	845,747	8.84%		845,747	
110- A&E Instructor Salaries	148,562	148,894	196,551	32.30%		196,551	
115- Remedial Teacher Salaries	46,359	46,359	43,200	-6.81%		43,200	
120 - Teachers' Aides Salaries	115,638	103,700	99,657	-13.82%	-	99,657	
121- Substitutes Salaries	23,364	24,250	25,381	8.63%		25,381	
200- Employee Benefits						-	
210- Health Insurance	353,139	321,857	436,850	23.70%	-	436,850	
220- Employer FICA	33,015	32,365	27,730	-16.01%	-	27,730	
250- Tuition Reimbursement	2,000	750	2,000	0.00%	(2,000)	-	
290-Accrued Sick/Severance	-	-	-			-	
Total 200- Employee Benefits	388,154	354,972	466,579	20.20%		464,579	
321- Tutor Services	1,250	-	1,500	20.00%	(750)	750	
330- Purchased Services	51,000	37,500	54,000	5.88%		54,000	
580- Travel	1,000	497	1,000	0.00%	(250)	750	
610- Supplies	36,865	33,000	37,553	1.87%	(8,500)	29,053	
640- Textbooks	2,500	1,081	1,500	-40.00%		1,500	
700- Furniture/Equipment	9,000	8,000	11,000	22.22%	(6,500)	4,500	
Total 1000- Instructional	1,600,776	1,535,337	1,783,668	11.43%	(18,000)	1,765,668	
1400- Other Instruct. Programs(after schl, summer)						-	
100-Salaries	13,709	13,709	14,551	6.14%	-	14,551	
120 - Teachers' Aides Salaries	-	-	-			-	
200- Employee Benefits						-	
210- Health Insurance	-	-	-			-	
220- Employer FICA	-	-	-			-	
Total 200- Employee Benefits	-	-	-			-	
330- Purchased Services	-	-	-			-	
590- Transportation Services	-	-	-			-	
610- Supplies	-	-	-			-	
Total 1400- Other Instructional Program	13,709	13,709	14,551	6.14%	-	14,551	

IDCS, INC.
2009-10 Budget

	Approved	Projected	DRAFT	% change	Budget		10% Reduction	
	FY09	FY09	FY10		Mods	FY10	Mods	FY10
2100 Special Services								
100 - Teachers (SpED)	123,538	123,538	96,894	-21.57%	-	96,894		
115 - Counselor								
120 - Special Ed Teach. Asst	17,876	16,600	6,592	-63.13%		6,592		
200 - Employee Benefits								
210 - Health Insurance	49,123	49,123	25,197	-48.71%		25,197		
220 - Employer FICA	3,437	2,868	1,764	-48.68%		1,764		
Total 200- Employee Benefits	52,560	51,991	26,961	-48.70%		26,961		
330 - SPED Support Services (purch. s	42,000	38,600	42,000	0.00%		42,000		
610 - Supplies	1,250	46	800	-36.00%		800		
Total 2100 Special Ed Services	237,224	230,775	173,247	-26.97%	-	173,247		
2130- Health Services								
110- Nurse's Salary	26,366	26,900	27,159	3.01%	-	27,159		
200- Employee Benefits								
210- Insurance	-	-	-					
220- Employer FICA	2,017	2,058	2,078	3.01%		2,078		
Total 200- Employee Benefits	2,017	2,058	2,078	3.01%		2,078		
320-Prof Development	150	-	150	0.00%	(50)	100		
590-Other Purch Services	1,391	1,300	1,433	3.00%		1,433		
610- Supplies	1,288	1,200	1,288	-0.04%		1,288		
Total 2130- Health Services	31,212	31,458	32,106	2.87%	(50)	32,056		
2190 Support Services								
110-Social worker salary	46,872	46,872	48,747	4.00%	-	48,747		
200-Employee benefits								
210-Insurance	7,950	7,950	8,987	13.04%		8,987		
220-FICA	3,586	3,586	3,729	3.99%		3,729		
Total 200-Employee benefits	11,536	11,536	12,716	10.23%		12,716		
340 - Non-Sped OT, PT, counseling, et	4,500	339	4,500	0.00%	(2,000)	2,500		
600 - Supplies	500	350	500	0.00%		500		
Total 2190-Support Services	63,408	59,097	66,463	4.82%	(2,000)	64,463		

IDCS, INC.
2009-10 Budget

	Approved	Projected	DRAFT	% change	Budget		10% Reduction	
	FY09	FY09	FY10		Mods	FY10	Mods	FY10
2210- Instruct. Svcs Support						-		
320- Professional Development	12,650	8,059	12,650	0.00%	(3,700)	8,950		
325- Parent Services	500	-	500	0.00%	(500)	-		
330- Evaluation	1,250	1,256	1,813	45.00%		1,813		
580- Travel	750	350	750	0.00%	(400)	350		
590- Other Purch Services	5,000	5,790	5,600	12.00%	(2,000)	3,600		
610- Supplies	1,000	750	1,000	0.00%	(250)	750		
800- Dues & Fees	750	750	750	0.00%		750		
Total 2210- Instruct. Svcs Support	21,900	16,955	23,063	5.31%	(6,850)	16,213		
2220- Library/Media						-		
100-Certified Salaries	-	-	-			-		
115-Non-certified salaries	60,380	55,500	64,879	7.45%	(2,098)	62,781		
210 - Health Insurance	9,101	9,101	11,983	31.66%		11,983		
220- Employer FICA Match	4,619	4,246	4,963	7.45%	(160)	4,803		
Total 200-Employee Benefits	13,720	13,347	16,946	23.51%		16,786		
320- Professional Development	750	550	750	0.00%	(250)	500		
330- Prof Tech Services	12,950	10,000	12,950	0.00%	-	12,950		
611- Supplies (Lib/Media)	1,288	900	1,288	-0.04%	(250)	1,038		
615- Supplies (Tech)	7,500	7,250	7,500	0.00%	(2,000)	5,500		
640- Books/Periodicals	1,750	1,500	1,750	0.00%	(750)	1,000		
700- Furniture/Equipment	8,500	7,000	4,500	-47.06%	(3,500)	1,000		
Total 2220- Library/Media	106,838	96,047	110,562	3.49%	(9,008)	101,555		
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IDCS, INC.
2009-10 Budget

	Approved	Projected	DRAFT	% change	Budget		10% Reduction	
	FY09	FY09	FY10		Mods	FY10	Mods	FY10
2310- General Administration						-		
210-Retiree Health Insurance	8,248	8,248	9,306	12.83%		9,306		
250-Unemployment compensation	5,000	4,250	7,500	50.00%		7,500		
270- Workers Compensation			10,000			10,000		
300- Prof/Tech Services	2,000	-	1,500	-25.00%	(1,000)	500		
440- Lease/rental	10,050	10,050	10,050	0.00%		10,050		
520- Other Svcs-Advert., Misc	5,500	3,500	4,500	-18.18%	(1,000)	3,500		
525- Insurance	59,500	42,000	32,500	-45.38%		32,500		
610- Supplies	500	9	500	0.00%	(250)	250		
810- Dues/Fees	1,500	1,000	1,500	0.00%		1,500		
820- Legal Services	7,500	1,500	5,000	-33.33%	(2,500)	2,500		
Total 2310- General Administration	99,798	70,557	82,356	-17.48%	(4,750)	77,606		
2400- Administration						-		
110- Administrative Salaries	222,249	220,000	223,610	0.61%		223,610		
200-Employee Benefits						-		
210- Health Insurance	55,085	55,085	62,581	13.61%		62,581		
220- Employer FICA	9,112	9,000	8,946	-1.82%		8,946		
290- Accrued Sick/Severance		-				-		
Total 200-Employee Benefits	64,197	64,085	71,527	11.42%		71,527		
320- Professional Development	750	180	750	0.00%		750		
530- Telephone/Communications	16,350	16,000	20,924	27.98%		20,924		
580- Travel	500	500	500	0.00%		500		
610- Supplies	10,000	9,000	10,000	0.00%	(1,000)	9,000		
700- Furniture/Equipment	4,500	2,500	2,500	-44.44%	(1,000)	1,500		
800- Dues/Fees	400	550	550	37.50%		550		
Total 2400- Administration	318,946	312,815	330,361	3.58%	(2,000)	328,361		