

Integrated Day Charter School
Governing Board Meeting Minutes
June 15, 2011

All Board members present.

Public Comment: Curt & April Ramsey (see letter)

●A motion was made by Frank Maletz and seconded by Jason Jones to accept the May 18 Governing Board minutes, with the following corrections:

Add a zero in the first paragraph of the Director's Report, add

Add the word "nominations" after "Board positions."

The motion was approved, 10-0.

Correspondence: Letter from Curt and April Ramsey

Thank you letter from two Foundations that received a donation from
5/6 students.

Director's Report

Change in faculty position – The renewal process identified a need for a change in certification in the middle school. Melissa Dearborn will be teaching language arts next year. Ms. Dearborn will also be a "weaver," developing plans for students who need help and keeping the school on track with our mission and vision. Title I funding will be used for this portion of her position.

Our charter has been renewed by the State Department of Education until 2017.

The SDE has issued a position statement on Culturally Responsive Education, calling for an allocation of resources to close the achievement gap between high and low performing students, males and females, and students of different racial, ethnic and socioeconomic groups.

Half of the new preK's for next year are ELL challenged, reflecting an increase in multi-culturalism.

A part time remedial teacher is needed who can focus on second language learners. This issue will be addressed by the Finance Committee. Due to budget constraints, we will need to cut 2.5 paraprofessionals.

See Director's report for other information.

Business Report

The agenda for the June Bond Commission meeting has not been posted yet.

Projects for Board consideration are:

- 1) A significant technology infrastructure upgrade, which is critical for on-line CMT testing required by the SDE.

2) An extension of the electrical service that currently exists to provide more outlets in classrooms.

Recommended budget cuts – see list provided

The possibility of restructuring our building loan looks positive, with a possible savings of \$60,000-70,000 per year.

Committee Reports

Governance – The Committee met to review the applicants for Board positions, which will be discussed in Executive Session.

Planning – The Committee will meet next month.

Curriculum – The Committee did not meet.

Finance – see minutes; two meetings were held this past month.

The Current year's budget is on track, with a significant increase in the carry over due to the spending freeze. The \$100 funding increase per pupil has been included in the proposed budget.

The teachers' union voted not to change the insurance program at this time.

Discussion of the teacher and administrator give backs was tabled.

Proposed budget cuts exceed the deficit by \$22,733 to allow for increased unemployment costs next year.

The non-certified Spanish position has been cut to 20-25 hours per week.

Michael Seroussi suggested that strategic planning should include looking at the languages our students are taking in high school. We may want to offer a foreign language course to students as an elective or as a virtual course.

The school needs a full time social worker who is not teaching health. Classroom teachers can also teach some health.

When working on next year's scheduling at the upcoming teachers' retreat, an uninterrupted morning academic block should be included.

An error in the Finance Committee minutes was noted but the list of cuts are correct.

Discussion/Action Items

Since several Board members will not be able to attend a meeting in July, it was agreed the next meeting would convene in August if budget work is finished. A special meeting could be called, if necessary. Strategic planning should continue in August.

Technology infrastructure – the state is moving toward on-line testing for CMT’s and our current system is outdated and inefficient. We are scheduled to be tied into the CT Education Network next year. An ad hoc technology upgrade committee is needed to evaluate what needs to be done. Michael Seroussi, Jason Jones, Mary Osten and Brianne Temple volunteered to serve on the committee. A portion of the Facilities Grant (\$24,000) will be used for this project and the committee will draft the next version of the Technology Plan.

- A motion was made by Michael Seroussi and seconded by Brianne Temple to appoint an ad hoc Technology Committee, headed by Jason Jones. It was approved, 10-0.

Crown St. parking lot project – Proposed changes would include an exit from the Crown St. lot onto Thermos Avenue and would be funded from non-operating funds at a cost of around \$4,000. Jason Jones suggested we authorize a traffic/safety study and offered to see if he could get part of this service donated. We would need to hire an insured tree removal company.

- A motion was made by Michael Seroussi and seconded by Frank Maletz to authorize Carl Davis to spend up to \$2,000 for tree removal at the Crown St. parking lot. It was approved, 10-0.

- A motion was made by Jason Jones and seconded by Brianne Temple to research options for a traffic study for a redesign of the Crown St. parking lot. It was approved, 10-0. It was suggested that we use C & L, as they have done work for us before. We should be able to get specs as part of the study. Laura McMahan will talk to Mr. Menard about tree removal.

Budget cuts:

Adding reduction of a .5 paraprofessional; reducing corresponding insurance cost of \$11,000
Adding a PT remedial teacher
Adding unemployment costs increase of \$10,000
Total: \$211,758

Outstanding Day Care payments cannot be part of the operating budget and will have to come out of undesignated funds.

Most of our food service and after school program costs are not part of the regular budget.

The question of whether or not there is a list of which cuts would be reinstated first if we get the Bond Commission funding (\$136,000) was raised. Jen Spangle suggested that paraprofessionals be a top priority. The Board also has to look beyond this year.

- The Board is voting on an overall budget total of \$3,512,399. A motion was made by Jason Jones and seconded by Paul Rak to accept the 2011-2012 budget as presented.

- A new motion was made by Michael Seroussi and seconded by Jason Jones to amend the previous motion, accepting the \$3.5 million budget with reductions from Finance of \$211,758 to leave us with a budget surplus of \$18,897, with the Finance Committee deciding how to prioritize the spending of the surplus. It was approved 10-0.

- A motion was made by June Morrone and seconded by Brianne Temple to go into Executive Session to review Board member applications. It was approved, 10-0.

Executive Session

- A motion was made by Mary Osten and seconded by Brianne Temple to return to regular session. It was approved, 10-0.

Annual Meeting

New members:

- A motion was made by Mary Osten and seconded by Brianne Temple to reappoint Jen Spangle as a teacher member. It was approved, 10-0.
- A motion was made by Mary Osten and seconded by Jason Jones to nominate and elect Stephanie Jones as a parent member, replacing Jason Jones. It was approved, 10-0.
- A motion was made by June Morrone and seconded by Jen Spangle to nominate and elect Ron Ward as a community member, filling the spot vacated by Richard Bennett. It was approved, 10-0.

Election of Officers:

- A motion was made by Mary Osten and seconded by Jason Jones to nominate and elect Jen Spangle as Board secretary. It was approved, 10-0.
- A motion was made by June Morrone and seconded by Mary Osten to nominated and elect Paul Rak as treasurer. It was approved, 10-0.
- A motion was made by Jason Jones and seconded by Brianne Temple to nominate and elect Michael Seroussi as Vice Chair. It was approved, 10-0.
- A motion was made by Jason Jones and seconded by Jen Spangle to nominate and elect Laura McMahon as Chair. It was approved 10-0.

The Governance Committee will review the other candidates for the community member position, including meeting and interviewing possible candidates.

- A motion was made by Mary Osten and seconded by Jason Jones to accept the 2011-2012 meeting schedule, omitting the July meeting. It was approved, 10-0.

Return to Regular Meeting

- A motion was made by Jason Jones and seconded by Mary Osten to go into Executive Session to discuss a personnel matter. It was approved,10-0.

Executive Session

- A motion was made by Mary Osten and seconded by June Morrone to return to regular session. It was approved, 10-0.

- A motion was made by Jason Jones and seconded by Mary Osten to approve changes to the employment agreement between the IDCS Governing Board and the Business Manager. It was approved 10-0.
- A motion was made by Mary Osten and seconded by Brianne Temple to add to the agenda a possible 2 year extension to the Director's contract. It was approved 10-0.
- A motion was made by Jason Jones and seconded by Frank Maletz to go back into executive session. It was approved 10-0.
- A motion was made by Jason Jones and seconded by Laura McMahon to come out of executive session. It was approved 10-0.
- A motion was made by Jason Jones and seconded by Mary Osten to offer a 1 year contract extension to Anna James, Director. It was approved 10-0.

Meeting was adjourned.

Integrated Day Charter School
Director's Agenda Items
June 15, 2011

- I Renewal of State Charter

- II Position Statement on Culturally Responsive Education

- III Budget

- IV Charter School Enrollment 2011-2012

IDCS, Inc
Governing Board
Business Report
June 15, 2011



Facilities:

➤ **Condo Association:**

- Nothing new

➤ **Facilities:**

- The Health & Safety Committee has recommended considering adding an additional exit from the Crown St. lot onto Thermos Ave and removing pine trees that pose a hazard to the power line coming into the building. This could be funded from facility funds available if the Board wishes to pursue this summer. **Action item.**
- The Bond Commission released funds for the electrical efficiency upgrade project that had been approved. Since we already completed that project, the proposal is to use the funds to upgrade our technology infrastructure to help prepare us for connection to the Connecticut Education Network (CEN), which is scheduled for next spring and to improve our ability to conduct on-line CMT testing when it is implemented. **Action item.**

Finance:

- Finance Committee met June 1st and 6th – see minutes; Budget recommendation is provided with the minutes. The proposed budget includes cuts across the board in supply accounts and personnel cuts as well. The loss of personnel will negatively impact the instruction support program and the facility maintenance program, but could not be avoided in an effort to develop a balanced budget. **Action item.**
- Dime Bank is working on a modification to our construction loan to extend the period 5 years and reduce our monthly payments to ease cash flow. We are still hopeful the Bond Commission will meet this month and include the charter schools' facility grant on their agenda.

Food Service: N/A

Personnel: N/A

Other: None

Committee chairs can provide their minutes to the Business Manager for posting. Minutes/reports will be posted with monthly Board minutes.

IDCS Finance Committee – 6/1/2011

Agenda/Notes

Called to order at 2:45

Present: Laura McMahon, Anna James, Carl Davis, Michele Devine, June Morrone, Deb Griffith, Martha Bixby

Also present: Mary Osten, Rina Strong, Brianne Temple, Cathy Badorek

1. 2010-2011 Budget review

- **Current execution – on track, updated forecast of total expenditures after spending freeze implemented has increased the anticipated carry-over to \$157,903.**

2. FY12 Budget preparation

- **The increased carry-over and \$100/pupil state increase have been factored in. Current budget shortfall is at \$203,757.**
- **The Business Manager is working with Dime Bank to restructure the construction loan and extend the payment period to reduce cash flow requirements. This loan will be paid in full when the Bond Commission releases the facility grant award.**
- **Comments were heard from staff members concerned about the possible personnel cuts and the lack of communication. They were reminded that requests for input were made in February and the pending shortfall has been discussed at Committee and Board meetings. It was also pointed out that in both the non-contract personnel compensation revisions and in union negotiations that the wage increases could result in the need to reduce staff. None of the cuts being considered have been formally endorsed by the Finance Committee yet.**
- **The proposed changes to health insurance coverage have not yet been voted on by the union. A vote is scheduled for Friday. The Committee agreed to provide the union membership with the draft list of cuts under consideration so they could see the possible impact.**
- **It was noted the list of possible cuts could be significantly reduced if the health insurance change goes into effect, the Bond Commission releases the grant funds and new hires are below top step.**
- **The Finance Committee will hold a Special Meeting at 11:00, Monday, June 6th to finalize the budget recommendation to send to the Board.**

Meeting adjourned.

Next meeting: Monday, June 6, 2011 at 11:00

**IDCS Finance Committee – 6/6/2011
Special Meeting**

Agenda/Notes

Called to order at 11:00

Present: Laura McMahon, Anna James, Carl Davis, Michele Devine, June Morrone, Deb Griffith, Martha Bixby, Paul Rak

3. FY12 Budget preparation

- **The Committee reviewed the updated list of proposed cuts presented by school administration. The union did not agree to the proposed change in health insurance plans, so that savings is not available. Based on the candidates being interviewed for the open teaching positions, a savings of \$53,500 is expected in teacher salaries. When this was factored in, the remaining deficit was down to \$150,257. All cuts not affecting personnel were considered first. Although not completely avoided, the impact on personnel was reduced from the original list. The total amount of proposed cuts exceeds the deficit because there will be increased unemployment costs that are not yet budgeted. As discussed previously, cuts may be reinstated as additional funds are available from loan restructuring or state facility grant funds being released.**
- **Deb Griffith shared with the Committee a list of brainstorming ideas staff worked on last Friday. The list will be typed up and preserved for future consideration.**
- **The motion was made to accept the list of budget cuts and forward the modified budget to the Governing Board. The motion passed unanimously.**

Meeting adjourned at 11:20.

Next meeting: TBD

Budget Line	Possible Cuts/Reductions under consideration without health insurance plan change	Change	Recommendations from Finance Committee as of 6/6/2011
1000-100	New hire savings	\$ (53,500.00)	
1000-121	Substitutes	\$ (2,500.00)	
1000-330	Purchased services	\$ (1,000.00)	discretionary contracting
1000-330	Spring intern - no replacement	\$ (8,000.00)	
1000-580	Instructional travel	\$ (200.00)	reimbursement for home visits, contractual
1000-610	Classroom budgets	\$ (2,107.50)	10% cut
1000-610	Reduce common supply account	\$ (450.00)	10% cut
1000-610	Reduce science kits resupply	\$ (50.00)	10% cut
1000-610	Copy costs - restrict amount of copies	\$ (1,600.00)	15% reduction
1000-640	Textbooks	\$ (150.00)	10% cut; replacements only
2130-320	Purch services-med waste dsiposal	\$ (1,000.00)	new vendor
2130-610	Health Services Supplies	\$ (237.40)	20% cut
2190-340	"504" services	\$ (1,000.00)	currently don't have student load
2190-610	Social worker supplies	\$ (50.00)	10% cut
2210-320	Reduce PD allowance	\$ (2,750.00)	cut individual PD electives
2210-580	Cut Travel for PD	\$ (350.00)	
2210-610	Reduce workshop/curriculum review allowance	\$ (200.00)	40% cut
2220-320	Cut IT PD	\$ (250.00)	
2220-611	Reduce Library/Media supplies	\$ (100.00)	10% cut
2220-615	Reduce tech supply budget	\$ (600.00)	10% cut
2310-300	Reduce Board tech assistance allowance	\$ (1,500.00)	grant writing, Board training, policy service
2310-520	Other Purchased Services	\$ (1,100.00)	50% cut-advert, background chks, CT REAP
2310-610	Reduce Board supplies	\$ (25.00)	10% cut
2400-110	Reduce front office coverage	\$ (4,200.00)	No Friday coverage for Admin
2400-320	Cut Admin PD	\$ (500.00)	
2400-	Reduce Admin Travel	\$ (35.00)	10% cut

580			
2400-610	Reduce Admin supplies	\$ (550.00)	10% cut
2500-320	Cut Business Office PD	\$ (250.00)	
2500-420	Reduce accounting outside services	\$ (100.00)	reduce allowance 10%
2500-580	Reduce Business Office Travel	\$ (50.00)	20% cut
2500-610	Reduce Business Office Supplies	\$ (110.00)	10% cut
2600-110	Plant staff paid lunch	\$ (7,820.00)	eliminate paid lunch breaks
2600-130	Reduce custodial OT	\$ (2,331.00)	85% cut
2600-420	Reduce custodial outside service allowance	\$ (1,500.00)	50% cut
2600-430	Reduce equip. repair allowance	\$ (1,261.60)	20% cut
2600-440	Reduce maintenance equip. rental allowance	\$ (100.00)	10% cut
2600-610	Reduce custodial supplies	\$ (1,095.00)	10% cut
2600-615	Reduce maintenance supplies	\$ (204.10)	10% cut
2600-617	Reduce grounds/landscape allowance	\$ (1,125.00)	50% cut
2600-621	Reduce gas/oil heating allowance	\$ (3,250.00)	10% cut - hope for a mild winter
2600-626	Reduce gasoline	\$ (30.00)	10% cut
1000-700	Instructional equipment-computers, furniture, etc.	\$ (1,875.00)	25% cut
2220-115	Reduce Tech support hrs	\$ (1,203.42)	reduce tech support 2 weeks
2220-330	Tech services	\$ (1,150.00)	cut ITAM Direct tech mngmt service
2220-700	Library/Media Equip	\$ (1,000.00)	50% cut
2600-110	Cut custodial summer help allowance	\$ (11,070.00)	cut 3 - Reduced level of facility cleaning
1000-110	Spanish instruction, salary + FICA	\$ (13,000.00)	50% reduced hours
2220-115	Library aide; salary and FICA	\$ (10,000.00)	cut position
2600-100	Eliminate 1 FT custodian; replace w/ 0.5 FTE	\$ (10,621.83)	
2600-210	Health insurance (1 custodian)	\$ (11,000.00)	
1000-120	Paraprofessionals (2.5 FTE paras)	\$ (50,336.83)	mid-step; w/ FICA
1000-210	Health insurance (2 Para)	\$ (22,000.00)	only applies if the individual takes our insurance
Add	PT Remedial Teacher	\$ 14,730.00	
Add	Unemployment	\$ 10,000.00	

Total reductions: \$(211,758.68) Leaves \$18,897 surplus

