



**Interdistrict School for Arts and Communication
MEETING OF THE BOARD OF DIRECTORS**

Virtual Meeting through ZOOM*

July 8, 2020 at 4:00pm

New London, CT

*This meeting will be held virtually in accordance with Governor Lamont's Executive Order.
If you would like to attend, please call or email the school for instructions.

AGENDA

Attendees: C. Jones, H. Doughty, B. Crouch, T. Melendez, K. Rollins, R. Muckle (left as we went into Ex Session), K. Gregoire, K. Booker (joined as we went into Ex Session), D. Brailey, L. Muller, L. Cabrera, S. LaFrance

Ex Officio: Dr. Spera

Guests: Christine Pemberton, Denise Dunning, Tanya Collins, Michael Spellman, Chief of the Groton City Police Department; Willie Quinones

4:00 pm

WELCOME/CALL TO ORDER

Chair C. Jones

- Establishment of Quorum
- Public Comment

The Board of Directors welcomes public comment. Individuals or groups may speak for a maximum of three minutes per person/group and twelve minutes per subject. Comments may be made on almost any matter related to the operations of ISAAC. However, comments concerning individual students or staff members shall not be permitted, per Board Policy 9418b "Meeting Conduct"

<https://content.schoolinsites.com/api/documents/5563d916b1d340b2b583313d125b1314.pdf>

- Recognition of Service to ISAAC:
 - Willie Quinones, Facilities Manager is leaving ISAAC after almost 15 years of loyal service to ISAAC. On behalf of the Board, C. Jones wished Mr. Quinones the best in his new venture, and expressed that it was an honor and a pleasure to have him. Dr. Spera expressed being saddened about Mr. Quinones leaving, and that it was great working with him for the past 6 months. He will not be replaced. Dr. Spera presented Mr. Quinones with a plaque. Mr. Quinones expressed that ISAAC is a special place in his heart and his family. He basically grew up here. ISAAC gave him a chance to own a home and see his daughters grow. He thanked the board for all the behind-the-scenes work that they do. C. Pemberton mentioned that Mr. Quinones will certainly be missed and he was certainly an asset to ISAAC and will be so in the new school district where he will be working. It is sad to see him leave because we are all like a family here.

4:02 pm

CONSENT AGENDA

- Approval of Minutes from June 5 and June 20
 - Motion to approve the above minutes: H. Doughty; 2nd: B. Crouch; In Favor: All; Opposed: None. The motion carries.

4:03 pm

EXECUTIVE DIRECTOR REPORT

Dr. Spera

- COVID-19 Response, Update, Reopening Committees, and Future Plan to be submitted to the CSDE by July 24th. Initial committee has been meeting since March. This committee will be expanding to two other committees: Academics & Operational. Have been looking at plans from other states to get an idea. There is a plan from East Hampton that other districts are looking at. The Waterford superintendent shared that one with Dr. Spera last night.



Looking also at what the CSDE sent out as a template. Also asking families about what they prefer. A survey was provided. Most families prefer partial returning to school. One hundred forty-five families have replied. The plan is to contact the families that have not responded. They are being asked for their favorite and least favorite plan. Families have replied that their least favorite is the full in-person return to school. Part of the plan of the CSDE is for all schools to provide at least 3 separate scenarios. Schools are responsible for providing students with long-distance learning, if that is what the guardians prefer. Writing curriculum taking all of the above into consideration. Will also create a parent group to answer questions and assess what they are feeling and their feedback in reference to all the scenarios. This is being with Tunisia Melendez, board member. Safeguards:

- Replacing hand blowers in the bathrooms with hands-free paper towel dispensers.
- All students will be in a cohort, where they will stay. Teachers will be the ones going into the different classrooms.
- Met with Ledgelight Health District and with our medical advisor, Dr. Sikand, who strongly recommends for all staff and students to wear masks all day long when schools is back in session. We intend to follow this recommendation.
- Hiring Update [2020 ISAAC Staffing Hires - July 2020.pdf](#)
 - Hired all of our certified staff for next year. Done with interviews as of right now. All our teachers will be certified. A few will have a charter certification specifically, which required that they had to pass the praxis.
- NEASC Candidacy Status
 - We are officially a candidate school for NEASC. This is a great accomplishment.
 - In two years we must submitting kind of a self-study, with the goal of being certified in 3 years. There are 6 foundation elements, most of which we were already going after. This summer will have one of the foundation elements: formatting of the curriculum.
- Charter Renewal Update
 - Action Plan Report - [ISAAC Corrective Action Plan - JUNE 2020 v2.pdf](#). This document will be very helpful when writing the two-year plan for NEASC.
 - Completion of ISAAC Accounting Policies and Procedures Manual - [ISAAC Business Manual - July 2020.pdf](#). Kudos to Christine and her staff for getting this manual done.
 - Motion to proofread the manual before sending to the State: H. Doughty; 2nd: B. Crouch; In Favor: All. The motion carries.
- C. Jones read the following communication from the Commissioner of Education about our charter renewal:
 - On June 3, 2020, the State Board of Education approved the following resolution:
 - RESOLVED, That the State Board of Education, pursuant to subsection (g) of Section 10-66bb of the Connecticut General Statutes, renews the charter of Interdistrict School for Arts and Communication, from July 1, 2020, through June 30, 2023, subject to the Commissioner's June 3, 2020, memorandum to the State Board of Education, and directs the Commissioner to take the necessary action.

4:20 pm

COMMITTEE REPORTS

- **ACADEMIC EXCELLENCE** - [July Minutes](#) *K. Rollins*
 - Just met earlier today.
 - Working on the curriculum. The content areas (Math, Science, ELA) are all being looked at by the week. There is alignment and format, so all the content areas will look the same. The goal is having everything for the year done in a 5-week period. Looking at how they can work together and strengthen the curriculum.



- ESSA - Every Student Succeeds Act - This acronym is being used in the world of education.

- **DEVELOPMENT**

K. Gregoire

- No new news.
- Working on a calendar of opportunities to look forward in the upcoming year.
- Did some organizing and cleanup in the Development folder on the Board drive.

- **GOVERNANCE**

H. Doughty

First Read: [First Read Series 5000 Policies.docx](#)

Second Read: [Second Read Series 4000 Policies.docx](#)

Motion to approve Series 4000 Policies: B. Crouch; 2nd: R. Muckle; In Favor: All. The motion carries.

One Read: [One read only Minority Recruitment Policy Changes.docx](#)

The committee is proposing some updates. Because there are just updates to a policy already approved, only one read is necessary. The idea is that the Board doesn't actually perform the minority recruitment work, they oversee it. The committee is suggesting that the actual work be assigned to the Executive Director, who will annually report to the Board. Talked about this happening in January.

Motion to approve the updates to the Minority Recruitment Policy: L. Muller, 2nd: R. Muckle; No Discussion; In Favor: All. The motion carries.

One Read: [Board Handbook Documents](#)

Board members were sent a link via email for the Board Handbook (used to be called the Board Binder). For the past several months, H. Doughty and C. Pemberton have been going through the Binder and making necessary updates. Missing: administrative roles and job descriptions, which will get done by the end of August.

Motion to adopt the new Board Handbook: C. Jones; 2nd: L. Muller; In Favor: All. The motion carries.

Board info for reopening: [FALL 2020 reopen Board info.docx](#)

H. Doughty went through the document the State sent out about the reopening of schools. The document details the work that the Board needs to do to help our school reopen in the fall. H. Doughty already wrote to our lawyer, Jessica, to see if they are working on policies, to which she replied in the affirmative. Any updates to policies because of the COVID-19 should be worked on immediately so as to have them approved before the reopening of the school.

Executive Committee nominations: Board members were emailed the ballots. Can put up to 2 nominations for each person. Each candidate will receive an email indicating what they were nominated for and asked if they accept that nomination or not, then prepare the ballot for August for all to consider for September voting. K. Gregoire asked if any board member is not eligible to be nominated. H. Doughty mentioned that K. Gregoire, C. Jones and S. LaFrance are not eligible.

Board Retreat:

Discussed establishing the date for September. H. Doughty suggests Saturday, September 19, 2020. After discussion, decided on September 26, 2020: Location TBA.

Barbara Crouch -
Rich Muckle

Board Members:

The committee is in the process of collecting information new board members. They have 4, potentially 5, candidates to look at. The committee want to schedule interviews. H. Doughty



will be reaching out to current board members and asking if they will please interview potential candidates. The interviews will be over Zoom. It will be 2 board members and the candidate. The candidates have been contacted and will submit resume and board application. H. Doughty will discuss with C. Pemberton how to do the application via a secure method.

- **FINANCE**

L. Muller

- [Minutes Finance Committee](#)
- [June 30 Financials](#)
- [Proposed Fiscal Year 20-21 Budget](#)
 - Board members are asked to review the documents provided and highlight any questions that might arise. These will be discussed at the next Finance Committee Meeting.-

- **EXECUTIVE**

C. Jones

- Talked about the Charter Renewal, School Reopening Plan, School Calendar, Hiring, Budget Process, Reviewing the RFP approval for the Construction Project.

4:45 pm

NEW BUSINESS

- Approval of the 2020-2021 ISAAC School Calendar - [ISAAC Calendar 2020-2021 - DRAFT.pdf](#). It was agreed upon by the Union. Motion to approve the Calendar: H. Doughty; 2nd: R. Muckle; No Discussion; In Favor: All; Opposed: None. The motion carries.
- Approval of ISAAC Accounting Policies and Procedures Manual - [Business Manual](#)
- Possible Executive Session to Discuss Personnel Issue
 - Motion to move into Executive Session: H. Doughty; 2nd: B. Crouch; In Favor: All. The motion carries.

5:00 pm

ADJOURNMENT

Chair C. Jones