





Agenda	Time (min)	Notes
Welcome: Agenda review, norms, roles, Mission statement, approve minutes for previous meeting	5	<p>Minutes from Board of Directors Meeting on 12-11-2019</p> <p>Motion to approve the Meetings from the December Board Meeting:            Moved - H. Doughty            2nd - K. Booker            In Favor - ALL            Opposed - None            The motion carries.</p>
Public Comment	10	<p>Auditor: Kim Nardone partner with CohnReznick.</p> <p>The report will be attached electronically via a link.</p> <p>Unmodified opinion.</p> <p>The accounting software is still conversome.</p> <p>We are in a very healthy position.</p> <p>B. Crouch asked if the auditor had made any recommendations as to what software would better fit our needs.</p> <p>The fact that we have separation of duties is a good thing, plus the fact that the Board is looking at financial reports monthly.</p> <p>We do an excellent job in managing the certified teachers.</p>
Student Achievement	5	<p>Max Otto - Academic Excellence Student of the Month</p> <p>Max is a 7th grade student from Ledyard. He came to us in 6th grade with an IEP and was exited from the program due to his strong academic performance. Max has made honor roll every trimester at ISAAC. This last year he excelled in his SBAC testing. He was proficient at a 3 in math but what really stood out was his score of 4 in ELA. Max scored a 2721 out of 2724--3 points below a perfect score! In addition to his core academic performance, Max also is a musician. He has participated in percussion the last 2 years and will be ready for Percussion Ensemble in 8th grade. He also participates in Music Technology. Teachers describe Max as a cooperative, attentive student with strong work ethic and he is a pleasure to have in their classes.</p> <p>The Board presented Max with a certificate for Academic Excellence for Student of the Month for December 2019.</p>
Finance	15	<p>L. Muller - Approval of Amended FY20 Budget</p> <p>This month will not be getting the revised budget, however, we have</p>



		<p>documented the impact of the proposed revised budget. Some changes to be made in the areas of Personnel (adding any staff changes after July 1, 2019: SpEd that's gone and a Spanish teacher that left). Will be looking for part-time Dance and Art Teachers and possibly adding a line item for a consultant to help facilitate the Strategic Plan. Will be adding dollars for marketing. Because lost a Spanish teacher, might go with a Spanish lab. Also, we have the extended day program by adding the Saturday Academy and will be requesting rental space in downtown New London because we have literally ran out of space in this building.) Changes have been made to the website; all of the board members' pictures are now there and there is a great deal more information. Under the board of directors tab, at the bottom you will find the new link to the past audited financial reports. Included are all the board minutes and financial reports.</p> <p>At the board's request, the auditor that does our audit has been invited to attend this meeting, but she is running a bit late. She will be bringing the 990 with her, which will go into the board packet for this week, electronically. Get from C. Pemberton the Income and Expense by Month sheet that was handed out.</p> <p>What can be expected next month from the Finance Committee is going to be the quarterly report, the proposed revised budget and begin the conversation for the upcoming school year, 2020/2021. HANDOUT - Expenses and the income from July thru December and the salaries and the fringe benefits are the highest. We have a moderate way of spending our money but salaries and fringe benefits are the highest.</p> <p>Next month will be a heavy financial month because the committee will be working on three things: 2020/2021 budget, proposed revised budget and quarterly report.</p>
Executive Director Report	15	<p>L. Allen -</p> <p>Looking forward to the Charter Renewal Site Visit next week on Wednesday. Rob Kelly, Felicia Canty and about 6 other CSDE representatives will be here (Special Ed, Finance, Instruction, Curriculum and Policy). A tour of classrooms will take place. Afterward, specific people will meet with specific ISAAC staff members related to their department.</p> <p>Mr. Allen explained in detail the <a href="#">Site Visit Schedule</a>. It is very important to be honest when answering any and all questions they may ask. They take look at our website and look at our data prior to the visit. We need to validate what we put on paper.</p>



		<p>We are the last school they are visiting, out of about 8. Afterward, they will send us a report back with corrective actions. The next big piece of the charter renewal process is scheduled for March 11, the Public Hearing. Staff members, parents, students, community members, board members, alumni, partners, etc., are all invited and will get a chance to speak, if they choose to. The goal is to have 60-80 people present. At a recent Hartford school public hearing, there were 85 people in attendance; the school enrollment is 400 students.</p> <p>Mr. Allen mentioned that they will be looking at our Strategic Plan, which we do not have one. Mr. Muckle asked for clarification since he thought we did have a Strategic Plan. Mr. Jones explained that ours is outdated. Ms. Doughty mentioned that there is a committee that is actively working on one. A report will be provided by the SDE. They will not just hand it to us and walk away; they will continue to follow up on our progress in addressing any corrective actions.</p> <p>Lottery - We usually hold our lottery the first week of April. Most other schools hold their lotteries much earlier. If chosen, students are given a deadline, which may be before April. Mr. Allen spoke with the State Dept. of Ed and clarified that we may hold our lottery earlier. Will be working on moving forward with this change.</p> <p>We need to expand our arts program. We are looking to improve our test scores, increase our athletics program, looking to start a volleyball team and a sailing team.</p> <p>Christine mentioned that we will be working on getting our name out there to other towns, to families that have kids in elementary school, etc.</p> <p>We need to have a unique program that is compelling. It must be so good that a parent would be willing to drive their student to ISAAC. At some point transportation might not be what we are used to. If a parent is willing to pay to get their kid to the Williams School, they should also be willing to get them to ISAAC.</p>
Principal Report	10	<p>J. Wilson</p> <p>Spent last Thursday doing an administrative retreat from 9:00 a.m.-3:00 p.m. Six hour of uninterrupted time; no bells, no students, no phone calls, no meetings. Discussed teacher evaluations. Set up a timeline so that all the administrators who are evaluating are using the same calendar. By Feb. 15 anyone that needed to be observed three times for evaluations, should have been seen at least one. By mid March, anyone that is thought need to be watched a bit closely</p>



	<p>or contemplating putting them on a plan that we would have seen them a second time and would have met with that person to put some supports in place. Want to make sure that by the middle of May all the evaluations are done and that the last month of school is used to do the final piece of the evaluation that needs to go into EdReflect.</p> <p>Marketing - Mr. Allen mentioned a rolling lottery, updating our website so that our pictures are up-to-date and the information is current for prospective parents and students.</p> <p>Student Achievement - Working to increase student stamina for standardized test taking, in particular the SBAC, so as a staff we better understand what the expectations are of our students so that we can start to prep them for this test.</p> <p>Strategic Plan - We wanted to dub tail with the recommendations from the charter renewal corrective actions. Brainstormed. We know where we need to improve; we need to look at SpEd, ELL, teacher retention, recruitment of students.</p> <p>Staffing - We need to retain the staff we have and look into filling the vacant positions of SpEd and Spanish teachers. Looking forward to recruit part-time dance and part-time art teachers.</p> <p>Roles &amp; Responsibilities - Administrators are being very clear of who does what and when. Who covers the building at different times of the day, especially after hours and Saturdays, so that one staff member is not overwhelmed with too heavy of a burden.</p> <p>Climate - Feel that the climate of the building is about an 8. Teachers are happy. Students are happy. Parents are happy. It's a gem to work here, this a good place to be. The more we say it and students say it, this becomes a big marketing piece for us.</p> <p>Finance - Christine was able to discuss with the administrators the budget and where some pockets of money come from. The carryover: people seem to think we have \$350,000 that is just sitting there that can spend on anything. We have to be very savvy about how we spend it and when we spend it. If we don't spend it, then the State won't give us that money the following year. When we have test scores that look our do, we should be spending that money on things that will help improve student achievement. We do need to keep a pocket of that money available in case the roof leaks, the boiler breaks, etc.</p> <p>Everyone at the retreat took turns to grade themselves with a number from 1 thru 10. Decided to come back together in the future</p>
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and see how those numbers improved, since they came up with an action plan.

SBAC Preparation - Monday was a full day of PD for the staff. A portion of that day was spent looking at the SBAC prep test. All present took or attempted to take the practice test. It was an eye opener; not only the vocabulary but the technology piece of our students' having to switch between screens, scrolls to the page, etc. There are things out kids don't know but we have to teach them before the test so that are prepared. Afterward, teachers were given time to meet by department and talk about how moving forward would they incorporate SBAC test like questions or vocabulary into their daily lessons. Students are expected to sit for 2 hours while taking the SBAC tests. That is why the building of stamina is so important.

Saturday School - Working very well. Will run Saturday School every Saturday except when there is a vacation break or a holiday. Average is about 20-25 students per Saturday. Students get come one of 2 ways: by invitation (Saturday detention) or by choice to finish classwork, do some practice on iReady. There is also a recreation piece of about 45 minutes in the gym to play. Hired a staff member to work on literacy. Another staff member will be hired to focus on math. Moving forward, we want our students to work on the SBAC prep tests during the upcoming Saturdays up the week when they will take the SBAC test during the end of April. One of our Educational Assistants who is doing interim work doing mentoring with our young girls for an hour about body image, what to expect in high school, improving grades and becoming a better students, etc. Parents and students are loving Saturday School. Looking for gifts for students who, for example, attend 10 Saturdays.

Mr. Jones spoke about the teacher evaluation process. Where are we in this process? Every time a teacher is evaluated, that means meeting with the teacher three times: pre observation, observation, post observation. Ms. Wilson mentioned that we are in a very good place; right on target. At the beginning of the school year, the teacher has to provide to administration their SLO (Student Learning Objective) for the year. K. Rollins mentioned that the Academic Excellence Committee is discussing teacher evaluations at every meeting. Mr. Jones mentioned that if teacher that is not effective and is not teaching han't been evaluated, that teacher can't be fired.

Mr. Jones mentioned that he uses EdSight often; it is reflective of the scores. If you look us up, SBAC is math. When you look at our scores, our scores are at the bottom in the state. There is one area that is behind us; the prison. Hoping that we can get a plan in place to improve the SBAC scores because they are not good. There has



		<p>to be a plan to improve the math test scores.</p> <p>Mr. Muckle asked about the climate being an 8. Where do we come from: a 4 or a 7. Ms. Wilson mentions that she can only speak from September. She really felt that in September it was probably a 6. People were very anxious, they were unsure of the unknown. She feels that people are feeling very comfortable now. Mr. Jones mentioned that when people are not satisfied, his phone rings often, and everyone wants to speak off the record. This year it has not been ringing as it did last year, meaning that people are satisfied with Mr. Allen's and Ms. Wilson's performance.</p> <p>K. Booker mentioned, in reference to the Saturday School, that there is a negative connotation to a student attending Saturday School. How can we turn this around to market it to make it more positive so that can we have more numbers, so that parents could promote it? Mr. Jones wanted clarification about the hours: 8:30-11:30 a.m. J. Wilson explained that even though some students are assigned a Saturday to serve detention, they get an opportunity to complete school work and to meet with the mentor to reflect on what got the student to be assigned a Saturday detention. The reason Saturday was instituted was to prevent students from getting suspended. The parents whose students have served a Saturday detention, have been very understanding and would much rather their child come on Saturday than be suspended from school. Mr. Booker wants to know how it can be turned around so that Saturday School is not seen as a negative thing. The communication that went home by Ms. Wilson was very specific that Saturday School is available to students who are invited <i>and</i> to students who wish to attend. Of the students attending, what percentage are invited and how many are welcomed? Ms. Pemberton that this a new program and have to be careful as to how many attend because of staffing purposes. Ms. Wilson mentioned that the average of students invited is 2 students. There is one paid staff member, plus Mr. Allen &amp; Ms. Wilson overseeing the program.</p> <p>K. Rollins wants clarification about the correct title. Ms. Pemberton clarified that the name is Saturday Academy, not Saturday School.</p> <p>T. Melendez mentioned that she believes the Saturday Academy is wonderful. She suggests changing the narrative to a positive connotation versus the negative. The negative narrative is what is talked about.</p>
Charter Renewal	15	L. Allen - Discussed during the Executive Director's Report.
Academic Excellence	10	K. Rollins - K. Rollins will share her report via a link.



		<p>Attendance and chronic absenteeism has been the team's focus. Last year it was 10.16% this month is reported at 9.1% but it could be 8.1% because there are 3 students: one transferred out to a self-contained program, one is transferring out for specialized services and one has been expelled and all 3 are still in the system. If those 3 students are not taken into consideration, it would be at 8.1% which would be down .5% from November at 8.6%.</p> <p>Fall Conferences (SLCs) - Of 275 students, 206 conferences were held (75%). 172 were held during the time allotted in the calendar; 34 were held outside of the timeframe; and 5 were held on Saturday. Mrs. LaFrance crew had 100% attendance for SLCs.</p> <p>2 students this month to be recognized:          6th grader - Near perfect score playing her clarinet at CMEA Music Festival auditions. She is the first chair in the orchestra.          8th grader - Nervous to perform at CMEA Regional Musical Festival. One was singing acappella and was very nervous and wanted to backout. She was able to perform and to do so well. She displayed the CREW value of COURAGE.          Both students will be recognized at next month's Board of Directors' Meeting.</p> <p>Behavior Plan - Will be looked at improving the plan.</p> <p>Next month will discuss winter MAP scores and the results. Ms. Lazarou created a great motivating chart for the students to use: this where I am at; this a goal that I want to get to; these are some strategies that I can use to benefit my scores.</p> <p>Mr. Jones mentioned that he attended and SLC that was phenomenal. The student spoke about what she did, where she is at and what she is doing. It was off the chart. He thought he was listening to a high school senior giving their portfolio report. The student is in Mr. Hove's crew. Ms. Zegarzewski mentioned that that was a 6th grade student, so that was the first time this student did an SLC. He was extremely impressed. If he had been scoring her, she would have received 10s.</p>
Development	10	<p>K. Gregoire (via phone)</p> <p>Mrs. McMasters presented a grant opportunity to the committee from the Dept. of Energy and Environmental Protection, Public Utilities Regulatory Authority. The grant is for educational technology investment. She was looking at options where the school could update its IT infrastructure while providing for enhancing digital learning and a few other things. The deadline is the end of the month.</p>



		<p>Discussed the Multicultural Event coming up in March. Looking for sponsorships to help defray the costs and make this event successful. We have a sponsorship application from Charter Oak Federal Credit Union.</p> <p>Looking into our local Chamber of Commerce to see what the price might be on their membership list and see if would make sense to buy those lists. Use them for various opportunities related to sponsorships, support for student activities, etc.</p> <p>Potential Friends of ISAAC Giving type program. Try to get the head of the New London Education Foundation into their meeting next month to talk a little about what they do and try to recalibrate our thinking around that in terms of trying to create a program where we can regular cash flow into the school, even is small dollars.</p>
Governance	10	<p>Heather: I recommend that we ask the Board to vote to approve all policies recommended by Shipman and Goodwin, noting the following:</p> <ol style="list-style-type: none"><li>1. ISAAC policies are a living document</li><li>2. ISAAC typically approves all policies as recommended by our lawyers (which is one reason we hire them) and are provided by State recommendations/statute</li><li>3. The school needs to operate with current and approved policies to protect us from litigation, behavior contrary to policy, etc.</li><li>4. It is best business practice for schools to operate with approved current policies</li><li>5. Any policies that need to be updated will be handled via the Governance Committee through the full Board for approval</li></ol> <p>I also recommend that we read the Conflict of Interest policy and approve that separate from the policy series.</p> <p>H. Doughty passed out a copy of the <b>Conflict of Interest and Nepotism policy</b> and asked everyone to print their name, sign the back and return to H. Doughty. K. Gregoire's will be placed in the BOD mailbox for him to sign when he stops by.</p> <p>Motion to approve the Conflict of Interest and Nepotism Series 9000 in the by-laws.</p> <p>Moved: B. Crouch 2nd: K. Booker In Favor: All Opposed: None The motion carries.</p>



	<p>Annually, the board needs to approve all the policies that are recommended by our lawyers.</p> <p>The policies are posted on our website, which is a great way of making them available to everyone.</p> <p>By blanketly approving the policies as a blanket thing tonight, what they are doing is protecting the school.</p> <p>H. Doughty is asking that we blanketly approve all the policies recommended to us by Shipman and Goodwin for charter schools, which are different from public schools' policies. The Governance committee will continue to look at policies that are not recommended by Shipman &amp; Goodwin that the board thinks we should have. Will also look at the red line documents as they come in and will ensure that the board is keeping up-to-date on them.</p> <p>Mr. Jones read the bullet topics of the policies: 1000 Series - Community Board Operations 2000 Series - Administration 3000 Series - Business 4000 Series - Personnel 5000 Series - Students 6000 Series - Instructional 7000 Series - Reserved 8000 Series - Reserved 9000 Series - By-Laws</p> <p>Motion on the floor: Moved: B. Crouch 2nd: K. Booker In Favor: All Opposed: None</p> <p>All the policies listed on this document have been approved as of today, 1/8/2000.</p> <p>Now the committee will start working on policies that we don't currently have.</p> <p>Mr. Jones mentioned that they have to provide committee meeting dates and times for February 2020 thru January 2021. Motion to keep all committee meeting days and times the same as this past year. Moved: B. Crouch 2nd: H. Doughty In Favor: All Opposed: None</p>
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Executive Committee	5	<p>C. Jones Motion to go into Executive Session to discuss a personnel matter. Moved: R. Muckle 2nd: B. Crouch In Favor: All Opposed: None The motion carries</p> <p>Invited Director of Finance and Operations and the Interim Executive Director were invited to attend.</p> <p>7:02 p.m.</p>
New Business	15	<p>Board returned from Executive Session at 7:20pm. Motion to adjourn Moved: D. Brailey 2nd: R. Muckle In Favor: All Opposed: None Meeting adjourned at 7:21pm</p>

<b>Next Meeting Date:</b>	1/10/2020 (Special Meeting)	<b>Next Meeting Time:</b>	6:30 pm
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