

Integrated Day Charter School
Governing Board Meeting Minutes
May 19, 2010

Absent: Scott Swartz and Richard Bennett

Public Comment: Michael Rankowicz read a letter recognizing the huge contribution the IDEA parents and teachers have made to the school over the last two years. There are 25 to 30 parents and teachers who work behind the scenes to plan and carry out fund raisers and school wide events.

●A motion was made by Jason Jones and seconded by Laura McMahon to accept the April 14, 2010 Governing Board meeting minutes. The vote was 9 in favor, 0 opposed.

●A motion was made by Michael Seroussi and seconded by Brianne Temple to modify the agenda, deleting the discussion/action item on medical policies and adding a personnel issue to Executive Session. The vote was 9 in favor, 0 opposed.

●A motion was made by Michael Seroussi and seconded by Frank Maletz to add Race to the Top to the agenda. The vote was 10 in favor and 0 opposed.

Math Curriculum Presentation } -June Morrone gave an excellent overview of the math curriculum and the many methods used to teach and assess math at the IDCS. Math assessment includes quizzes, tests on line, performance assessment and observation. In addition to the textbook, calendar math is used to reinforce math skills at different levels. Connected math is used to do real life problem solving. Teachers create math materials as well.

Director's Report

TEAM – The Teacher Education & Mentoring Program is replacing BEST (see handout). A \$500 stipend is given for mentor teachers.

At a recent meeting the Charter School Directors decided not to support Connecticut's Race to the Top application until it includes clear language about equitable funding for charter schools. A meeting with the Commissioner or his staff to address this has been requested. CT's application is more punitive then supportive of educators.

The Charter School Network needs a staff person to advocate for charter schools. This individual could also investigate better pricing for insurance, school supplies, etc.

The DARE Graduation was impressive and the rapport Officer Nickerson has developed with teachers and students has proved beneficial.

Students will perform in the musical "The Pied Piper" on May 20, 5:30 p.m. in Slater Auditorium.

Other upcoming events: Research Night May 27, 5:30-7 p.m. Topic: "What Is the Effect Humans Have Had on the World Around Them?"

Grandparents Day June 8th 8:30-11

Volunteer Breakfast, June 11, 8:30 a.m.

Basket Bash and Painted Furniture Auction, June 4

Annual Picnic June 9

Committee Meetings

Governance—The committee reviewed the director's evaluation process and the food service policy with administrative regulations. The Governance Committee will accept nominations for the positions that need to be filled at the annual meeting in June: Chair, vice chair, treasurer and secretary. Nominations should be given to George Rezendes.

Planning--did not meet.

The consultant selected for the Board's long range planning session is not available the first week in June. August and September dates will be considered.

Curriculum—The committee met and worked on tonight's math curriculum presentation.

Finance—see report. The budget shortfall has been reduced to \$69,000. The next meeting will be held on Wednesday, June 2, at 2:45 p.m.

Building Committee—a draft of the floor plan was sent to Building Committee members.

Non-contract Employee Task Force—see recommendations in Finance Committee meeting minutes.

Business Report

Carl Davis and Jason Jones will attend the Condo Association meeting tomorrow night. Carl met with the Condo Association's accountant and recommended changes to show how condo dues are spent.

The Board needs to decide whether or not to participate in Healthy Food Certification, which has many restrictions. It also requires additional record keeping and oversight.

The audit of the National School Lunch Program started yesterday and will continue tomorrow. Results will be shared next month.

Discussion/Action Items

The director's evaluation process is completed by all Board members. The evaluation should be finished before the contract renewal date. Goals need to be established so that work on those goals can begin in the summer. If the evaluation is not completed by March 30, a mid-cycle

evaluation might be used with a final evaluation in June. Governance will discuss the timeline further and bring it back to the Board for a vote.

Food Service Policy—The price of reimbursable meals would be set by the Board with input from the business manager. Administration and kitchen staff would set a la carte prices.

Due to a glitch in the data base, Power School is not sending automatic email reminders when a student's balance drops below a certain point. Notices are sent to parents monthly. A decision is needed on how long the grace period should last before the student is cut off i.e. given crackers or something minimal. Students given lunch during the grace period are billed for a lunch. If Board members have suggestions, they should be emailed to George Rezendes.

It was recommended that we leave implementation of the Breakfast Program open at this point.

It was recommended that we leave substitute pay at the current rate: \$80 a day, \$40 a half day. Interns currently sub for their assigned teachers.

See Finance Committee meeting notes for additional information.

There is no budgeted pay increase for non-contract staff for 2010-2011. Teachers are not going up a step this year.

- A motion was made by Dr. Frank Maletz and seconded by Jason Jones to accept the recommendations made by the Finance Committee regarding non-contract employee benefits. The vote was nine in favor, 1 opposed.

Discussion: These recommendations will have no impact on the budget. They would have some impact to liability if a non-contract employee accumulates a lot of sick time and needs it for catastrophic illness. The practice of allowing 10 month employees to use accrued PTO during the April, Christmas or February break or during half days will be discontinued. This will be offset by an increase in holidays and the accumulation of PTO for two years, instead of one. A 10 month school employee would bank any sick/personal time earned in case of a catastrophic illness.

- A motion was made by Jason Jones and seconded by Brianne Temple to amend the fourth recommendation to include a one year pay out when a non-contract employee leaves the IDCS instead of a two year pay out. The vote was 10 in favor, 0 opposed.

- A motion was made by Michael Seroussi and seconded by Laura McMahon not to participate in Health Food Certification and to authorize the director to sign the required form.

- A motion was made by Michael Seroussi and seconded by Jen Spangle to reject endorsing the state's Race to the Top application. The vote was 10 in favor, 0 opposed.

- A motion was made by Jason Jones and seconded by June Morrone to go into Executive Session for a personnel issue. The vote was 10 in favor, 0 opposed.

●A motion was made by Laura McMahon and seconded by Dr. Frank Maletz to come return to regular session at 8:40 p.m. The vote was 10 in favor, 0 opposed.

No action was taken.

●A motion was made by June Morrone and seconded by Dr. Frank Maletz to adjourn at 8:42 p.m. The vote was 10 in favor, 0 opposed.

**Integrated Day Charter School
Director's Agenda Items
May 19, 2010**

I TEAM – Teacher Education and Mentoring Program

Effective in the 2010 -2011 academic year, the implementation of the TEAM program will begin. This is the mentoring program that is replacing the former BEST (Beginning Educator Support and Training Program). It will focus on:

- Mastery of five modules aligned with the domains of the Connecticut Common Core of Teaching.
- Professional Growth emphasis.
- Web based tools and resources which included a Professional growth Action Plan.

II Connecticut Charter School Network

Due to the misrepresentation of the prior Race to the Top grant submitted by the state department of education, the Director's of the Charter School Network have agreed not to sign the memorandum of understanding. A letter was sent today to the commissioner explaining the Network's position.

III Race to the Top – Phase II

The state department of education is once again submitting an application for Race to the Top grant funding. They are requesting the all LEA's, board chairs and union president sign a memorandum of understanding in support of the state application.

IV Executive Session – Personnel matter

Past and Up Coming Events:

DARE Graduation – May 12th

Pied Piper, a Musical – May 20th at 5:30 at the Slater Auditorium at NFA

Research Night – May 27th

Special Person/Grandparents Day – June 8th 8:30 - 11:00 for Pre-K - Second grade

Annual Picnic – June 9th at McCook's Beach

Volunteer Breakfast – June 11th at 8:30 in the Cafeteria

Finance Committee – 5/5/2010

Agenda/Notes

1. Budget review
 - a. Current Year – estimating \$178,264 carryover for 2010-11 use
 - b. 2010-2011 budget planning
 - i. Level enrollment based grant
 - ii. No ARRA Title funds (federal)
 - iii. Assuming 14% increase in health insurance
 - iv. Budget 9-MA step for new Spec Ed & MS teachers
 - v. Unemployment costs
 - vi. Teacher salaries higher with returnees/schedule shift for education level even with schedule/step freeze
 - vii. Increase in audit costs possible (+\$3,000)
 - viii. Increase in retiree health insurance costs (+\$18,000)
 - ix. Food Service program support

Current draft is still \$69,596 in the hole; Director and Business Manager will continue work.

2. Fiscal impact of Non-contract Personnel Task Force, recommendation for Board
 - a. The Committee considers most of the cost to be in potentially lost productivity, not financial. Concur with the Task Force recommendations, with the following modifications:
 - i. Recommendation # 3: Modify the PTO accrual rate for full time 12 month employees as depicted on the attached listing.
 - ii. Stipulate that PTO can only be used in the place of what would be normally scheduled work time.
 - iii. Increase the amount of PTO that can be accrued and carried over to 2 years worth, but limit the payment of accrued time to half rate on termination of employment.
 - iv. Include the recommendation (# 5) that employees responding to an emergency call-in will receive a minimum of 3 hours pay
 - v. Action on any retirement plan should be postponed until the fall to get a better feel for the coming fiscal environment.
3. Policy 4120/4121 – annual review and setting of substitute pay rates
 - a. The Committee recommends maintaining substitute pay rates at the current levels.

Recommendations from Non-Contract Employee Compensation Committee

Recommendation 1: Change from 3 levels to 4 levels

Level 1 -- full time, 12 month, Manager/Supervisor
Level 2 -- full time, 12 month, Regular (30 hr. week minimum)
Level 3 -- full time, 10 month, Regular (30 hr. week minimum)
Level 4 -- part time, less than 30 hrs. week

(10 month and 12 month employees previously 1 level)

- **Cost:** *no direct cost; allows for other changes*

Recommendation 2: Add holidays

Level 1 & 2 (FT, 12 mo. employee): Add five holidays = 12 total
Level 3 (FT, 10 mo. employee): Give holidays that fall during 10 month school calendar = 11 total
Level 4: No change

- **Cost:** *Primary cost will be in lost productivity; employees currently use PTO for non-paid holidays*

Recommendation 3: Increase PTO amounts based on 38 days off (maximum) plus 12 holidays = 50, below average of 51 days off on benefits spreadsheet used by Committee*

Change current practice to: Can only use paid-time-off during scheduled work time

- *Should result in savings, as PTO will no longer be used for unscheduled time*

Level 1 & 2 (FT, 12 mo. employees)

1-5 yrs.	4.15 hrs. per wk.	(27 days)
6-12 yrs.	4.92 hrs. per wk.	(32 days)
13+	5.85 hrs. per wk.	(38 days)

*Maximum: $5.85 \times 52 \text{ wks.} = 304.2 \text{ hrs.}$ divided by 8 hrs. = 38.025 days plus 12 holidays = 50 days (below the average of the benefit days on the spread sheet committee worked from)

- **Cost:** *No direct cost to budget as we already budget for full year; increased costs would be incurred if a substitute was required for extended leave while employee was drawing PTO pay. From a business standpoint, this is a reasonable accrual rate that would allow the equivalent of 5 personal, 12 sick and gradually increasing vacation time(2-3-4 wks) with seniority.*

Level 3 (10 mo. employees)

10 month employees in other districts only get sick and personal time, no vacation time = lower accrual rate; (estimates based 32 weeks of accruable time)

1-5 yrs. 3.08 hrs. per wk. (13 days)

6-2 yrs. 3.85 hrs. per wk. (16.5 days)

13+ yrs. 4.02 hrs. per wk. (17 days)

- **Cost:** *no cost to budget as we already budget for use of all PTO; actual costs will likely be reduced if policy changed to only allow PTO use for regularly scheduled work time. Fair amount of PTO, allowing for 1 sick day/month and personal days.*

Recommendation 4 – PTO Rollover

Change PTO rollover time from 1 yr. accrual of PTO time to 2 yrs.

- **Cost:** *Would double potential liability for long-term sick/FMLA leave, but consider it a good benefit for employees to have in lieu of any ST/LT disability insurance; Can limit some liability IF policy includes change to PTO pay-out at end of employment – only pay out up to one year's time*

Recommendation 5 – Emergency call hours

Current procedural practice is to pay a guaranteed 1.5 hours when an employee has to be called in for an emergency response (alarm, etc.). The Task Force deemed this insufficient to cover the expense of transportation and the inconvenience. It was also brought up that alternating maintenance staff for on-call weekends may be a good idea, and provide a cell phone dedicated to that purpose. **The Task Force recommended increasing the guaranteed hours of pay to 3 hours minimum, at regular rate unless it qualifies for overtime rate.**

- **Cost:** *Minimal, we experience approximately 6 calls of this nature in a year.*

Informational:

Committee decided retirement (401K) would only be applied to non-contract employees and would only pertain to matching funds from the employee with a possible limit of 3% of what the employee puts in for the year.

- **Met with our payroll company benefit specialist; recommendation is to consider a SIMPLE IRA rather than 401(K) – lower administrative costs and no reporting requirements with IRS. Requires a 3% match, but can reduce that to 1% in any 2 of 5 consecutive years or 2% contribution to all eligible employees regardless of their contributions; can set eligibility threshold. Employee can contribute up to \$11,500 in current year with employer matching employee contribution up to 3% of the employees pay for the year. A 3% match for non-TRB eligible employees this year would be a maximum liability of \$21,716 – actual would be much less, limited to matching actual employee contributions.**

IDCS
2009 - 2010 (2010 - 2011)
Pay Rates for Substitute Teachers

1. All substitutes shall be paid on a per-diem basis for days actually worked.
2. Pay rates shall be established as follows:

Daily substitute rate: \$80.00 per full day
\$40.00 per half day

Extended rate for long-term substitutes (> 20 days in same assignment)

Days 1 – 20: \$ 80.00 per day

Days 21 – 40: \$160.00 per day

Days 41 and beyond: \$212.78 per day (equivalent to Step 1-BA/188 teacher
work days)
(requires appropriate certification)

Substitute teachers will be hired per state regulations regarding certification. Substitute teachers are required to hold a minimum of a bachelor's degree unless IDCS has requested and received a waiver from the State Dept. of Education. Any substitute serving in the same assignment for greater than 40 days must hold appropriate Connecticut certification.

- Rates approved at May 21, 2009 Governing Board meeting

May 19, 2010

IDCS, Inc
Governing Board
Business Report
May 19, 2010



Facilities:

- **Condo Association:** I met with the Association's Property Management company and their accountant to adjust the way the Assoc. financial records are being maintained in order to more clearly identify what costs are paid by residential units and commercial units and to segregate the respective reserve accounts.

- **Building:** Initial floor plan draft was provided by the architect for the day care building. It was routed to Building Committee members, but very limited feedback received. Requested architects to look at options to make bathrooms directly accessible to the classroom areas.

Finance:

- Finance Committee met May 5th. See meeting minutes.

Food Service:

- Lunch Program: Healthy Food Certification – annual requirement to inform state whether or not we will participate. Although it allows additional reimbursement of 10 cents/meal, it places very strict limitations on what food can be sold within the school and requires increased administrative monitoring. **Recommend not participating for at least the 2010-2011 school year.**
- State administrative review of the National School Lunch Program is underway and will be completed tomorrow. Results will be reported next month.
- Draft Food Service policies presented for initial reading.

Personnel:

- Non-Certified Staff Compensation Task Force: See Finance Committee feedback on Task Force recommendations.

Other:

- Policy 4120/4121 – action on setting substitute pay rates.

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.