



## Board of Directors Meeting Minutes

**\* Approved \***

Date	Time	Roles
3/13/2019	5:30pm	<u>Facilitator</u> - C. Jones <u>Minutes</u> - M. Rivera <u>Mission Statement</u> - C. Jones <u>Norms</u> -

<b>Attendance</b>	<p><b>Members:</b> M. Barron, K. Gregoire, L. Muller, K. Booker, S. Smith, B. Crouch, H. Doughty, C. Jones, L. Cabrera, R. Muckle, K. Rollins, S. Briones</p> <p><b>Guests:</b> Students: Jahira Ross, Daniel Sanchez, Jahmila Vidal, Kylie Lamourine, Dehja Drye - EL: Genie Kahn from EL &amp; Gretchen B., Regional Director for New England for EL Education - B. Zegarzewski, C. Pemberton, C. Baxter</p>
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<b>ISAAC Mission Statement</b>	<i>We inspire our students through the arts, communication, and exploration in a collaborative, multicultural community to be courageous citizens who are difference makers.</i>
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<b>ISAAC Vision</b>	<ol style="list-style-type: none"> <li>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.</li> <li>2. All ISAAC students articulate how their habits and their CREW values help them to be successful scholars.</li> <li>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.</li> <li>4. All ISAAC students develop 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.</li> </ol>
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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.

<b>Agenda</b>	<b>Time (min)</b>	<b>Notes</b>
Welcome: Agenda review, norms, roles, Mission statement, approve minutes for previous meeting	5	R. Muckle made the motion and it was seconded by L. Muller to accept the February 13, 2019 meeting minutes. Unanimously accepted.
Public Comment	10	
Student Report	5	<p>8th Grade students Jahira Ross and Daniel Sanchez, spoke about the experience they had in the Civics class. They went to Hartford to a private middle school and did a mock trial. The students went against 2 other schools. Judge Kruger was there and had been volunteering his time here at ISAAC working with the Civics Class.</p> <p>Student Idianaliz started a petition about a change to the ISAAC dress code. This petition was handed to Mr. Howes.</p> <p>3 ISAAC 8th graders, Jahira, Kylie and Jahmila spoke. JJ would like to change the sweater that students are allowed to wear. The price is a factor that affects many families that cannot afford the price of the uniform sweaters. A plain color zip up jacket or a hoodie should be fine. Having to buy the polos and the pants is already a lot to ask. C. Jones asked about identifying students because of their uniform. Kylie mentioned that the heat is not the same in every classroom. D. Howes believes that this issue should be discussed further. A uniform committee should be formed which includes students. This is the right time to have this discussion since we are almost at the end of the school year. The policy will not change this school year. Since it is 8th graders who are making this petition, Mr. Barron feels that we could consider making this small change so that the 8th graders could participate of this change, knowing that they did the right thing and saw a result. Jahira mentioned being a school for arts, this would give them a chance to be creative. Ms. Crouch mentioned how a plain colored sweater would provide the chance to be creative. The plain sweater would eventually have some pink, logo, brand name, etc.</p>



		<p>Mr. Jones thanked students for having the courage to bring this idea to the board. Change does not happen in one sitting. It may take a few conversations before a change is implemented. The issue will not be put to rest. Mr. Jones offered that if the students want to set up a meeting and invite a board member to continue discussions. Jahira invited the members to attend on a Monday, when the elected members of the Student Government meet. Even though a change will not happen this school year, the 8th graders that are putting forth the effort to make this change be recognized.</p>
<p>Executive Director Report</p>	<p>25</p>	<p>Mr. Howes started by asking Mr. Booker to read the Mission Statement. He asked Ms. Rollins to choose a Vision Statement. She chose #3. He asked Mr. Muckle to choose a Value Statement. He chose #4.</p> <p>Mr. Howes shared a PowerPoint Presentation.</p> <p>Tracking Our Progress &amp; Celebrating Our Successes - Mr. Howes and 2 teachers attended a workshop. Full day of Professional Learning for all staff on 3/8/19.</p> <p>Exhibit at the Groton-New London Airport. Immigration Project: Community Faces. Exhibit up until April 30.</p> <p>Project O 8th grade trip - Science Wind Energy</p> <p>Appreciations/Celebrations:  <b>Teaching Staff:</b> Lernin Santos - standing in as our 6th grade Science Teacher, and key coordinator of our Multicultural Event  <b>Operations Staff:</b> Kim Robinson &amp; Steve Rogers - reliable, always on time, budget support, willingness to work late</p> <ul style="list-style-type: none"> <li>• <b>Students:</b> Eastern Regional Music Festival - <u>Concert Band:</u> Sofia Fioravanti, Jonathon DeWolf</li> <li>• <u>Chorus:</u> Guy Alfieri, Sara Smith, Shailyn Diaz, Brook Romanski, Dejah Drya, Lavera Kolada, Ellen Rediger, Grace Baxter</li> </ul> <p><b>Parent:</b> Dawn Harkness, IPAT Secretary, 4 older children attended ISAAC and now has a 6th grader at ISAAC.          Keith &amp; Tom were recognized this month because they were recognized last month. They put in a lot time and effort in their roles of Music Teachers at ISAAC.</p> <p>Upcoming Events/Dates</p> <p>Upcoming Committee Work and Board Meeting</p>
<p>Academic Excellence</p>	<p>10</p>	<p><a href="#">March Agenda/Minutes</a>          March Handout</p> <p>C. Baxter mentioned that communication with parents/guardians is taking</p>

		<p>place to find out why students are absent and stressing the importance of being at school every day.</p> <p>There are 4 students with attendance issues who will be leaving ISAAC since we do not have the capacity to support them. They are students who have needs that we cannot support.</p> <p>At the staff meeting this afternoon, crew teachers were encouraged to have conversations with their students to provide support and encourage students to be in school every day.</p> <p>The systems have to remain consistent rather than changing without everyone using the systems having knowledge of the change. From Google Sheet to PowerSchool - on the Google Sheet there could be comments made as to when and how communications (verbal, written, emails, telephone calls, etc.) take place. When the systems agreed upon, these should not change without everyone involved agree on the change. It is bothersome to at least 2 board members that these changes have taken place with notification. B. Zegarzewski reported that the Google Doc still exists plus PowerSchool. When entering data in 2 different places, it can get confusing. She suggested looking at the possibility of adding steps taken right on PowerSchool.</p> <p>The committee are also looking at students in behavior plans: how long have they been on it, have these plans been successful, what steps are being taken to have taken off the behavior plan, etc. B. Crouch would like to see a better breakdown tracking month to month. 2 in Jan, 2 in Feb, 2 in March rather than just the total number of 6, since this creates the question Was it 6 in March or 2, 2 and 2? B. Crouch observed that from Jan. to Feb., the number of incidents doubled and was concerned that this was not accurate. C. Baxter clarified that the number is accurate. This is very concerning to B. Crouch and why the number doubled should be looked at.</p> <p>David proceeded to explain about the Harvard student going towards her PhD. She is doing a study on the relationship between teachers and students. When she has the results of her study, she will share the results with us and no one else. The data will kept confidential, will not be made public in any way. The survey will take from 20-25 minutes. For teachers it was a bit longer and they took it on 3/8/19. All teachers who participated received a \$50 gift card. K. Booker asked if she was going to take into consideration the racial component. D. Howes answered no. B. Zegarzewski and D. Howes will run this point by her.</p>
Development	10	<p>K. Gregoire - Next year we got a renewal in having the Community Faces project going next year (\$10,000).</p> <p>Looking for supports for IEXL, and other 2 programs.</p> <p>A community member came in with a list of other charter schools and where they are receiving money from.</p>



		<p>L. Muller made a beautiful flyer for the steak dinner, Friday, 5/10/19, at Birds Eye Cafe. \$25.00 per ticket. Share with family friends. Lee with share the flyer with M. Rivera to share with the entire ISAAC community. There will be a drawing of different gift certificates. Each board member is asked for at least 2 items for the drawing. Lee to bring the tickets to the next board meeting. R. Muckle mentioned that word-of-mouth is a very good way to advertise. The goal is to make this a yearly fundraiser.</p> <p>In May there is the Spring Musical (6 &amp; 7). Consider purchasing a BOD full page ad for the program. L. Muller reached to Genie Sigel in reference to displaying something in the lobby about our Musical at whatever shows they are having in April.</p> <p>Spring concert - the definite day is not set yet.</p>
Finance	15	<p>Sharon Smith - A red folder was provided to every board member.</p> <p>Income - 72.97% Expenses - 63.18%</p> <p>We should have a healthy carry-over for the upcoming school year.</p> <p>There is a proposed budget for the 2019-2020 school year. Members are encouraged to look at it for the upcoming Board Workshop (date to be determined). 2 versions are included for discussion at the workshop. Sustainability is key. The next board meeting on 4/10 will likely take place before the workshop. Members should come prepared with questions and suggestions at the next board meeting.</p> <p>The Board approved Budget policy is in the board packet for review.</p> <p>The 990 Draft is included in the Board packet for the Board members to review before it is submitted in May.</p>
Governance	5	<p>Working on board recruitment. Sending letters to a few people to invite to join the board, especially the finance committee. S. Sharon will be leaving the board at the end of June. Appreciation was expressed for her 5 years of service on the ISAAC board.</p> <p>Policies: Something we are supposed to be doing at some board meetings is approving policies, revising, make sure we follow, what we are lacking.</p>
Executive Committee	10	<p>C. Jones - In the process of filling the positions of Behavior Specialist and Security. Discussed student recruitment.</p>
New Business EL Discussion	25	<p>EL Education</p> <ul style="list-style-type: none"> <li>● Welcome and Introductions</li> <li>● Credentialing overview</li> </ul>

<p>Discussion Concerning the Evaluation of the Executive Director (proposed Executive Session)</p> <p>Possible Action Concerning the Evaluation of the Executive Director</p>	<p>30</p> <p>5</p>	<ul style="list-style-type: none"> <li>○ Mastery of Knowledge and Skills, Character, High-quality Student Work</li> <li>○ Equity - teachers make sure all students are heard. All voices are heard. Active learners with agency in their own education, learn from another</li> <li>○ Partnering Toward Credentialing - establish long-term benchmarks. When these benchmarks are achieved, then we can be credentialed. Impact story-Growth over time.</li> <li>○ Eligibility requirements: The school maintains excellent implementation of core practices (implementation review), the school is meeting the Academic Standard for reading and math, the school has a robust body of evidence of school-wide growth and achievement across all three dimensions.</li> <li>○ What is the the academic standard? Are our students doing better than the state average? This should be a goal. Overall Student Proficiency, School or Grade-level cohort growth, student growth.</li> <li>● Where we are             <ul style="list-style-type: none"> <li>○ Genie shared a graph on our growth comparing 2014, 2015, 2016, 2017, 2018. We need to show 2 years out of 3 of growth to be credentialed. Math of Knowledge and Skills - Growth Over Time.</li> <li>○ David Howes joined in to go over the Mastery of Knowledge and Skills - Growth Over Time slide and explain it in detail.</li> </ul> </li> <li>● Next steps</li> <li>● Your Questions             <ul style="list-style-type: none"> <li>○ K. Rollins asked about clarification on growth target vs. student growth. We in June feel deflated when the MAP scores are not reflecting on the actual growth. Be very transparent as to where students are truly at. Yes, they may show growth but this doesn't necessarily show that they met the growth target.</li> <li>○ B. Crouch also mentioned chronic absenteeism. It is a combination of factors that contribute to the students not reaching the growth targets. Example: The higher the number of chronically absent students, the lower the percentage of students meeting the growth target.</li> <li>○ M. Barron mentioned that to him growth targets could mean taking a student who reads at 4th grade level to read at 7th grade level by the time they leave ISAAC.</li> <li>○ H. Doughty mentioned that through a survey, teachers and students expressed not feeling that they were being heard. What supports does EL provide so that we can change that? Gretchen responded that they are looking at all the data and analyzing so as to be able to make moves that will impact these outcomes. They do not look at the final number; they look at everything that impacts that final number so as to realize what changes need to be made. Shared leadership is a move that is being made toward improving. Genie mentioned basing their decisions on data and evidence to determine a plan of action. Also taking a look at systems in place to see if they need to be changed or even eliminated.</li> <li>○ R. Muckle is not an educator. Asked for explanation as to long-range target. Eg. A student comes in reading at a 4th grade level. How do we determine the level at which we would like the student to be long-term? D. Howes explained that discussions with the student's teachers take place to ensure that the teachers are aware and then strategies and goals are set to help that student grow as much as possible to bring</li> </ul> </li> </ul>
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	<p>him/her to grade level. Communication with parents and students also take place.</p> <ul style="list-style-type: none"><li>○ K. Gregoire asked if there are resources that we are not utilizing to full capacity or not utilizing at all that could help the school meet the growth targets. Gretchen mentioned site seminars, national conferences, national institutes, etc., that are designed for teachers, leaders that are extremely helpful to all who attend. Genie comes more regularly to assist ISAAC in reaching it's growth targets.</li><li>○ C. Jones asked how many EL schools are in CT. Gretchen mentioned that there are 4. This year Genie's contract includes 26 days at ISAAC. Data shared on the screen is squed. In chronic absenteeism, out of 14 towns, last year ISAAC was 2nd from the bottom. This is scary to Mr. Jones. Mr. Jones suggests D. Howes comparing other schools to ISAAC in reference to their absenteeism, etc.</li></ul> <p>Motion to go into Executive Session to discuss the Executive Director's Evaluation. Moved: C. Jones - Second: R. Muckle, B. Crouch - All in favor - None opposed</p> <p>Board moved out of Executive Session at 8:45pm. Motion to discuss the draft evaluation with the Executive Director was made by R. Muckle and K. Gregoire second - All in Favor and None opposed. Motion to adjourn was made at 8:55 pm by B. Crouch and seconded by R. Muckle All in Favor and None opposed.</p>
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<b>Next Meeting Date:</b>	4.10.2019	<b>Next Meeting Time:</b>	5:30pm
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