

**Board of Directors Meeting
Minutes - APPROVED**

Date:	Time:	Roles & Attendees
07.12.17	5:30pm	<ul style="list-style-type: none"> • <u>Facilitator</u> - Chris • <u>Minutes</u> - Heather • <u>Norms</u> - Sharon • <u>Timekeeper</u> -
Attendance: C. Jones, S. Smith, D. Howes, H. Doughty, R. Muckle, S. LaFrance, K. Gregoire, B. Crouch, K. Rollins, R. Learned Guests:		
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.	We will find joy in the work by communicating positively and using humor as appropriate to help us work better together. - 6th grade
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 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, new Board members	5	Report: Welcome to Sue LaFrance as our Teacher Director, Barbara Crouch, Karen Rollins, and Richard Muckle as our new members. Action: vote to approve the June meeting minutes. 8 - yay, 0 - nay
Public Comment	5	none
Executive Director Report	15	Report: 1. Programs: Writer's Block is actively presenting a summer program in the ISAAC building this summer. 2. Personnel: process of hiring for 2 positions (durational PE teacher due to teacher maternity leave, 7th grade social studies teacher). Still looking for 7th grade science and Instructional Coach 3. Summer Planning: Genie Kang is at ISAAC this

		week working on professional development planning with staff, and curriculum development. Upcoming dates: first day is Aug. 30, all students come Aug. 31.
Academic Excellence	-	Committee did not meet
Development	10	Report: Grant was submitted to Dime Foundation to help support Writer's Block. Hoping to meet with Ken Kitchings for an informal grant proposal. Ex Dir of the Eastern CT Community Foundation came into ISAAC for a tour - they offer several grants with deadlines in the fall that we can look at. Committee is looking at past donors to reconnect with concerning future donations. Committee is also looking at dynamic ways to continue reaching out for alumni. An endowed fund is sitting at the Eastern CT Community Foundation with no money in it - there is a possibility for us to be connected to this.
Finance	-	Committee did not meet
Governance	10	Report: Board Expectations were presented. The committee established 3 goals for the year (create/develop/implement training for new members, Board training three times a year, and develop/implement annual Board self-evaluation). Board Team Building in August will take place on August 28, Board Retreat in October. Board Binders are being created but exist virtually on-line. The committee is still working on nominating a Parent Director. We are also actively seeking a person to fill the vacant seat - we are hoping to find someone who is strong in finance, communications, or legal matters. Please send suggestions to Heather.
Executive Committee	10	Report: August meeting will not happen due to not having a quorum.
New Business	10	A motion was made to go into Executive Session to discuss personnel matters.
Executive Session		
Post Executive Session		Action: Vote to approve the Executive Director Evaluation. 8- yay, 0 - nay Vote for Executive Committee to re-enter contract negotiations with the Executive Director that includes a 2% raise, \$3000 tuition reimbursement and no grievance language. 8 - yay, 0 - nay

Next Step	Responsible Party

Next Meeting Date:	9.13.17	Next Meeting Time:	5:30pm
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