



Board of Directors' Special Meeting Minutes

*** APPROVED ***

Date	Time	Roles
10/23/19	5:00 p.m.	<u>Facilitator</u> - H. Doughty <u>Minutes</u> - M. Rivera <u>Timekeeper</u> - B. Zegarzewski <u>Mission Statement</u> - H. Doughty <u>Norms</u> - L. Muller

Attendance	Present: H. Doughty, B. Crouch, L. Muller, K. Gregoire, B. Zegarzewski Over the Phone: L. Cabrera, C. Jones Absent: K. Booker, K. Rollins, R. Muckle Guests: L. Allen, J. Wilson, C. Pemberton (joined at 5:43)
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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
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. We celebrate our successes and embrace challenge with positivity and resolve.
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 proactive, and grounding our thoughts, feelings, and opinions in evidence in order to find solutions.



Driven by learning, informed by data.	We will ground all conversations in data or evidence. 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, approval of the minutes of previous meeting	5	Minutes from September 11, 2019 BOD Minutes 9/11/19 Motion to Approve Minutes: Moved: B. Crouch Second: K. Gregoire Discussions: None In Favor: All Opposed: None
Public Comment	10	NO PUBLIC COMMENT DURING SPECIAL MEETING
Student Report	5	None
Executive Director Report	15	Report Annual Report - due next Friday LEARN site visit / Facility Assessment Surveys <ul style="list-style-type: none"> ● Student, faculty, parent Ms. Wilson developed a parent survey that went out to all our families last week. We have received approximately 10 responses. We will have hard copies to hand out during Coffee Talk. Ms. Milly will have the student survey ready soon. The faculty survey will be ready for our PD on 11/5. We will compile all that information and hopefully will have some good information to start to set the groundwork for moving forward on how people feel about ISAAC and ways to improve. Ms. Doughty mentioned that they talked about using the data from that survey to also inform the Strategy Plan. So that we are not overwhelming people with too many surveys. So between the surveys, the feedback from LEARN review, this will help guide our strategic plan and subsequent work and also position us for the State Visit when we do our renew process. Pull all that information together. Safety Drills in Place <ul style="list-style-type: none"> ● Fire ● Lockdown ● Evacuation ● Shelter in Place We are making sure we stay on schedule with these.



Dr. Martin Luther King Scholarship Trust Fund Dinner

- Thursday, October 17, from 6:00-9:00 p.m., at the Mystic Marriott. ISAAC reserved one table for 8th grade students and their parent. Six ISAAC 8th grade students with one guardian each attended. Mr. Jones and Mr. Jones stopped by the table. They tried to get many others to stop by the table and greet the students. About 13 scholarships were given out this year. We hope our students were motivated in the future to be MLK scholars. Three of the students who were in attendance from ISAAC seemed to get that easily. The students were selected but also had to write an essay as to why they believed they should be able to attend the dinner. H. Doughty mentioned that she recognized at least one of the students receiving the award is an ISAAC alum. Her last name was Staten. Last year there were 5 or 6 from New London and a couple had come to ISAAC. That might be a missed opportunity for us that we were not congratulating these students. There is the possibility that maybe from other schools there were students who attended ISAAC. It would pretty easy to go through previous lists and and just know who our MLK winners are and advertise that to our ISAAC community.

Partnerships

We are nurturing our relationships with our partners.

- Partners already met with:
 - Connecticut College - Have come for a visit.
 - Expressiones Cultural Center
 - Lyme Art Academy in Old Lyme - Having some difficulty. They were once part of the University of New Haven which doesn't exist. Looking to rebrand. One possibility is using their space for our art shows. Either displaying our work as a single entity or piggy back of some of the arts they have.
 - NESS - New England Science and Sailing. Have met and are working with them. 2 people here in classrooms.
 - Hispanic Alliance - Will be attending their dinner next week and looking to work with them.
 - St. Thomas More School - Discussed partnerships and possibly doing an overnight camp during the summer with our students. The theme would be decided on.
 - NL Recreation Department - Mr. Majors is assisting us with a swimming program.
 - Garde Arts Center - Met with Steve and Genie Sigel. They're extremely supportive of our school. They mentioned about 10 possible sponsors or opportunities for ours kids in arts that Mr. Allen didn't even know existed within 1 minute walking from our building. She mentioned a ballet studio, a music studio. She said she will compile a list and work with us in connecting with those organizations.
- Partners still to meet with:



- NL Library - verbal conversations and already using their facilities bringing students during the day.
- USCGA - Has a meeting scheduled with Richel Johnson. She runs the education dept. PIE (Partners In Education).
- Mitchell College - Meeting scheduled. Speak about what we could do down there particularly with the early childhood program but also with the Red Barn to see if we can access that facility or piggy back in some of their activities.
- Lyman Allyn Museum - Next week meeting.
- Salvation Army - Looking into how we can incorporate them with our school. We have a few students attending their after-school program.

Recruitment Season

- Attended recruitment event at Pfizer 2 weeks ago.
- Last week we attended an event at EB.
- Tomorrow will be present at EB, New London site.
- Local high schools already came to speak to our 8th grade students:
 - Ledyard, St. Bernard, Marine Science, Grasso Tech, Norwich Tech, STMHS, NL Arts.
- The High School Fair is scheduled for next Tuesday, 5:00-6:00 p.m. William, St. Thomas More, NFA and Fishers' Island schools will be represented.
- Mr. Allen had discussions with Ms. Wilson and met with ILT today to putting in some scheduled nights and weekends where interested parents could come for a tour and learn more about the school. We will have a few people in the beginning but must start reaching out different ways to market our school. One thing Mr. Allen mentioned to ILT is that we need to recruit students who are really interested in the arts. We want all kids but we are an arts schools and we hear many students say that they are not interested in the arts. Part of the application process would be to write an essay as to why they want to come to ISAAC. Offer more open houses, including weekends and nights. Also, encourage families to visit the school.

Enrollment

- October 1st - We met our enrollment of 276 (actual 279 students attending ISAAC). H. Doughty clarified that it is not the number of students present on 10/1 but the actual number of students enrolled that matters to the State on that date.
- Mr. Allen asked G. Lora to provide him with a report every month comparing last year to this year as to where we are in reference to enrollment and how the numbers compare. Mr. Allen wants to discuss this at every board meeting, so that the board is aware of how many students withdraw, etc. H. Doughty suggests making this part of the Academic Excellence Committee meetings.
- Class sizes - At some point Mr. Allen would like to have this discussion with the board. We have a lot of classes with 24 students per class. It is not the best teaching situation, other schools are marketing smaller class sizes, plus some of our classrooms are not



		<p>suitable for this size classes. When increasing our numbers over the past years, class sizes was not an issue. But right now the class sizes are a bit too big. In looking at student achievement and marketing we need to talk about that. But there is a budget impact. This can be part of the strategic plan.</p>
Principal Report	10	<p>Yesterday we had an all-school assembly sponsored by Hofmann Auto Group; Rob the Drummer. His message was anti-bullying, kindness and embracing differences. The kids really enjoyed it. A lot of photos were taken and will be posted on social media and sent home on the weekly message to our community. He brought up a few students and had them drum with him. It was cool for the students to see this. The sound was very, very loud. The performer kept the students engaged and held them accountable; sit up straight in their seats, give him eye contact, which Ms. Wilson felt this was well done. Hoffman Auto chose 2 schools in the area and we were one of them.</p> <p>We are starting next Saturday a Saturday School. We are looking at starting very small. It will be an academic component as well as a recreation component. Students can work on projects, catch on school work, work with peers, etc., for about an hour. The second hour will be an activity; art, music, basketball, etc. We hope to be able to feed the students. If we get the 21st Century Grant (submitted yesterday), we could really make this work as it would mean more money, more partners that we can bring in and the hope is that we have students who want to be here on for Saturday School as opposed to students who need to be here on a Saturday. If we are awarded the grant, we will know in January and we would get \$100,000 to be used over three years. If we don't get it, we can use their feedback to modify our current application and apply again next school year. We should continue applying for it. H. Doughty remembers we applying for a few years ago. B. Crouch remembers it being done when Migdalia was a her a few years ago. We didn't get it. If we continue applying, eventually we would get it. The last piece of that will be a Saturday Detention. Instead of giving students out-of-school or in-school suspensions we will offer them the time to come in on Saturdays and make that time with an academic focus. This will affect our absenteeism rate by not having them miss school days.</p>
Charter Renewal Update		No update.
Academic Excellence	10	<p>Karen Rollins October Minutes Ms. Rollins could not attend the meeting, but shared the minutes from the committee's October meeting.</p>
Development	10	<p>Kyle Gregoire We focused on 3 main topics: Worked with L. Allen to start and at least identify a newer Math teacher to try to work and pair up with student financial literacy mini grant from Chelsea Groton Bank so we have a name and notes to continue that</p>



		<p>conversation. Had the person from Salesforce provide short presentations as to how they are able to assist the school. But also in terms of development and grant tracking and relationship tracking. Very encouraged by that. It will be a very powerful tool. K. Gregoire did close to a 2-hour training session last Friday. Very encouraged by what they can do.</p> <p>Looked at the strategic plan and tried to focus on what this plan is focused on development. Discussed other committees looking at different chunks of the plan and taking a look at what is there, what could be taken out, becoming aware as to what is there and recommend necessary changes. Down the road, will consider newsletter. There is a communication group that meets weekly and K. Gregoire will communicate with them.</p> <p>With Salesforce K. Gregoire is very encouraging on the ability of creating a more concerted effort of having friends of ISAAC, tracking relationships, sending letters, etc.</p> <p>Next month will be very busy. There are a few grants that are due. K. Gregoire will contact C. Pemberton in reference to this.</p>
Finance	15	<p>Lee Muller - No report this month. The meeting date was changed. The next Finance Committee meeting will be next week.</p>
Governance	10	<p>Heather Doughty</p> <p>The plan is to do the Second Reading of the following Policies: Pool Safety Plan, Employment Checks and Personnel and Plan for Minority Education Staff Recruitment. So these are being read at home and then come in and report that they have done the 2nd reading. Comments or questions? None</p> <p><u>Pool Safety Plan</u> <u>Employment Checks and Personnel</u> <u>Minority Recruitment</u></p> <p><u>Minority Recruitment</u> Change it from Plan for Minority Education Staff Recruitment to Plan for Minority Education <i>and</i> Staff Recruitment. That is the big change for that. After approval, H. Doughty will make sure to present to Shipman & Goodwin.</p> <p><u>Employment Checks and Personnel</u> Updated: Public Act 15-6 effective 10/1/2015 protects the privacy of job applicants personal on-line accounts from employers. The new law provides that no employer may request or require that an applicant provide the employer the applicant's username and password or any other authentication means for accessing the applicant's personal online account. Similarly under the new law no employer may request or require</p>



that an applicant authenticate or access a personal online account in the presence of the employer nor may the employer require that the applicant invite such employer or accept an invitation from the employer to join a group affiliated with any personal online account of the applicant. An employer is prohibited from failing or refusing to hire an applicant as a result of the applicant's refusal to provide any of the information described above.

Need to vote to approve each of these. It was clarified that the voting has to be done individually for each policy.

Pool Safety Plan

Motion to accept the new policy Pool Safety Plan in Series 1000:

Moved: B. Crouch

Second: L. Muller

Discussion: None

In Favor: All

Opposed: None

PASSED

Employment Checks and Personnel

Motion to pass Series 4000 Employment Checks and Personnel into the policies:

Moved: B. Crouch

Second: L. Muller

Discussion: None

In Favor: All

Opposed: None

PASSED

Minority Recruitment

Motion to Approve Series 4000 Plan for Minority Educator and Staff Recruitment:

Moved: B. Crouch

Second: L. Muller

Discussion: None

In Favor: All

Opposed: None

PASSED

All 3 policies have been passed.

Tonight, first reading for the following policies:

Series 1000 - Non Discrimination

Series 1000 - School Volunteers, Student Interns and Other Non-Employees

Series 4000 - Employee Use of ISAAC's Computer Systems and Electronic Communications



This is the 1st reading. Started with the Non Discrimination - There is a red line on that one. What was changed was: *We have developed a new Non Discrimination policy for the community and board operations Series to complement the non discrimination policies in the personnel and student series.* It sounds like Shipman and Goodwin must assist in doing some housework on that one. Do we have any discussion on this policy? None.

The next one is from Series 1000 - School Volunteers, Student Interns and Other Non-Employees. No red lines on that one. It remains the same. Any discussion? None

The last one is Series 40000 - Employee Use of ISAAC's Computer Systems and Electronic Communications. *We have revised this policy in administrator regulations in accordance with Public Act 15-6, which concerns employee online privacy. The administrator regulations now provides that this school may not require an employee to provide the login and/or password or personal online account which is defined in the regulations. The revisions further clarify the limited circumstances under which the school may assist a personal online account.*

Any discussion? None

That end the 1st reading for the above three policies. Will do 2nd readings next month and hopefully vote on those.

Parent Director

Richard and Heather Doughty met with the Parent Director, Tunisia Melendez, and interviewed her. She gave an application, her resume. We all had an opportunity to meet her when she came for the board retreat and feel that she has a lot to contribute, besides enthusiasm for the school. Clearly she knows a lot about school transportation, which will be an asset. She has already done a lot of advocacy, so that's a huge asset. She is not sure which committee she wants to be on.

Motion to Approve Tunisia Melendez as the Parent Director on the ISAAC Board of Directors, for this school year. Her son is in 7th grade. So she could be the Parent Director this year and if she chooses, could be the Parent Director next year as well.

Moved: B. Crouch

Second: L. Muller

Discussion: None

In Favor: All

Opposed: None

Heather will communicate to her that she has been voted



		<p>in and that she may start to attend meetings.</p>
<p>Executive Committee</p>	<p>5</p>	<p>Chris Jones At the last meeting, discussed staffing issues and upcoming negotiations with teacher contracts. Looked at current teacher contract and met with lawyers and made some recommendations for that and will now start the negotiation process. Scheduled about 5-6 meetings to go back and forth. This will need to be taken care of by December. If not done, then will go into mediation. Hopefully that will not be the case.</p> <p>Will not go into Executive Session since this is a Special Meeting. This will be done next time.</p>
<p>New Business</p>	<p>15</p>	<p>L. Muller mentioned that her company uses Salesforce.</p> <p>H. Doughty said for the record that she wishes our candidates who are running for public office good luck on November 5, Election Day.</p> <p>L. Muller, running for Board of Ed for NL K. Booker, running for City Council, NL R. Muckle, running for Finance Committee, Waterford H. Doughty's husband is running</p> <p>It would be nice to have someone on the NL Board of Ed who knows ISAAC. Discussed briefly registering to vote.</p> <p>Strategic Planning Committee: Not much to report. Will set up a schedule to stay on track. Use the surveys we have. Review in November some ideas, thoughts and recommendations and go from there. January is when the site visit will take place so we want to have something in rough drafted if possible with updates. We have decided to go with the document we have and just update it rather than creating a new one. The committee consists of H. Doughty, K. Gregoire, B. Zegarzewski, L. Allen, Chris Blackshaw and Jaye Wilson. Chris and Barb met before the half day pd and put together a survey for students. Set up a process where students can have some input.</p> <p>Salesforce: C. Pemberton - A new software that we are in the implementation process. Users of Salesforce are in the process of being trained. All the behind the scenes is pretty much set up. The set up has been completed by K. Robinson and the Business Office and an outside consultant, Shelley, who has been working with Milly, Gloria, Kim and Chhristine to train us. Kyle G. did a 2-hour training with her. It is a grants management system, but can be used for other things. We will be inputting current grants into this system and our goal is to also add prior year grants as well. One of the responsibilities for us is to make sure that we can provide reports to people who give us money. It can also be used for notifications, events, invitations, create databases, manage contacts for newsletter, etc. We can set up a database. All board members are</p>



	<p>already there including their information.</p> <p>Meeting Invites: There are always dialing numbers on the Google invites. Do we use that? Per Christine, every time we schedule a meeting and invite people, a phone number is automatically added to that. We don't have this feature but could. Instead of people calling in on someone else's cell phone, they could call in through the ISAAC telephone number.</p> <p>Motion to Adjourn the Meeting at 5:44 p.m.:</p> <p>Moved: K. Gregoire Second: B. Zegarzewski Discussion: None In Favor: All Opposed: None</p>
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Next Meeting Date:	11-13-2019	Next Meeting Time:	5:30pm
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