



## Board of Directors Meeting Minutes - Approved

Date	Time	Roles & Attendees
06.13.18	5:30pm	<u>Facilitator</u> - C. Jones <u>Minutes</u> - M. Rivera <u>Norms</u> - R. Learned <u>Timekeeper</u> - K. Rollins
Attendance: C. Jones, B. Crouch, L. Muller, K. Rollins, R. Learned, H. Doughty, S. LaFrance, S. Smith, D. Howes Guests: C. Baxter, C. Pemberton, ISAAC 6th Graders: J. Rivera, S. Adams, J. Yard Absent: K. Gregoire, R. Muckle		
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>		

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.
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	May minutes were approved.
Public Comment	5	None
Student Report	5	Jose Rivera, Shem Adams and Jasani Yard, 6th graders at ISAAC, discussed their 6th grade project, <i>Community Faces, Humanizing the</i>



		<p><i>Immigrant Label.</i> 16 immigrants were interviewed by the students and from there they made their project. Students shared what they learned through this project.</p>
<p>Executive Director Report</p>	<p>15</p>	<p>D. Howes shared a slide show. Recognitions:          Student: Emity Fetters, Student of the Year          Parent: Minerva Colmenares          Staff: Mandy Bonano (moving on along with her daughter who is an 8th grader, relocating to the Virginia) and Deb Heminway (announced her retirement last week, has been with ISAAC since it opened, as different capacities and lately as Social Worker).          Celebrating High Quality Work:          This past month had a block party and the Spring Concert. We had over 200 guests at the indoors Block Party. Mr. Vitali did a phenomenal job preparing for the concert all by himself, since Mr. Okerblom left.          Building Strong Character:          Community Service Day on 5/23. Mr. Vitali took the Jazz Band to Academy Point Nursing Home in Mystic (David shared a video).          Demonstrating Mastery of Knowledge and Skills:          MAP Scores were discussed. Scores lower than hoped, but we are seeing growth.</p> <p><b>END OF YEAR REPORT</b>          Strong Character          C. Baxter discussed and presented data on attendance:          2015-2016: 95.6%          2016-2017: 95.4%          2017-2018: 93.9%</p> <p>Discipline Data:          2014-2015: 25          2015-2016: 14          2016-2017: 8          2017-2018: 10</p> <p>SS Team attended a training last week at the Dept. of Ed.          Number of Students suspended:          2014-2015: 25          2015-2016: 14          2016-2017: 8          2017-2018: 10</p> <p>Chronic Absenteeism:          2015-2016: 7.3%          2016-2017: 7.7%          2017-2018: 16.1%          C. Baxter is looking for strategies to improve on the number of students chronically absent. The busing situation in other towns is impacting some</p>



		<p>students' attendance. H. Doughty mentioned that the numbers have been going up in other schools as well. C. Jones mentioned that the Board is always made aware of expulsions.</p> <p>Next Steps were discussed.</p> <ol style="list-style-type: none"> <li>1. Strengthen relation with community partners.</li> <li>2. Improve communication between ISAAC &amp; families. Communicate with families early on in the year rather than in April or May.</li> <li>3. Improve training for new ISAAC staff.</li> <li>4. Improve student ownership.</li> </ol> <p>High Quality Work - samples were provided. C. Jones suggested displaying these samples throughout the school. Areas of Strength and Areas of Growth summary were shared.</p> <p>Demonstrating Mastery of Knowledge and Skills Next Steps - D. Howes share data and the steps that will be taken next year.</p> <p>Upcoming Events/Dates were shared. Milly to send Board Members a Promotion Invitation.</p> <p>All Board members will meet at the Garde lobby to walk in all together.</p> <p>Service Recognition to Staff:</p> <ul style="list-style-type: none"> <li>L. Lazarou - 20 years</li> <li>D. Heminway - 19 years</li> <li>M. Rivera - 15 years</li> <li>G. Watrous &amp; D. Mac - 11 years</li> <li>C. Blackshaw and S. LaFrance - 13</li> <li>W. Quinones and Debra Sargent - 14</li> <li>B. Zegarzewski - 17 years</li> </ul>
Academic Excellence	10	<p>K. Rollins - EL credentialing process, with MAP scores what they are, we would not be credentialed. Most have scores of 60% for 2 years out of 3. ISAAC has been affiliated with EL for 6 years. Approx. \$60,0000 a year go to EL to keep this affiliation.</p> <p>Parent phone call to take place after 4 absences and a spreadsheet will be kept for record keeping. A NLPS Motivational Officer will be asked to be available. Will discuss numbers of suspensions, since the number are high.</p> <p>Feeling that there is an impact without having an Instructional Coach.</p>
Development	10	Milly to ask David for this report.
Finance	10	<p>•Vote for 2018-2019 Budget</p> <p>Moved: B. Crouch moved; R. Learned and C. Jones 2nd; All other were in favor</p> <p>The motion is approved.</p>



		<p>S. Smith handed out the April Report. We are in very good shape. 3.3% income is higher, expenditures are lower than 70% than anticipated. A little over \$200,000 to be transferred to next year's budget.</p> <p>Bids for the Meal Program - Extensive process. Walkthrough: 3 vendors had interest. Only one bid was received. Today was the presentation day. The one bid was presented today. C. Pemberton and C. Jones are very pleased with the vendor.</p> <p>Thank you Christine for all the hard work she has put in making many things happen all at once.</p> <p>New Accounts Payable/Payroll male employee, Steve Rogers.</p> <p>Open Enrollment for Health Insurance Meeting took place yesterday and it went very well.</p>
<p>Governance</p>	<p>10</p>	<p>BOD new members starting 7/1/18:</p> <ul style="list-style-type: none"> <li>● Motion for Luisana Cabrera - Moved B. Crouch, 2nd Lee Muller</li> <li>● Motion for Kevin Booker - Moved R. Learned, 2nd K. Rollins</li> <li>● Motion for David Brailey - Moved D. Howes, 2nd H. Doughty             <ul style="list-style-type: none"> <li>○ All in favor for the above, no one opposed.</li> </ul> </li> </ul> <p>Luisana Cabrera was interviewed and is being recommended to become a member. Energetic, youth, great ideas to bring to the board, go-getter, student of the year at UConn, has goals of being an entrepreneur. The interview did not feel like an interview. This will be her first board experience. She works at Higher Edge.</p> <p>Kevin Booker is recommended. R. Learned spoke: Amazing guy. NL Board of Ed, Assistant Tutor, Upward Bound Instructor at UConn. His main objective feels there should be a connection between NL Board of Ed and us and between NLPS and us. He really enjoys the energy and excitement that all board members bring to this board.</p> <p>David Brailey - Richard M. and Heather D. interviewed. Instruction at Mitchell College. Taught at ISAAC and was the IL person. Began a mentoring program successful in New Haven, Hartford, and Bridgeport. Mentoring is very close and dear to his heart. Serves in the Academic Excellence Committee. Has an open minded approach.</p> <p>1 vacancy, 1 open</p> <p>Thanks to Sue LaFrance for her service as Teacher Representative this school year. Mike Barron has agreed to the Teacher Representative this upcoming school year.</p> <p>Parent Director. Shirley Briones (Shem Adams' mother) has agreed to be</p>



		<p>the Parent Director this upcoming school year. She is very excited. Born and raised in New London, family is philipino. Degree from Mitchell College. Currently works at Michael Jordan's Steak House for the past 17 years.</p> <p>B. Crouch moved, R. Learned 2nd, all in favor, Motion carried.</p> <p>Heather will send an email out to committee members for them to report if they wish to remain on the committee they serve on or if they wish to switch.</p> <ul style="list-style-type: none"> <li>• August Retreat date, on a Saturday - A couple of hours. LT to present their goals and strategies for the year and for the Board to meet and decide their goals and strategies. Homework for Board members - Read Draft Outline 2018-2021 ISAAC Strategic Operating Plan.</li> <li>• Vote for 2018-2019 Executive Committee - 3-year term</li> </ul> <p><u>Executive Committee Elections:</u>          C. Jones - Chair          Heather - Vice Chair          Barbara - Secretary          Sharon - Treasurer</p>
Executive Committee	10	<p>Legal matter going on, expulsion of a student, police officers in the building to walk around, organization chart, LT structure</p>
New Business	20	<ul style="list-style-type: none"> <li>• Staff End-of-Year Luncheon - Heather collected the money. \$20 is suggested by Kyle. Tuesday, 6/19/18. Pizza and salads.</li> <li>• July/August BOD meetings. An issue of having a quorum. In January it was voted that there would be no July BOD Meeting. Each committee will determine</li> </ul> <p>Finance and Academic Excellence will not meet in July.</p> <p>This is Russell Learned's last meeting. C. Jones has enjoyed having Russell on the board. Thank you, Russell, for your service. Russell will stay on the Governance Committee.</p> <p>Promotion ceremony: Meet in the lobby, walk in together, sit together. Be there at 4:00 pm.</p> <p>Motion to Adjourn the Meeting at 7:25. Moved: B. Crouch, 2nd: R. Learned, All in favor.</p>

<b>Next Meeting Date:</b>	Wednesday, August 8, 2018	<b>Next Meeting Time:</b>	5:30pm
---------------------------	---------------------------	---------------------------	--------