



<p>Welcome: Agenda review, norms, roles, Mission statement, approve minutes for previous meeting</p>	<p>5</p>	<p>Minutes from Board of Directors Meeting on 11-13-2019.</p> <p>Motion to approve the Meetings from the November Board Meeting: Moved - R. Muckle 2nd - H. Doughty In Favor - ALL Opposed - None The motion carries.</p>
<p>Public Comment</p>	<p>10</p>	<p>Correspondence from Barbara Zegarzewski dated Dec. 11, resigning as the ISAAC Teacher Board Representative in light of her recent Interim Administrative Position. Resignation Letter</p> <p>Motion to accept Ms. Zegarzewski's letter of resignation: Moved: R. Muckle 2nd: K. Gregoire In Favor: All in favor Opposed: None The motion carries.</p> <p>Looking for a motion to have an Interim Teacher Representative for the Board. The plan is it have someone fill the position for now and then post the position to teachers to see if anyone would be interested in that spot and then fill the spot as permanent.</p> <p>Moved: H Doughty moved that Sue LaFrance fill in as the Interim Teacher Director until the position is filled. That would allow her to also fill it permanently, if she so chooses. 2nd: K. Gregoire In Favor: All Opposed: None The motion carries.</p> <p>Ms. LaFrance was a teacher representative to the board in the past and did an outstanding job and we welcome her back. The Board thanked B. Zegarzewski her service.</p>
<p>Student Report</p>	<p>5</p>	<p>None</p>
<p>Executive Director Report</p>	<p>15</p>	<p>Lou Allen Executive Director & Principal - Report</p> <ul style="list-style-type: none"> ● Student-Led Conferences tomorrow. Goal is to have 100% of students represented. If the parents are not able to attend tomorrow, the teachers have been very accommodating scheduling them for before school, after school and for this coming Saturday morning. ● Mr. Allen and Ms. Wilson are trying to go to different events outside of school hours to see our students during sporting events, etc. ● Mr. Allen attended the CMEA auditions on Saturday. He was very impressed about what he experienced. The place was packed, about 1000 students were



		<p>in attendance from different area schools. He was impressed with how well students handle adversity. A great competing experience for the students. We need to expose our students to more events like this one (for example, Ms. Biekert with students participating in the Invention Convention).</p> <ul style="list-style-type: none"> ● Basketball Game - The first game is tomorrow. Our girls will play against Tyl Middle School. The coaches have been accommodating this year, allowing 12 students per team. All games will be at 3:30 p.m. Spoke with the Administrative Team about getting some more athletic type competitions for our students, instead of only basketball. The sailing program will take place this spring and expect to have some sailing competitions. Spoke with Mr. Mucciario, our PE teacher, and they are considering spring volleyball. ● Charter Renewal - Mr. Allen shared the site visit schedule of activities. ~ Site Visit Schedule of Activities ~ Next Monday, Mr. Allen will share the schedule with the ILT. Mr. Allen spoke with Mr. Rob Kelly from the State Dept. of Ed. about the schedule since it looks crowded. They will bring six to seven people from the State for the Site Visit. In speaking with Mr. Jones during the Executive Committee Meeting, they will try to move the meeting with the Board to later in the day, which would be more advantageous so our board members miss less time at work. The Conference Room will be the control center for all the documents the group may need for the site visit. Hopefully the visit won't have to be rescheduled due to inclement weather. If ours is rescheduled, Mr. Allen will request to have it about a week later. ● Staffing: Interviewed 2 candidates for the SpEd position. The team agreed on offering the job to one of the candidates, who accepted. Mr. Allen checked her references yesterday. All three references were very good. The candidate is coming tomorrow to fill out paperwork. Then we will wait for her background check. The candidate will need to give her current job only a 2-week notice. There are various positions that are being posted. Math (Anticipated), Foreign Languages (Anticipated), Custodian (P/T), Custodian (Substitute), Academic Asst., Principal, Executive Director, Tutor, Art, Dance. Looking for someone to supplement our arts program, like a college professor, who would like to come in and teach a couple of classes. Something that came out on the staff survey is that we need to brand ourselves as an art school. In reference to dance, we see pockets of kids who need something else to motivate, inspire and interest them.
Principal Report	10	<p>Jaye Wilson</p> <ul style="list-style-type: none"> ● Facilities: SBHC will be going through renovations. The mobile dental comes twice per year and does fillings and screenings for all students during the school day. But, Ms. Loomis-Setts has to move to an available room so that they can use her space. It is very tight quarters so they do need to do some renovations so that they have a little more privacy when dealing with students. This project will be of no cost to ISAAC but the board does need to know in terms of our June audit. When Ms. Wilson speaks with any of our students' guardians she encourages them to sign up for SBHC. They give students physicals, flu shots, if a student has pink eye or an ear infection they can be seen right here at school, given the prescription, the parent doesn't lose time from work and the student doesn't lose class time. They are a good partner to



have.

Mr. Jones feels it is very important that there be a motion to approve this renovation project so that everyone is aware. This should always occur so as to know whether the board approves or not of this or any other renovation, even if ISAAC is not paying for it. Any work that is done that is not a budgeted item that's over \$5000 in the course of a year has to get approval from the Board. In this case it does not need Board approval because it is not work that we are paying for; it is not in our budget. But, it is important that we get a motion for it.

Motion that the Board is approving this work to be done in School Based Health Center on the 4th floor that will be paid for by SBHC.

Moved: B. Crouch
 2nd: H. Doughty
 In Favor: All
 Opposed: None
 Discussion: None
 The motion carries.

- Scheduling and Grading sub committee: Looking at how we grade students and looking outside the box for scheduling to be able to offer students some various electives in the coming years. They will talk about having students do their PE classes in the summer. This could free that period for them to take an art class, a music class, or a technology class, for example.
- Staff Lunch - Administration is hosting a luncheon for staff on Thursday, December 19.
- December 30th - The administrators will come in for uninterrupted time to discuss charter renewal, will review SLO's to make sure they are all on the same page and moving forward with teachers' evaluation.
- Sat. 14 our student chorus will be performing at Foxwoods at the courtyard where the Tanger Outlets are at 2:00 pm. Students have been practicing and they sound phenomenal. B. Crouch suggested having some marketing materials at the event. IPAT would do that in the past, but did not do that last year. Mr. Jones recommends bringing the ISAAC stand-up signs, banners and a table with a tablecloth for displaying our brochures and other marketing materials. Also students could rest their instruments on this table.

Charter Renewal		<p>Already discussed during Executive Director's Report.</p> <p>The site visit is on January 15, 2020. The State does between 6-10 renewals per year. As board members, it is very important to keep in mind these dates: January 15 (Site Visit) and March 11 (Public Hearing). Who will be able to attend the 1/15/20 meeting with the board from 2:15-3:15 p.m. here at ISAAC? Show of hands: 11 members will be able to attend.</p>
Academic Excellence	10	<p>Karen Rollins December Minutes</p> <p>In the past 2 meetings, the Academic Excellence Committee meeting has been</p>



merged with the Instructional Leadership Team meetings. This has been appreciated as both teams have had the opportunity to meet each other. It has been great, but the Academic Excellence Committee members feel that this is taking time away from ILT and all the important things that they need to get done. They are asking to change the time for Academic Excellence, still on Wednesdays, from 4:00 to 4:30 pm. H. Doughty suggests just changing the time for the next meeting, since in January 2020 the times for the 2020 meetings need to be established. Mr. Jones says that for it to be something that is clean, it should go on the website, the time change should be reflected, and communicate to all stakeholders, parents, board members and staff. Plus, this should be done at least a couple of days prior to the meeting, or sooner. Other Academic Excellence Committee members mentioned that 4:30 works for them. Ms. Melendez reported that she will be joining the Academic Excellence Committee and the Strategic Planning Committee. She is excited to participate.

Had an increase in chronic absenteeism: October was 6.9% and November was 8.6%. A system is now in place in which parents will be getting a text message after the first 5 absences; a letter after 7 absences; and at 10 absences there will be a meeting with the parents. This shows that the school is committed to making sure that chronic absenteeism stays within the limits. Setting our goal of keeping students here every day.

Enrollment is still the same: 277. Lost one, added one.

Student Recognition: Max Otto, 7th grader, was 3 points away from a perfect score on SBAC. He will be receiving recognition, a shout-out and a gift. Word has been going around to other students that people are noticing what students are accomplishing.

SLCs happening tomorrow. The data will be discussed before the next Academic Excellence Committee meeting.

Three Learning Walks have occurred in the fall. Faculty and staff are engaged in seeing what other people are doing and being receptive to feedback. Nice collaboration.

Grading Policy - A group is forming and the goal is to have recommendations by March. There is another group that is going to be forming for behavior.

Staff survey was sent out. Information was brought back. It seems staff is very forthcoming about sharing their feelings now. And we can look to see for growth and things to look at for the spring. Goal-setting has happened for staff evaluations. Jaye and Lou have met with staff about staff setting their goals. Student learning outcomes are set by the faculty. Both informal and formal evaluations have been taking place.

Looking for next month's meeting to develop more of a pep spirit type rally to get the kids motivated for the February MAP testing. Talking about raffles, a party, a gaga pit (similar to dodgeball). It was heard that the students really want a Winter Ball.



Heather suggests inviting the students being recognized to a board meeting, have their picture taken, receive their gift, etc.

Ms. Melendez - Is thinking of a newsletter. Communication: When she thinks about it, she thinks about how to speak, how to interview, etc. How to get these kids involved? Possibly a student-led newsletter that they could take a photo of the student being recognized. Could subdivide the stories into student of the month, or going to different areas so that the organization can come together and share ideas in a newsletter that is orderly, and then also have comments and questions at the end of it and be distributed throughout the school. Also pick a topic of the week, the month, etc. A quarterly newsletter ran by students, worked on by students, produced by students. Thinking about how to increase the communication aspect. Some of our students could go on to become journalists, commentators, etc. For ISAAC to offer journalism, photography, etc.

K. Gregoire, mentioned that the Development Team has talked about how to promote things happening around the school. Designating a specific group of students that it could be housed in, like I-EXL after-school club. Still trying to figure out if it needs to be created or if there is a fit where students can join. B. Zegarzewski mentioned that there is a Journalism enrichment class this year who is producing something led by Ms. Ross. It might help to lead her in the direction of what she could offer within what students do. There has been a lot of excitement. There are students who have wanted to drop concert band to do the student newspaper.

Ms. Melendez also suggests branching out to the partners who are involved with ISAAC. Last time spoke about how to get partners and students involved in the community. So that would be a great thing to do; to pick a business, talk about the business and have students report on the business and have that as a piece of the newsletter that goes out so that New London knows that we are looking for good businesses.

Mr. Jones mentioned that the student that is recognized, as well as other students who have done well in some other categories and subject areas, should be invited to the board meeting and that we should be doing that every month and give them a certificate, take their photo, etc., and invite their family. In terms of the newsletter, if it's done through the media or journalism class, the Principal or the Executive Director, put it on social media. Ms. Z. mentioned that she made an announcement over the intercom, announcing the Academic Excellence Student of the Month, and other students approached her asking what they needed to do to receive this recognition. It would also be nice to highlight it on our website. Identifying an Academic Excellence student was done every month last year, but it has definitely been growing. This past month Ms. Z. made the announcement over the intercom and called the parents with the student in the room. The student was really excited because he really struggled last year and this year is doing really, really well. The student got the Academic Excellence award and \$5.00. Ms. Z mentioned that even more than that, the shout-out over the intercom and the calling of the parents with the student in the room added to the importance of this accomplishment. Ms. Z could invite the parents and the student to the next board



		meeting and during Public Comment recognize the student. Mr. Jones added giving the student a certificate and instituting a Student of the Month.
Development	10	<p>Kyle Gregoire</p> <p>The committee did not meet this month.</p> <p>Between last month and now, worked with Mr. K, 6 grade, on grant reporting for the Immigration Learning Expeditions. That is a grant that they had done in the past through a particular foundation and still have another year left. Thanked Ms. Pemberton for her patience in making sure that everything was logged into the system the way it was supposed to.</p> <p>Looking ahead, mentioned in the past that he has some pending emails he needs to take care of. He has been connecting with G. Lora about getting sponsorships for the Multicultural Event. He will meet again with G. Lora to make sure that we are maximizing our benefits as members of the Chamber of Commerce. Looking into how to get other businesses involved and what that looks like.</p> <p>Have not been able to find the Community Development Block Grant online but Ms. Muller will provide K. Gregoire with an application. Last year's deadline was the January 8th. It will probably be around the first week in January this year. They will get together after this meeting to discuss and get going with it.</p> <p>Newsletter: Great that a place has been found to house it. We can all share ideas now. The next part is making sure it is student-led with input and ideas from board, staff, Executive Director, etc. Ideas to be submitted to Jaye Wilson, per Mr. Allen. Ms. Wilson, in turn, will meet with Ms. Ross. There could also be newsletter competitions, per Mr. Allen.</p> <p>As part of the I-EXL program, there has been a photography club led by Ms. Miner, one of our Special Education teachers, who has an art background. Not sure if this club will continue during the next session. Mr. Allen mentioned that the STEM High School has an exceptional newsletter. He will share one with Mr. Gregoire and Ms. Wilson.</p> <p>As a final item, the first Wednesday in January, when the team typically meets, is the 1st. Will hold that meeting on January 6 at 5:00 p.m.</p>
Finance	15	<p>Lee Muller - Handed a blue packet to every board member, which is longer than usual because it includes the audit report and other financials. The financials/reports consisted of the following:</p> <ol style="list-style-type: none"> 1. Income and Expense Graph for FY19 (Link) 2. June 30, 2019 Independent Auditor's Report (Link) 3. Independent Accountant's Report on Applying Agreed-Upon Procedures (Link) 4. Income and Expense Graph for last quarter July - September 2019 (Link) 5. Quarterly financials actual vs. budget (Link) 6. Summary Balance Sheet as of September 30, 2019 (Link)



Result of FY19, year ended well. There was a carryover per pupil of \$310,500 and \$5,035 carryover to capital. The independent auditor's report is an extensive. Board members are encouraged to review it on their and if there are any questions, contact Ms. Muller or Ms. Pemberton.

In review of our first Quarter FY2020 report, we received a quarter of the per pupil allocation in July and a quarter of the payment in August. Expenses were low due to less activity taking place and less staffing over the summer months.

In review of the auditor's report recently completed you will see page 22, section 2 and section 3, states that we did very well. There were no findings or questions cost reported related to the financial statements. Good job, Ms. Pemberton.

Mr. Gregoire asked if the auditors come to the Finance or Executive Committee to talk. Ms. Muller explained that the auditors when onsite meet with Ms. Pemberton. The questions about the auditors possibly attending a Board meeting did come up at the Finance Committee meeting and we will probably invite the auditors to the board meeting to answer any questions the board may have.

Mr. Jones mentioned that the auditor usually reaches out to the Chair and/or to the Treasurer and they have a discussion. This time, that did not happen. C. Pemberton mentioned that the auditor receives information from several staff in order to work on the audit and they interviewed Mr. Allen, herself and conversed regularly with Steve Rogers and Kim Robinson (business office staff), and they received information from other staff such as Ms. Barnes, Data Manager and Mildred Rivera, Executive Asst. They request updates on past and present Board Members.

Mr. Jones mentioned that in the past they have reached out to the Chair of the Board. One year Mr. Jones and Ms. Sharon Smith (then Treasurer) had to come in and meet with them. Another year they had a conversation over the phone. This is the only time Mr. Jones remembers not meeting with them, but in the past they have had a conversation with the Board. C. Pemberton reported that there is still an opportunity for that, because we are currently working on our form 990. Ms. Pemberton will invite them, if they are available, to come to the next board meeting.

Mr. Gregoire mentioned that as long as they meet with someone on the Executive or Finance Committees, that would be fine.

Ms. Muller mentioned that the second document that we need to put on record in our minutes is the "independent and accountants report on applying agreed upon procedures"; no exceptions were noted.

The next document in the packet is the profit/loss budget vs. the actual quarterly. These financials are a review of July thru September 2019. Ms. Muller mentioned that the quarterly in review shows us at 25% of the way through the year. Actual income received for the quarter is at 36.5% of the projected annual income. Actual



		<p>expensed for the quarter are at 19.5% of the approved budget.</p> <p>Ms. Pemberton mentioned that in the first quarter of the year expenditures are typically down because staffing and spending are less while on summer break.</p> <p>Mr. Allen mentioned that, that is why we are on pins and needles until October 1; because the State disburses us a certain amount of the per pupil allocation upfront to operate the school but they finalize and recalculate the budget after they look at our enrollment on October 1. So if we budget for 276 students and we only get 250, the numbers would not look so good.</p> <p>The last graph is of our Quarterly in discussion.. July income is up, August income is up, and then in September we are not receiving any large sums of funding.. A great portion of the expenditures are salaries and benefits. Salaries at 52% and fringe benefits is at 23% of the expenses over the first quarter.</p> <p>In January, the committee will be discussing the proposed revised budget now that we know what our carryover is, now that we know what income we are going to be receiving since we met the max enrollment for pupils, and now that the title grants have been approved. The Board will be voting on a proposed revised budget in January, then they will set a timeline for our budget season which will include an open to the public budget workshop.</p> <p>C. Pemberton has a schedule that we will follow and can adjust as needed.. Mr. Jones mentioned that they meet under the Finance umbrella. The Board will receive the timeline information after Finance Committee meet. They then have budget sessions, which are open to the public so as to get their thoughts. They had a budget a session in the past and when it was open to the public, there was a lot of conversations about ways to support the staff, climate and students brought up by teachers and parents. For example last year when we heard comments about bringing back the Social Studies position.</p>
Governance	10	<p>Heather Doughty</p> <p>The meeting did not take place this month, since it was a snow day.</p>
Executive Committee	5	<p>Chris Jones</p> <p>An expulsion hearing took place during the last month, in which Board members participated. We opted to have an attorney represent the Board. Because our attorney represents the board, our attorney does not represent the school. So we had to get a separate attorney to represent the school. The attorneys oversaw and helped us facilitate this expulsion hearing. There are some outstanding things that are going on that they could come back to. Just to keep you apprised that we had an expulsion hearing.</p> <p>Waiting for the teachers to ratify, but members of the board participated in teacher contract negotiations. It is now in the teachers' hands and we are waiting for them to ratify, which will happen on 12/18. The teachers will then vote on the contract. Make a note about the upcoming Charter Renewal and 2 dates that we already set, January 15 and March 11.</p>



We are members of CAFE, which is an organization that represents school boards. They have a yearly conference. This year it was at the Mystic Marriott. Ms. Crouch and Mr. Jones attended. Because we are a charter school our membership is somewhat discounted. They have 2 things: a yearly conference and a separate conference for new board members. Mr. Jones feels that at the next board retreat, they somehow piggy back the retreat to the CAFE Conference and workshop and board members should go. He thinks it is very valuable not just for new board members, but also old board members because they learn a lot. Separate from that is the new board member orientation, they had one on Tuesday of this week, we should get ahead of that and start sending and offering that to new board members because it is something that is worthwhile and is very informative. The small things that you can pick up and learn just from conversations, you don't realize that they are things that are so important. Questions that you have as a board member can get answered. You get to realize that everyone around the state is doing the same thing that we are doing. Plus, you learn things just from conversations with people in these workshops. If we are each going to a different workshop and make that part of the retreat you can report back what you've learned. More information to follow. But it is something that is very important. It is very, very worthwhile and invaluable to board members.

Mr. Allen mentioned that it is also a way of marketing because people will come up to you and ask "What is ISAAC?" Mr. Jones agreed. He sat and had dinner with the East Lyme Superintendent at the meeting and the East Lyme Board people. Someone from the East Lyme Board works here in the City of New London, maybe in Planning and Zoning. She is from East Lyme, so she works a block away from ISAAC. She did not know who we are. This led to a very good discussion. The Chair is on the Montville Board of Education. Chris Soto, who many of us know, left from Higher Edge, became a State Rep, went to work for the Governor, and now has a new job in the State Department of Education.

There is a letter that is going to go out in regards to a matter that we had that we all know about.

L. Muller mentioned that about two weeks ago there was a parade for the New London football players and a former ISAAC student and a current ISAAC student each got a drum and marched in the parade and did very well. It was really nice to have that drum beat as the kids were marching down State Street. Over the weekend, Ms. Muller was shopping at the Mall and saw the stand-up sign for ISAAC by a table doing the gift wrapping fundraiser. She stopped and spoke to some of the parents and introduced herself. They said that they made over \$200.00. Those are things you see if you are out in the community. These are things we should be reporting on our website. Someone going to those events, taking photos of things that are happening. That could be part of a newsletter every month.

Mr. Jones mentioned that the Executive Committee had a concern or question in regards to teacher scheduling and what their class load is. So they looked at how many students are in each subject area to make sure that it is equitable for all the



		parties involved. This will help us when getting to the budget conversation about how many kids are in particular classes and then how that is going. That is something that will be taken into consideration when working on the budget and looking at staffing.
New Business Possible Executive Session to Discuss Contracts and Recruitment.	15	Committee chairs must have the committee meeting dates and times for the 2020 calendar year at the January 8th meeting Motion to go into Executive Session to talk about personnel issues and about teacher evaluation process. Invited Ms. Pemberton, Ms. Wilson and Mr. Allen into Executive Section: Moved: B. Crouch Seconded: D. Brailey In Favor: All Opposed: None Motion Carries. The time was 6:50 p.m. Executive Session ended at 7:20pm. A motion to adjourn was Moved: B. Crouch 2nd: H. Doughty In Favor: All Opposed: None Discussion: None The motion carries. Meeting adjourned 7:21 pm

Next Meeting Date:	1/8/2020	Next Meeting Time:	5:30pm
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