



## Board of Directors Meeting Agenda

Date	Time	Roles
11/13/2019	5:30 pm	<u>Facilitator</u> - C. Jones <u>Minutes</u> - M. Rivera <u>Timekeeper</u> - K. Booker <u>Mission Statement</u> - C. Jones <u>Norms</u> - K. Rollins

<b>Attendance</b>	<b>Present (BOD Members):</b> C. Jones, K. Booker, L. Muller, B. Crouch, B. Zegarzewski, K. Gregoire, K. Rollins, T. Melendez, H. Doughty (via phone), R. Muckle and D. Brailey arrived later (6:04) <b>Absent:</b> L. Cabrera <b>Guests:</b> L. Allen, J. Wilson, C. Pemberton, S. LaFrance, W. Quinones
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### 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.*

### ISAAC Vision

1. 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.
2. All ISAAC students articulate how their habits and their CREW values help them to be successful scholars.
3. 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.
4. All ISAAC students are developing 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.

Norm	Description
<b>Find joy in the work.</b>	<b>We will find joy in the work</b> 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.
<b>Be productive and present (phones, technology).</b>	<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.
<b>Maintain a growth mindset even in disagreement.</b>	<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.
<b>Actively and respectfully listen to all perspectives.</b>	<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.
<b>Give kind, specific and helpful feedback.</b>	<b>We will communicate in a collegial and honest atmosphere</b> by pushing each other's practice, being proactive, and grounding our thoughts, feelings, and opinions in evidence in order to find solutions.



<b>Driven by learning, informed by data.</b>	<b>We will ground all conversations in data or evidence.</b> 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.
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Agenda	Time (min)	Notes
Welcome: Agenda review, norms, roles, Mission statement, approve minutes for previous meeting	5	<p>The Board recognized: Representing New London Councilman, Kevin Booker; New London Board of Education member, Lee Muller; RTM Waterford, Richard Muckle.</p> <p>Motion to approve Minutes from Special Meeting on 10.23.2019            Moved: B. Crouch 2nd: L. Muller In Favor: All Opposed: None</p>
Public Comment	10	None
Student Report	5	None
Executive Director Report	15	<p>Lou Allen  <a href="#">Report</a>            MILLY - Get handout from Mr. Allen.</p> <p>1) Charter Renewal Update</p> <p>a. Conversation with Robert Kelly from the State Dept. of Ed. C. Pemberton and J. Wilson were present. We are 31 days away from the Charter Renewal Site Visit. Talked to R. Kelly in reference as to what we should expect. He has already completed 5 site visits to other charter schools throughout the state. Discussed the tentative schedule (handed out) for the Site Visit, scheduled for 1/15/2020. We will layout the “Red Carpet”. We should expect up to 8 representatives from the State Dept. of Ed; curriculum, special ed, ELL, finance, etc. They will visit classrooms, unannounced and randomly. They will look at our teachers’ certification and our evaluation process. Mr. Kelly will just be validating what we put on our Charter Renewal Application. We should not spend money bringing in subs to cover for teachers’ to attend focus groups. The teachers available at the time of either of the 2 focus groups are welcome to join and share. Board of Director members are encouraged to come to the session in which the group will meet with them. Mr. Kelly visited C. Pemberton and D. Howes. There were probably 2 board members at that visit and they looked at the annual report. They will look at our data points, will want to know what we are doing about student achievement, attendance, suspensions, the big ticket items. They will also meet with parents and community partners. After their visit, they will make some recommendations to the State Board of Education. Transparency will be displayed. We will be compared to New London</p>



Public Schools: How do we fair? We need to be ready to let them know what we are doing in regards the areas in which we are deficient. Mr. Pemberton also making sure that we creat systems that are sustainable; whether we are here or not, we have systems in place so that people that come after us can still work in those same systems to keep the school running. This speaks to the Strategic Plan we are putting together.

- Discussed public hearing in March. This is where parents, staff and the public speak on behalf of ISAAC. We can get our charter approved for 3 or 5 years. It could even be one, but Mr. Kelly mentioned that we would get 3-5 years. Three would be with stipulations and monthly reports. Everyone at this meeting was asked to put March 11th on their calendar since this is a very important meeting. The public hearing will be at 6:00 pm at STEM HS. Find past parents, students, etc., to also speak. That is the same day as the Board Meeting, but if in 2020 the date of the Board Meetings change to a different day, then we should schedule the March meeting on the 11th so that all board members could be there. The other school in Norwich also going through their charter renewal process is IDCS. We do not know their dates. We could visit the school as a good practice. K. Rollins mentioned about visiting IDCS. C. Jones mentioned that in the past we have had legislative breakfasts organized by NECSN and ISAAC administrators and board members attended one at IDCS. Board members could come and visit any time. We could also find out the date of their Public Hearing or another charter school and attend to get an idea as to what to expect.

2) Staff

- a. Posting for anticipated openings and looking at candidates in shortage areas, diversity and arts, who could support our arts in unique ways. Even though we may not have openings, Mr. Allen will be aggressively going to job fairs to see what's out there. Does not want to be in a similar situation as last summer when we had to start looking for teachers. Mr. Allen also spoke with Rob Kelly at the SDE in reference to hiring non-certified candidates. They must have their bachelors' degree. Ms. Pemberton mentioned that there is a charter certification process based on experience and must take the praxis test. Depending on the subject area, there are specific requirements. For example, there could be a History Teacher who is also a ballet teacher. Such candidate could be an asset to the school. At the moment, there are no vacancies at ISAAC. Eastern and UConn have great job fairs that Mr. Allen will make sure he attends, plus minority fairs.
- b. Administrative posting will be discussed during Executive Session.



3) Academics

- a. Doing some curriculum work.
- b. Learning Walks (see attached for what was looked at) - Today had some Learning Walks. Very revealing. Spoke about continuity. Learning objectives, norms, classroom expectations, etc. Everyone, especially students, walking into a classroom should see some common practices, consistencies; guests, the state, etc. Mr. Allen shared results from a checklist the group of teachers completed after finishing the walks. It was great for teachers to see other teachers in action and see what other teachers are doing that they could do in their own classes. The problem with some of the classrooms is the way they were built. You don't get to see around corners. Some teachers had the objectives, but you couldn't really see them because they were around a corner. Mr. Allen has the goal of having every teacher visit other classrooms for consistency purposes at least twice. Observed a lot of support systems. Very little lecturing. Lots of student engagement. Great activities. Mr. Allen quoted a teacher doing the learning walk saying, "I got to get out of here and fix these things now." Ms. Wilson shared her input on her walks: observed students engaged in math and science classes, some classrooms were small. ELL support, paraprofessional with a student, and volunteers from NESS; you take 24 students those 3 people and then two people walk in and it's like a mob. The rooms are tight. But the kids responded well.

4) Recruitment/Marketing

- a. Establishing additional open houses.
- b. Updating recruitment materials.  
Will be working full steam ahead after the holiday season. Daily see on the newspapers marketing from the different schools.

5) Extended Learning

- a. Saturday School - Begins this Saturday, 11/16/19.
- b. Afterschool Program - Great activities taking place. We have a swimming club that the students are enjoying a lot. The study hall component had about 48 students all working hard and quietly. Lego, robotics, photography, arts and crafts, baby sitting certification, etc. There is a total of around 70 students participating of the clubs. Later on would like to invite former students kids in for the Babysitting Club to practice on. NESS will start a study program with Language Arts and Math, which is part of their contract. During the third trimester, will be taking students down to the pier for a sailing program.

6) Julia Wilde from Shipman and Goodwin

- a. Mandated Reporting - Next Wednesday, 11/20/19, 3:30-4:30 p.m.

Mr. Jones requested that Mr. Allen provide to the Board at the the next



		<p>meeting a matrix, like from Powerschool, to see the groupings for teachers and how many students they have in their classes. It is helpful to see what class loads is because this gives a good picture as to what is going on. For example, if you go to the 3rd floor and there are 28 students in a class, and go to the 1st floor and there are only 13 students in a class, perhaps there could be something done to swap students around. This would give a better prospective in terms of what we have.</p>
Principal Report	10	<p>Jaye Wilson reported.</p> <ul style="list-style-type: none"> <li>● Held a pizza lunch for our Summer Readers including ice cream.</li> <li>● Several students won championships over the weekend, football and cheerleaders. Read on The Day online that there will be a parade for them this Sunday at 1:00 p.m. to cheer them on. L. Muller was asked if any students of the music program would like to participate. Maybe some of the drummers. Mr. Allen actually saw 6 of the football players in Mr. Hogan's class today. Mr. Allen will ask Mr. Hogan and Mr. Vitali if they wish to participate. Mr. Allen mentioned that there were quite a few staff members at the football this weekend but the comments from other staff is that information be provided ahead of time so that they could attend. The students appreciate their teachers' support.</li> <li>● Had NL Police Dept. come in to do a human trafficking training as part of our PD on November 5.</li> <li>● We are back at full staff with N. Rodgers and Mr. Kuczenski returning.</li> <li>● Held a High School Fair which was well attended. This allowed our students to speak to people from the surrounding high schools and get some information about where they want to go next year.</li> </ul>
Charter Renewal		Covered under Executive Director's Report
Academic Excellence	10	<p>Karen Rollins <a href="#">November 2019 Minutes</a>.</p> <p>The board asked for updates on absenteeism, enrollment. We were at 4.3 for absenteeism in September. Slightly increased to 6.9 and last year at this time we were are 11.5. Going to 6.9 is really a positive number.</p> <p>Enrollment: 275 6th &amp; 7th grade has 94 students each, 8th grade has 87 students. Did not disseminate between NL vs. other towns. Will look at those numbers at the next meeting.</p> <p>Identified an 8th grade student who has turned it around from last year, Jeremiah Medeiro. He is getting a gift card and a note. He has basically changed his outlook and has a positive attitude about 8th grade. Usually you see the shift happening to the negative when they come to 8th grade. Kudos to him and his family.</p> <p>Will get a note and a gift card. and is more upbeat and happy this year. His name is Jeremiah Medeiro.</p>



		<p>Did not have character update. Will look for that for December.</p> <p>Got finalized the academic committee plan for mastery of knowledge and skills. Also in the academic committee goal updated that to represent that the committee is supporting students and staff for successful accountability. Not always looking at the negatives.</p> <p>SLC - Scheduled for 12/12/19. Expecting a great turnout. Staff have in the past gone above and beyond making sure that all students have an SLC, even if it cannot happen on 12/12.</p> <p>The LEARN report waiting for about ELL and Special Education procedures is coming in next week. That will be shared in December.</p> <p>Survey results from parents. It was reported that 30 parents or families took the survey. We are looking to have that increased and maybe having them do it at another time or having parents come in and do it here to get better turnout. Results seem to go very well. The Staff Survey is ready to be sent. The student survey is also already was done.</p> <p>Did not get to the behavior plan. Talking about what past procedures were if you can't get in touch with someone, what is the protocol of that? Forming a small group of staff, come up with some recommendations and March is when they are looking for that feedback.</p> <p>The Grading Policy was discussed about if a students refuses to do work do they get a 0 or 50%? This policy will be looked at closely over the summer and be revamped.</p> <p>Piloting grading Flex Enrichment which would is Dance and Invention Convention and 8th Grade Crew.</p> <p>The next focus will be Character and Quality of Work and reviewing the academic learning walks. Also making sure to support staff and students for the January testing coming up. Pep rally, getting former students to share why this is very important, posters, setting a positive enviroment, etc.</p>
Development	10	<p>Kyle Gregoire</p> <p>Working with Mr. K, 6th grade Social Studies, on reporting on grant received for their Immigration Learning Expedition. EL grant sort of kicked off Commuity Faces two academic years ago. Palmer Grant last year to continue that and another one for this year to continue this as well. Three years running, so now sort of reporting on all that is going on since then. Got some financials from K. Robinson from the Business Office, working with Mr. K. on getting everything squared away with the foundation.</p>



Present at the meeting was L. Allen, K. Gregoire and K. Robinson. Talked about looking ahead towards spring and beyond and one thing that was discussed was reengaging someone to help write grants. Last year someone helped with a few things to start the yearly, namely the Community Development Block Grant - It is a January application. Can apply for projects/programming or capital. Last year the Community Foundation had another application at the same time. Possibly applying for programming to boost I-EXL, afterschool program.

Will work with L. Muller on this grant since it is a very extensive process. This would be the first year we would be applying. Covenant Shelted used to get every year. Hygienic got it in the past for Picture My World (N. Rodgers would work with students from ISAAC).

Spring, will continue looking at bring in training and money from Chelsea Groton Bank around Financial Literacy, working with Math Teacher on that. Hoping for the money to be available in the spring.

Met with G. Lora - Multicultural Dinner - March 27 at ConnCollege. Will get some details from her to approach some businesses for sponsorships. If we get sponsorships, the ticket prices would be going into profit, turned into a great event that is also a fundraising event. Could also take the ticket money to help the school. The first approach would be to Charter Oak Federal Credit Union, since we do our banking with them and they have a grants sponsorship program.

Trying to keep the ball and ideas rolling in reference to creating a Friends of ISAAC, Donors Group, etc., for ISAAC. Had discussions with W. Quinones in reference to some space/wall that we could use to recognize people. The entry way, brick wall, was considered. Mr. Quinones mentioned that the Art Teacher wants to keep the art work that is currently there. Looking at other places, especially visible from the outside. Create a banner or something of that sort to recognize people who donate to the school. Mr. Quinones shared interesting things displayed at Jorgensen Center at UConn performance space at UConn where they recognize their donors; Graphic of a piano, donors' names on the different keys. Thinking of getting this going in the spring time.

Keep track on Salesforce of who gives what and when. We have the ability of doing mailings with this system. Buy a mailing list from the Chamber of Commerce of which we are members. This is a work in progress. The donations could go generally to the school, or market it for something specific.

I-EXL - 70-80 students in the program right now. Families do pay based on availability. Basketball is free. Other clubs are \$100 for 10 week sessions and there are 3 sessions, 4 days per week. This money pays for club leaders, not for supplies, location, etc. Considering grants to bring the cost down for families.



Finance	15	<p>Lee Muller reported.</p> <p>Uploaded all the documents to EFS, which is the state system, Education Financial System. Those numbers go in, they get calculated up at the State and then the auditors come in and work with us to look at all the results from the State. Based on that there were some adjustments that were made. The good news is our carryover this year is the full 10%, which is \$310,000. We had another small amount of money, about \$5,035 that goes into the capital fund. That is for capital only.</p> <p>We received \$3,105,000 for our per pupil amount this year and we had the carryover of \$310,000, which is probably already spent because this has to be spent first before we do anything. Discussing with Christine Pemberton about can be done with that carryover. It still is still per pupil allocated money, so it has to remain as that. It cannot be moved over to any other budget line items.</p> <p>C. Pemberton, L. Allen and the committee will be working on a revised proposed budget. Because they now have the bottom line numbers, they know what is coming in. The tile grants have been solidified, the staffing for the most part has been solidified. Now can start with providing a revised budget. This would be for the for the end of year report. In December will present to the board to vote on the new revised budget. Also in December will present the quarterly report for July, August and September. We are about a month behind.</p> <p>C. Pemberton mentioned that the EFS that L. Muller is referring to is how we ended last year. So we are just getting those results and now we can move forward and say that now that we know how many students we have, how much money we are expecting to receive moving forward, we can provide a revised proposed budget on how to move forward for this year. We have to close the year, before we could put in a budget for the following year.</p> <p>The board will need to vote on tonight, because it is over \$5,000.00. The exterior overhang on the Meridian side of the building is rotted out and needs to be repaired. It is a safety issue. Can provide more information, if needed. Sent out for bid to 4 different companies. The one accepted was from Chelsea Phillips Construction. Mr. Quinones will be reaching out to them after the board has approved. The amount is \$9,950.00 to repair.</p> <p>Motion to move forward: Moved: B. Crouch 2nd: Rick Muller In Favor: All Opposed: None The motion carries.</p> <p>There will be a more extensive report at the next BOD meeting. They will have new budget and can go over line item by line item.</p>
Governance	10	Heather Doughty Reported via phone.



		<p>This is the second reading of the following policies:</p> <ul style="list-style-type: none"> <li>• Series 1000 - Non Discrimination</li> <li>• Series 1000 - School Volunteers, Student Interns and Other Non-Employees</li> <li>• Series 4000 - Employee Use of ISAAC's Computer Systems and Electronic Communications</li> </ul> <p>Provided time for discussion and/or comments. There were none.</p> <p>For next month will look at a slightly different way of doing this in order to speed along the process. Unfortunately, the committee did not meet this month. At next month's meeting Governance will discuss and will try to group these a little bit differently in order to especially get the red line items moved more efficiently.</p> <p>Motion to approve the above policies.  Moved: B. Crouch 2nd: R. Muckle Discussions: Clarification that it is ok to bundle the policies for approval rather than voting for each one separately.  In Favor: All Opposed: No One Motion carries.</p>
Executive Committee	5	<p>Chris Jones reported:</p> <p>In the process of teacher contract negotiations. Met with the teacher side. Have a meeting set up next week with the teachers. Nothing to report at this time. Traditionally, past practice, what we have done for the certified staff we have done for the non-certified staff.</p>
New Business	15	None
Executive Session	15	<p>Motion to go into Executive Session to discuss personnel matters. Invited the Director of School Operations, the Interim Principal and the Executive Director.  Moved: R. Muckle 2nd: B. Crouch In Favor: All Opposed: None  Motion carries. 6:34 p.m.</p> <p>The Board exited Executive Session at 7:37pm.  The Board of Directors authorizes the following: immediately advertise for a Principal (full-time) and Executive Director (Part-time); the Executive Committee is empowered to recruit potential candidates; the search committee formed in June 2019 for the original search shall serve as the search committee for the two openings.  Motion: B. Crouch  2nd: K. Booker  All in Favor</p> <p>Motion to adjourn at 7:38pm by K. Gregoire; 2nd by K. Booker  All in Favor</p>

<b>Next Meeting Date:</b>	12.11.2019	<b>Next Meeting Time:</b>	5:30 pm
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