

Integrated Day Charter School
Governing Board Minutes
October 20, 2010

Absent: Laura McMahon, Jason Jones

Public Comment

Myron Huntley, Cheryl Abbiati, Sheila Maudsley, Diane Holtzworth, Cathy Badorek and Sandy Quarto spoke about the need for equality among all staff members, with non-contract employees receiving the same consideration regarding wages and benefits as contract employees. The COLA increases non-contract employees have received in the past are not keeping pace. This group also asked to be included in decision making, as they have valuable contributions to make. The Board was asked to form a Non-contract Negotiations Committee, similar to the one teachers have, and to be considered at the same time as teachers in the budget process.

●A motion was made by June Morrone and seconded by Frank Maletz to accept the September 15 Governing Board minutes, with Laura McMahon added as absent and the word “put” eliminated under Finance, page 2. It passed, 8-0.

●A motion was made by Brianne Temple and seconded by June Morrone to add a para-professional position to the agenda. It passed, 8-0.

The Board received a letter from parent April Ramsey requesting modification of the waiting list procedure for siblings. It will be reviewed by the Governance Committee.

Carl Davis suggested adding Correspondence to the agenda, before committee reports.

Director’s Report

“Waiting for Superman” – Two reviews of this recent documentary were shared, which pointed out information that was not factual and the omission of key information. (See Director’s Report for details).

IDEA Newsletter – Our parent leadership is very strong, evidenced by the first IDEA Newsletter. The recent disparity in funding has galvanized our parents. We are working on building a strong Foundation with an endowment.

Political Action – A Legislators Breakfast will be held on Thursday, October 28, at 8:30 a.m.

An anonymous \$3,000 donation was received to support the arts, which was an increase from last year’s donation of \$2,000.

Business Report

Myron Huntley estimated the cost of replacing the chain link fence along the river side of the Playscape at \$550.

Replacing the freezer compressor will cost \$2,300, which will impact the equipment maintenance budget.

Governance Committee – see two policy discussion/action items on the agenda.

Planning Committee – did not meet

Curriculum Committee – Deb Allard presented the Language arts curriculum and resources that might be used were considered. Integration of all the curriculums was discussed. The Committee hopes to present a plan for integration at the May 2011 Governing Board meeting. A rubric is being developed. The need for more grade 5-8 trade books, novels, etc. was acknowledged. Strengthening the math curriculum and giving parents a brief overview of the curriculum were additional topics discussed. June Morrone has received and will share the National guidelines for math and language arts curriculum with the Committee. The next Curriculum Committee meeting is November 8.

Finance Committee—see notes provided. The next meeting will be held on November 3 at 3:45 p.m.

Discussion/Action Items

New Board members – will be discussed in Executive Session.

Appointment of a Teacher Contract Negotiations Team – tabled until November. (First meeting December 2).

●A motion was made by June Morrone and seconded by Jen Spangle to approve adding Martha Bixby, a non-Board member, to the Finance Committee. It passed, 8-0.

Health & Safety Committee (under Business) – see notes provided.

Minority Hiring Policy (1st reading) – any suggestions or corrections should be forwarded to the Governance Committee (Jason Jones, Chair).

2nd Reading of the Policy for Adopting Policies 9311 - Clarification: policies are board adopted; administrative regulations are set by the director and determine how a policy will be implemented in day to day operations. The Governance Committee considers changes in policy and brings recommendations to the Board.

●A motion was made by Brianne Temple and seconded by Mary Osten to accept the Policy for Adopting Policies. A motion was made by June Morrone and seconded by Mary Osten to amend the motion to include the revised language and to delete #3. It passed, 8-0.

●A motion was made by Michele Devine and seconded by Jen Spangle to purchase the Core Policy Manual & services from Shipman & Goodwin for \$2,500 with a budget adjustment. The Manual will be tailored to the charter school and kept up to date. A motion was made by Brianne Temple and seconded by Frank Maletz to amend the motion to approve a yearly

subscription fee of \$750, after the first year. The motion to amend the motion was passed 8-0. The motion to approve the policy was passed 8-0. Our attendance policy and bullying policy were provided by Shipman & Goodwin.

●A motion was made by June Morrone and seconded by Frank Maletz to utilize funding from the Undesignated Fund balance to place all non-contract staff at their appropriate step on the 2010-2011 pay schedule, with an effective implementation date of January 1, 2011. This represents a non-precedent setting utilization of funds. (See line item changes in Finance Committee notes). Note that some positions are not tied to this schedule. The motion was tabled.

●A new motion was made by June Morrone and seconded by Frank Maletz to utilize funding from the Undesignated Fund balance to place all non-contract staff at their appropriate step on the 2010-2011 pay schedule, up to \$31,168.00, with an effective implementation date of January 1, 2011. This is a one-time adjustment; when we look at next year's budget we will have to see what impact future wage increases for non-contract and contract employees would have. This could impact staffing. If funding for charter schools is increased, we may not have to lose positions in the future.

Note: It was agreed at last month's Board meeting that the COLA (Northeast Region Cost of Living Index) would be used for budget development.

A Non-contract Staff Negotiations Committee needs to be appointed.

●A motion was made by Michele Devine and seconded by June Morrone to add a one on one paraprofessional position to the IDCS staff, with the sending district paying for half of the cost. (This would come out of the regular salary account for special education costs). Since the student is with various therapists throughout the week, the sending town does not want to pay the entire salary; this is still under dispute. However, the paraprofessional must be with the student at all times. This position would be benefit eligible. The motion passed 8-0.

●A motion was made by June Morrone and seconded by Jen Spangle to go into Executive Session at 7:30. It passed 8-0.

●A motion was made by Brianne Temple and seconded by Mary Osten to return from Executive Session at 7:32. It passed 8-0.

●A motion was made by Brianne Temple and seconded by June Morrone to appoint Paul Rak to fill the parent representative opening on the Governing Board. It passed 8-0.

The meeting adjourned at 7:35 p.m.

Next Meeting: November 10, 5:30 p.m.

Wednesday, October 20, 2010

Dear IDCS Governing Board Members,

During tonight's meeting, I ask that you consider modifying your waiting list procedure for the older siblings of children attending IDCS. I am proud to say that my family is new to IDCS this year. My daughter has made a smooth transition to the 1st grade and we couldn't love the classroom, curriculum, staff, children and environment any more. My husband and I put our children's education as our number one priority and have always been actively involved in their schools. That is why we are so pleased that our youngest daughter finally made it off the waiting list and into the classroom! Unfortunately, it's kind of a bitter sweet since we are now a family divided. Our other daughter is still on the waiting list and is presently attending 3rd grade at Moriarty School. While we are making the most of the situation, we are presented with some challenges....My husband and I would love to put all that we can into IDCS by offering our time and talents to assist in the classroom, field trips, afterschool functions or wherever else needed. However, we are forced to split our efforts between two schools. Giving only a fraction of what we have to offer to each. While I could go on and on about how challenging it is to be confronted with the disappointment from one child because we can only be at one school at a time...or pulling a very reluctant child out of school early so we don't miss the other at the end of the day at the other school...The bottom line is that we had 4 fundraisers going on at the same time and we cannot give as much as we would like to IDCS because we have to split equally with the other school. We ask you to please consider moving the older siblings to the top of the waiting list. Not only would my daughters be thrilled to see each other at school, but, we would also be able to put all of our time and efforts in one school for the good of both children and the school.

I thank you for all that you do to make this school such a fantastic way for the kids to learn, and I also thank you for your time and consideration.

Sincerely,

April Ramsey

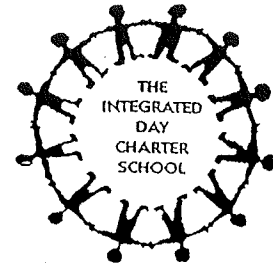
Integrated Day Charter School
Director's Agenda Items
October 20, 2010

- I "Waiting for Superman"

- II IDEA, School Council, Political Action Committee -
Legislative Breakfast on October 28, 2010 at 8:30 a.m.

- III Special Education Paraprofessional – action item

IDCS, Inc
Governing Board
Business Report
Oct 20, 2010



Facilities:

➤ **Condo Association:**

- Water line work still pending as of 10/15/2010
- Association budget for 2011 will be presented for approval in November. Anticipate an increase in fees.

➤ **Building:**

- **Fencing** – based on Health & Safety Committee recommendations, we are looking at replacing the fence line along the river side of the playground.

Finance:

- Finance Committee met Wednesday, Oct 6th. (See minutes)

Food Service:

- Walk-in freezer compressor failed and had to be replaced. *Will impact general equipment maintenance budget.*

Personnel:

- Teachers' contract salary reopener – **Negotiating Team needs to be identified.**
- See **Finance Committee** recommendations regarding non-contract personnel.

Other:

- Nothing

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.

October 14, 2010

Health and Safety Committee

Present: Anna James, Carl Davis, June Morrone, Myron Huntley, Donna Manca, Cathy Badorek, Amy Sheppard, Kim Reynolds

Meeting called to order: 10:15

The following items were discussed:

1. **Student accident** – there was an incident where a student tried to get hand sanitizer from the media center dispenser and it squirted in the student's eye because it was mounted too high for this age student. The committee discussed the need for the dispensers and decided the dispenser in the media center should be removed because it is used without supervision. The dispensers in the cafeteria could remain in place, but staff would be reminded to supervise their use by young students. Maintenance staff will remove the dispenser in the media center.
2. **Food safety** – Chef Kim shared some of what she learned at a Health Department School Food Defense table-top exercise in June.
3. **Playground fence** – the chain link fence on the river side of the playground is deteriorating. Maintenance staff have mended it in several places, but it requires a long-term solution. Mr. Huntley will investigate the cost of replacing the fencing and using the same posts.
4. **Playscape** – it was noted that the “glider” on the playscape had not yet been removed. The Committee discussed whether to remove just the “glider” or also remove the bar that it slides on. It was decided to just remove the “glider” and reinstall the bar because the work would be too extensive to remove the bar and end posts. Maintenance staff will remove the “glider”.
5. **Sandbox** – The committee confirmed the decision to remove the sandbox from the playground due to feral cats using it as a litter box. Maintenance staff will remove it.
6. **Emergency Action plans** – Maintenance staff have installed most of the wall file holders for the emergency plans. Business Manager will complete the printing of the plans.

IDCS Finance Committee – 10/6/2010

Agenda/Notes

Meeting called to order at 2:50.

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

1. 2010-2011 Budget review

a. **Current Year** – The current budget was reviewed based on the changes approved by the Governing Board at the last meeting. The balance available is adequate enough to fund a full time paraprofessional for special education support. Although the additional time will not be reimbursed by a sending district, the Director considers it important to have the additional staff member available.

b. Recommended adjustments:

1. 2100-120: increase Para salaries \$8,680
2. 2100-210: increase insurance \$6,569
3. 2100-220: increase FICA \$664

➤ Estimated cost: \$ 15,913. The above adjustments leave a budget surplus of approximately \$5,000. Reimbursements from sending districts for SpEd costs are being updated.

2. The non-contract personnel pay scales were again reviewed and the feasibility of bringing non-contract personnel fully up to their current step, using **Undesignated funds**, was discussed. The Undesignated Fund is not included in the operating budget and is maintained from revenue sources such as interest income and miscellaneous income that is not designated for a specific source. It has, over the years, allowed for the purchase of one-time items not included in the regular operating budget. It was emphasized that these funds would be a one-time opportunity and could not support personnel costs in future budgets. These funds have also been considered as one of the sources of funding to initiate the building renovation for the new Early Childhood facility. Committing to the higher personnel costs at this time *may require personnel cuts in the future* if state funding does not change.

One suggestion was made to use some form of “bonus”, in lieu of the schedule, until state funding was known. This was considered to be too significant a change to make in a timely manner.

It was also discussed that the approved pay scales do not include non-certified instructors, social worker or business manager and also do not address fee-based program employees (after school and day care).

➤ **The Committee recommends** Board action to utilize funding from the **Undesignated Fund** balance to place all non-contract staff at their appropriate

step on the 2010-2011 pay schedule, with an effective implementation date of January 1, 2011 (employees would be eligible for step advancement based on their anniversary date).

a. Line item changes:

1. 1000-110 A&E Instructors: not tied to current schedule
2. 1000-120 Teacher's Aides: increase \$ 3,936
3. 1000-220 Employer's FICA: increase \$ 301
4. 1400-120 After School Program-not tied to current schedule
5. 2100-120 SpEd Teacher Aide: increase \$ 471
6. 2100-220 SpEd FICA: increase \$ 36
7. 2130-110 Social Worker-not tied to current schedule
8. 2220-115 Lib/Media/Tech: increase \$ 631
9. 2220-220 FICA: increase \$ 49
10. 2400-110 Admin salaries: increase \$ 1,558
11. 2400-220 FICA: increase \$ 120
12. 2500-110 Business Services: increase \$ 1,348 (Bookkeeper only, Business Manager not tied to current schedule)
13. 2500-220 FICA: increase \$ 103
14. 2600-110 Plant Services: increase \$ 21,507 (straight and over-time)
15. 2600-220 FICA: increase \$ 1,646
16. 3100-Food Service: increase \$ 1,358
17. 3100-FICA: increase \$ 104
18. 3300-Day Care Program: not tied to current schedule, but will need to change when it transitions to ONLY servicing before/after school care

- Total estimated cost: \$ 33,168
- Current Undesignated Fund balance: \$ 53,799

3. The **"Blue Building"** renovation project was briefly discussed. As reported earlier, the Building Committee has asked the architects to separate the project into 2 phases due to funding constraints. The ED001C report presented last month showed we currently have \$381,000 in our Capital Reserve Fund that is available to put toward the project, however, it was re-emphasized that some portion of this should be retained for emergencies, particularly as we have no additions to it in this year's budget. The Undesignated Fund balance being considered for the pay increases had also been a planned source of funding to begin this project. *The building cannot be left in its current state of decay as it presents a liability to both the condominium association and the school.*
4. The **Early Childhood/Day Care program** was reviewed. Recovery of past due accounts improved significantly last year and the Board approved a pay increase

for the program staff based on the return to profitability. However, this year's enrollment cannot support current staffing and associated program costs. The Director and Business Manager will work with the program director to evaluate options. Ideally, this program would be generating some profit that could be applied to the renovation of the Early Childhood building.

5. The compressor for the walk-in freezer failed last week and had to be replaced. The budget for general equipment maintenance was cut by 30% in the original budget process – this item may require a further budget adjustment.

Next meeting: Wednesday, November 3rd at 2:45