

**ISAAC Meeting Minutes - APPROVED**

Date:	Time:	Roles & Attendees
01.10.18	5:30pm	<ul style="list-style-type: none"> <li>• <u>Facilitator</u> - Chris</li> <li>• <u>Minutes</u> - Heather</li> <li>• <u>Norms</u> - Kyle</li> <li>• <u>Timekeeper</u> - Russell</li> </ul>
Attendance: C. Jones, K. Gregoire, B. Crouch, R. Learned, D. Howes, H. Doughty, S. LaFrance, R. Muckle, K. Rollins, S. Smith Guests: C. Pemberton, K. Booker, C. Baxter		
ISAAC Mission Statement: We inspire our students through the arts, communication, and exploration in a collaborative, multicultural community to be courageous citizens who are difference makers.		

Norm	Description
Find joy in the work.	<b>We will find joy in the work</b> by communicating positively and using humor as appropriate to help us work better together. - 6th grade
Be productive and present (phones, technology).	<b>We will be productive and present</b> 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.	<b>We will maintain a growth mindset</b> by pushing ourselves to be learners, probing for deeper understanding, and taking risks and time for reflection.
Actively and respectfully listen to all perspectives	<b>We will invite and welcome the contributions of every member and listen to each other</b> 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.	<b>We will communicate in a collegial and honest atmosphere</b> by pushing each other’s practice, being pro-active, and grounding our thoughts, feelings, and opinions in evidence in order to find solutions.

Agenda:	Time (min)	Notes
Welcome: Agenda review, norms, roles, Mission statement, approve minutes for previous meeting	5	Action: Vote to approve Dec Minutes Yay: 7, Nay: 0
Public Comment	5	Welcome to Kevin Booker
Student Report	5	n/a
Executive Director Report	10	<ul style="list-style-type: none"> <li>•David shared a video of the 8th Grade Acapella Choir who performed for the staff holiday lunch as an example of High Quality Work.</li> <li>•David shared activities the students took part in on December 22 as an example of Strong Character.</li> <li>•A Work Quality Protocol took place to show student work and Mastery of Knowledge.</li> <li>•We are celebrating Double Honor Roll Students: 51 6th graders, 27 7th graders, and 27 8th graders</li> <li>•Christine Pemberton is celebrated for her work on securing a new lunch program on short notice</li> <li>•Tara Haglund is thanked for accompanying the choir ensembles at the winter concert</li> </ul>

		<ul style="list-style-type: none"> <li>•Condolences are sent to Willie Quinones and Ryan Hartt on the deaths of their fathers</li> <li>•Winter Concert is 1/17</li> <li>•EL MidYear Review is 1/18</li> <li>Winter Celebration of Learning is 1/31</li> </ul>
Academic Excellence	10	<p>Quality of Work Protocol - examined student learning trends</p> <p>School-Wide Data Team - interim assessments and the MAP Testing Data will be examined three times a year</p> <p>Credentialing update - the Portfolio Process Outline was distributed. This is a summary of the Quality Work Protocol and the information from the school-wide Data Team.</p> <p>Chronic Absenteeism - 35 students who are labeled chronic or on the path to chronic absenteeism. Letters are being sent home and meetings are being set up to help reverse this trend, but also find out the cause.</p>
Development	10	<p>Grants - nearly completed with submitting a grant to the Kitchings Foundations. The Community Foundation invited us to submit for a full grant for the I Mentor program.</p> <p>Database for past contributors - cross reference to seek donations</p> <p>Proposal - create policy for gift donations, receipt of donations, recognizing donors, etc.</p>
Finance	10	<p>The committee received a copy of a clean audit for the past year.</p> <p>Balance sheet is close to where we were last year. Christine is taking over in preparing the reports for Kim.</p> <p>All Bank signature cards have been updated.</p> <p>Lunch program will go to Learn and the contracted company SLA on January 22. We will hire one person, part time, to help implement with no impact to the budget. A few kitchen products will need to be purchased.</p>
Governance	10	<p>The Committee didn't meet this month. Heather, Russell, David, and Christine met to establish the Policy Workshop protocol and schedule.</p>
Executive Committee	10	<p>The Committee discussed the Policy Workshop protocol. Chris encourages us to read on Google Drive or print ahead. He also encourages us to use our ISAAC email addresses to protect us from FOIA requests, should we ever be requested.</p> <p>Chris has asked David for a once a week streamlined form of communication of what is happening each week.</p>
EXECUTIVE SESSION	10	Teacher Contract
Executive Committee	5	VOTE: To approve the Teacher Contract as presented. Yay- 8, Nay-0
New Business	15	<ul style="list-style-type: none"> <li>•Strategic Planning Committee</li> <li>First meeting is tomorrow. Barbara and Kyle will co-chair.</li> <li>•Retirement party for Kim Siebert</li> <li>We all need to contribute \$135 to ISAAC. February 16 at 7pm at Ocean Beach</li> <li>•Recognition of former Board members</li> <li>There are concerns about asking Board members to financially support multiple things, the optics of a lot</li> </ul>

		<p>of parties and celebrations. One idea is to recognize former Board members at a meeting. Another idea is to recognize former Board members at the ISAAC Block Party or at another school function. Consensus is to celebrate former Board members at the ISAAC Block Party</p> <ul style="list-style-type: none"> <li>•Policy Workshop</li> </ul> <p>Every month</p> <ul style="list-style-type: none"> <li>•Establish 2018 BOD meeting dates</li> </ul> <p>Academic Excellence: first Monday of the month at 4:45pm except for February  Development: first Wednesday of the month at 5:00pm  Finance: last Wednesday of the month at 3:30pm (December's meeting is moved to the first Wednesday of January)  Governance: first Tuesday of the month at 5:00pm  Executive: last Wednesday of the month at 5:00pm (December's meeting is moved to the first Wednesday of January)  BOD: second Wednesday of the month at 5:30pm (no meeting in July)  Heather will send all dates to Millie. She will post to the website, the staff calendars, and in the office.</p>
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Next Step	Responsible Party
Check on CAB laws about committee meetings and how to cancel, post minutes	Chris

<b>Next Meeting Date:</b>	2.14.18	<b>Next Meeting Time:</b>	5:30pm
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