



Board of Directors Meeting Agenda & Minutes

Date	Time	Roles
7-10-19	5:30pm	<u>Facilitator</u> - Chris <u>Minutes</u> - Heather <u>Timekeeper</u> - Luisana <u>Mission Statement</u> - Chris <u>Norms</u> - Richard

Attendance	C. Jones, K. Gregoire, R. Muckle, L. Cabrera, L. Muller, H. Doughty, K. Rollins, B. Zegarzewski, K. Booker Guests: Lou Allen
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ISAAC Mission Statement	<i>We inspire our students through the arts, communication, and exploration in a collaborative, multicultural community to be courageous citizens who are difference makers.</i>
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ISAAC Vision	<ol style="list-style-type: none"> All ISAAC students create high quality work that is celebrated in the community for making a difference and is acclaimed for its craftsmanship, authenticity and complexity. All ISAAC students articulate how their habits and their CREW values help them to be successful scholars. All ISAAC students possess the knowledge and skills when they graduate from eighth grade to do rigorous high school work and to graduate from high school to be college and career ready. All ISAAC students develop stamina by doing work that matters- when they persevere through challenges, they acquire new skills, they demonstrate higher order thinking, and ultimately, they become self-actualized, self-confident individuals who own their learning and seek to make a difference in their communities.
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Norm	Description
Find joy in the work.	We will find joy in the work by communicating positively and using humor as appropriate to help us work better together. We celebrate our successes and embrace challenge with positivity and resolve.
Be productive and present (phones, technology).	We will be productive and present by becoming familiar with materials before we arrive and by being attentive to behaviors which affect physical and mental engagement.
Maintain a growth mindset even in disagreement.	We will maintain a growth mindset by pushing ourselves to be learners, probing for deeper understanding, and taking risks and time for reflection.
Actively and respectfully listen to all perspectives.	We will invite and welcome the contributions of every member and listen to each other by attending to the “7 P’s of Collaboration:” promoting a spirit of inquiry, pausing, paraphrasing, probing, putting ideas on the table, paying attention to self and others, and presuming positive intentions.
Give kind, specific and helpful feedback.	We will communicate in a collegial and honest atmosphere by pushing each other’s practice, being proactive, and grounding our thoughts, feelings, and opinions in evidence in order to find solutions.
Driven by learning, informed by data.	We will ground all conversations in data or evidence. We maintain a growth mindset about the potential and capacity for all students to learn and grow. We use data and evidence to inform and adjust instruction and guide decision-making.

Agenda	Time (min)	Notes
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<p>Welcome: Agenda review, norms, roles, Mission statement, approve minutes for previous meeting</p>		<p>Meeting began at 5:33pm.</p>
<p>Public Comment</p>		<p>none</p>
<p>Student Report</p>		<p>none</p>
<p>Executive Director Report</p>		<ul style="list-style-type: none"> •Principal interview process began. There was a pool of 30 candidates, chose 8 candidates to interview but only 5 were interviewed, selected 3 candidates to go to a more in depth interviews next week. Vetting will be done on these candidates by the committee. •Overall staffing goal to have everyone in place by September. We have the 4 most difficult positions already hired. Mr. Allen is making sure there is a smooth transition for these new teachers for August. Still need to fill the 1 year PE position. Otherwise, we are in good shape. •It's been a busy summer so far, and it's about to get busier. Lots of work needs to be done to ensure a great start to the year (meetings, curriculum planning, professional development plan for the year, charter renewal plan, etc.). The new plan that Mr. Allen is creating will eventually be a two year plan. •New carpets, new painting of classrooms, new bell system have all been completed. •Transportation with Montville is still an issue. Mr. Allen has been working with Montville and their parents about this. •There are a few concerns about the outside appearance of the building. Mr. Allen is speaking with a few groups about masonry, plantings, sprucing up, etc., for the external part of the building. •Charter Renewal is dependent on homework, due diligence, and transparency. We need to have things in place for things that aren't working well. Mr. Allen is looking forward to this process so we are all on the same page for improvements.
<p>Academic Excellence</p>		<p>No report from the committee. Mr. Allen updated us what's happening. There is an ILT Team plan meeting next week. There is a new math teacher. There is a new Spanish teacher. Both of these teachers have met with Mr. Allen and are meeting with ISAAC teacher leaders to learn the ropes and the curriculum.</p>
<p>Development</p>		<p>No meeting in June and July. Will meet in August. Back in May, a grant was written with the 8th grade team for an expedition learning opportunity. We weren't allowed to move to the next round, but we were moved into a different grant pathway. Kyle is working on this with Mike Barron and Nancy Rodgers. Still need an accounting from Kim for the final tally from the Steak Dinner. We need to reevaluate what happened with the double-booking, the cost, the timing (seasonal), and Board interaction. Overall, we need more communication and collaboration between the Board and ISAAC staff.</p>
<p>Finance</p>		<ul style="list-style-type: none"> •Review of Finance Policy needs to be updated and presented to the Board. •Capital repairs are taking place. Camera installation is an addition to cover the dead spots. •Transition from paycheck to ADP. We've outgrown this. •New system to replace Quickbooks is needed. We've outgrown this. •Need to convert to the state of CT chart of accounts so it is consistent with the state. •Fiscal year ended at the end of June. 99% income and 92% expense.
<p>Governance</p>		<p>No report</p>



Executive Committee		Last meeting was at the end of June. Mr. Allen has covered most of the things we discussed.
New Business		No new business. Motion to go into Executive Session. Motion made by Richard, seconded by Lee. Mr. Allen is invited to attend. All in favor.
Executive Session		
Ending of Meeting		No vote needed. Motion to adjourn at 7:27pm by Kyle and seconded by Kevin. All in favor.

Next Steps	Responsible Party
Need to approve the June minutes (BOD and Special Meeting) in August. They were not voted on today.	

Next Meeting Date:	8.14.19	Next Meeting Time:	5:30pm
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