



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

June 12, 2024 at 9:00 am via ZOOM Link Available on Website

This meeting will be held virtually

AGENDA

- 4:00 pm **1. WELCOME / CALL TO ORDER** *Chairman R.F. Muckle*
- 1a. Establishment of Quorum
- 1b. Public Comment
- The Board of Directors welcomes public comment. Due to the nature of the virtual format of the meeting, all comments are to be submitted via email prior to noon on the day of the meeting. Comments may be made on almost any matter related to the operations of ISAAC and will be shared with the Board members in their packet. We shall not read or address any comments at this meeting. However, comments concerning individual students or staff members shall not be permitted.*
- 4:01 pm **2. CONSENT AGENDA** *Chairman R.F. Muckle*
- Approval of Minutes from May BOD Meeting
 - Approval of the 2023-2024 Executive Director Evaluation
 - Approval of the ISAAC Organizational Chart
 - Acceptance of the Year-to-Date Profit/Loss Financial Report for May 2024
- Possible Motion: Approve and accept all items on the consent agenda*
- 4:03 pm **3. EXECUTIVE DIRECTOR REPORT** *Dr. Spera*
- 3a. 4th Grade Expansion Plan
- 3b. CSDE Report Update
- 3c. Legislative Update
- 3d. Grant Update
- 3e. Hiring Update
- 4:15 pm **4. SUBCOMMITTEE REPORTS**
- 4a. GOVERNANCE COMMITTEE *Vice-Chair M. Spellman*
- Nomination of Teacher Rep, Shannon Lougee, and Parent Rep, Amanda Grundy
- Possible Motion: To accept the nomination of Shannon Lougee and Amanda Grundy onto the Board of Directors*
- 4b. FINANCE COMMITTEE
- Bid Waiver for Construction Project Manager, Scott Donovan, Owner of G. Donovan Construction
- Possible Motion: To Accept the Bid Waiver for Scott Donovan to act as the Construction Project Manager for the "Design and Build" of the new 1500 sq. ft. school construction project for the 4th and 5th grade classrooms along with the selection of all subcontractors as selected by the Executive Director and the Construction Project Manager*
- 4c. CURRICULUM COMMITTEE *Dr. David Brailey*
- SBAC Score Review
 - Corrective Action Plan for Academic Achievement and Suspension
- 4d. BUILDING COMMITTEE *Chairman R.F. Muckle*
- *Possible Motion: Re-establishment of a Building Committee to be a subcommittee of the Board of Directors*
 - *Subcommittee interest from Board of Directors*
- 4:30 pm **5. NEW BUSINESS** *Chairman R.F. Muckle*
- 5a. Oath of Office for New Board of Directors Member
- 5b. Action in Response to Charter Renewal *Chairman R.F. Muckle*
- Possible Motion: Acquire the services of Shipman and Goodwin to conduct a needs assessment of human resources policies, procedures, and develop of improvement plan.*
- 5c. Election of Officers for 2024-2025 *Dr. Spera*
- Possible Motion: To Accept the Unopposed Ballot as approved in the May Meeting consisting of: Richard Muckle, Chairperson; Michael Spellman, Vice-Chairperson; Barbara Crouch, Secretary; Lee Muller, Treasurer*
- 5d. 2024 SBAC Score Report *Dr. Spera*
- 5e. Building Expansion of ISAAC
- Possible Motion: Grant the Executive Director, Dr. Spera, with the authority to engage in negotiations and sign a contract with an architect for the elementary building project and with Scott Donovan as the Project Manager for the Design and Build Project*
- Possible Motion: Grant the Building Committee the authority to approve the financial amounts of all subcontractors and grant authority to the Executive Director to sign contracts associated with the Construction Expansion Project.*
- Possible Motion: Grant the Executive Committee of the Board the authority to authorize the Executive Director authority to sign a mortgage agreement and/or contract associated with Dime Savings Bank and, if needed, additional services needed to secure a loan for the new construction project.*
- 5f. Reminder that there are scheduled meetings for July 2024 & August 2024
- 5:00 pm **6. ADJOURN** *Chairman R.F. Muckle*

4b. GOVERNANCE

Vice-Chair M. Spellman

- Parent Representative Recruitment
Amanda Grundy has expressed interest in being the parent representative and has been invited to attend the June meeting.
- Annual Teacher Representative Interviews
An email will be sent out to all teachers. Anyone interested can apply.
- BOD Election Ballot
 - Elections at the June Meeting
Richard Muckle – Chairman
Michael Spellman – Vice Chairman
Lee Muller - Treasurer
Barbara Crouch – Secretary
No other nominations made

Motion: To close nominations and to approve the election ballot of officers for 2024-25

Moved: L. Muller; 2nd: B. Crouch; Discussion: none; In Favor: all; Opposed: none; Abstentions: None

Motion Carries by unanimous voice vote

Motion: To approve ballot for 2024-25

Moved: B. Crouch; 2nd: D. Brailey; Discussion: none; In Favor: all; Opposed: none; Abstentions: None

Motion Carries by unanimous voice vote

4:30 pm

5. NEW BUSINESS

Chairman R.F. Muckle

5a. Executive Director Budget Overview

Dr. Spera

Dr. Spera presents the ISAAC budget overview including budget proposal to the board.

Conversation ensued

Motion: To approve FY 2024-2025

Moved: L. Muller; 2nd: K. Booker; Discussion: none; In Favor: all; Opposed: none; Abstentions: None

Motion Carries by unanimous voice vote

5:00 pm

6. ADJOURN

Motion: To Adjourn

Moved: L. Muller; 2nd: K. Booker Discussion: none; In Favor: all; Opposed: none; Abstentions: None

Motion Carries by unanimous voice vote



**Interdistrict School for Arts and Communication
Special Meeting of the Board of Directors Curriculum Committee**

June 7, 2024 at 11:00 am

New London, CT

MINUTES

- | | | |
|----------|--|-------------------------------------|
| 11:00 am | 1. WELCOME/CALL TO ORDER | <i>Curriculum Chair Dr. Brailey</i> |
| 11:02 am | 2. Review Plans for 4th & 5th Grade Expansion <ul style="list-style-type: none">• Appointment of the Director of Elementary Education• Plan for Recruitment of staff and students and Preparation for 4th grade | <i>Dr. Spera</i> |
| 11:15 am | 3. Presentation and Review of SBAC Data | <i>T. Collins</i> |
| 11:35 am | 4. ADJOURNMENT | <i>Curriculum Chair Dr. Brailey</i> |

Spera, Nicholas

From: Spera, Nicholas
Sent: Wednesday, May 29, 2024 3:16 PM
To: Canty, Felicia
Cc: csp@ctcharters.org
Subject: CSP Grant Notification Letter
Attachments: ISAAC Notification Letter to the CSDE - GSCT Grant.pdf

Good Afternoon Felicia1

As per our conversation today, I am attaching our Notification Letter stating that ISAAC is applying for the \$1.3 million CSP Grant.

Thanks!
Nick



Dr. Nicholas J. Spera

Executive Director

190 Governor Winthrop Blvd

New London, CT 06320

860.447.1003

Home of the Dragons

NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

Any form of discrimination or harassment on the basis of race, color, religion, age, sex, marital status, sexual orientation, national origin, alienage, ancestry, disability, pregnancy, genetic information, veteran status, or gender identity or expression, or any other basis prohibited by state or federal law is prohibited, whether by students, employees or third parties subject to ISAAC's control. It is also the policy of the ISAAC Board of Directors to provide for the prompt and equitable resolution of complaints alleging any discrimination on the basis of protected characteristics such as race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability, pregnancy, genetic information, veteran status, or gender identity or expression. ISAAC is an equal opportunity employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, alienage, ancestry, physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.



Notification Letter

This letter is to notify the Charter School Office at the Connecticut State Department of Education that (insert school name): ISAAC MIDDLE SCHOOL, NEW LONDON, CT intends to apply for the CSP funding in the Great Schools for Connecticut (RFA2024-01) grant cycle.

GSCT Project Grant Budget request \$ **1,319,250**

Purpose of funding: Furniture - Fixtures and Equipment, Computer Hardware - Classroom Level Technology, Furniture - Fixtures and Classroom Equipment, Classroom Library – Classroom Library Books, Materials and Supplies - Classroom Level Consumable Supplies, Salaries – Additional Support Roles, Professional and Technical Services - Instruction and Curriculum Development, Other Purchased Services - Outreach and Recruitment, Salaries - Essential Staff Salaries, Transportation

Charter School Information

School Name: ISAAC Middle School

Applicant Contact: Dr. Nicholas J. Spera

Signature: 

Name of Proposed School: ISAAC Middle School

Current Mailing Address: 190 Governor Winthrop Blvd., New London, CT 06320

Office Phone: (860) 447.1003

Cell Phone: (860) 227-0873

Email: nspera@isaacschool.org

Type of Charter: State Charter School Local Charter School

Projected Student Enrollment for the first year of opening: 328

Grade Year	PK	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
Year 1	Student Enrollment for the first					34	X	99	99	96					328
Year 2						28	32	84	92	92					328
Year 3						30	30	92	84	92					328
Year 4	PK	K	1	2	3	30	30	94	90	84					328
Year 5						30	30	89	89	90					328
Total															



ISAAC Executive Director Final Evaluation

2023-2024 School Year

June 2024 - Board of Directors Meeting

GOAL NUMBER	GOAL DESCRIPTION	SUMMATIVE RATING
GOAL 1: Educational Leader Practice	<p>1.1: Shared Vision, Mission and Goals — Leaders collaboratively develop, implement, and sustain the vision, mission, and goals to support high expectations for all students and staff.</p> <p>1.2: Curriculum, Instruction and Assessment — Leaders develop a shared understanding of standards-based best practices in curriculum, instruction, and assessment.</p> <p>1.3: Continuous Improvement — Leaders use assessments, data systems and accountability strategies to monitor and evaluate progress and close achievement gaps.</p> <p>2.2: Professional Learning — Establishes a collaborative professional learning system that is grounded in a vision of high-quality instruction and continuous improvement through the use of data to advance the school or district’s vision, mission and goals.</p>	Exemplary
DESCRIPTION OF RATING		
<p>Areas of Commendation:</p> <ul style="list-style-type: none"> • The creation and transparency of the 2023-2024 ISAAC district and school goals to the Board of Directors • The completion and submission of the Charter Renewal Report to CSDE • The continuation of a School Improvement and Performance Plan that aligns to the school’s Core Values, Beliefs about Learning, and Vision of the Graduate statement, the Teacher Evaluation System, and the foundational elements • The leadership and ability to create, draft, and implement the ISAAC 2029 Strategic Plan in collaboration with the Board of Directors • The implementation, professional development, and completion of a written curriculum for all courses in all departments throughout ISAAC • The continuation of an in-person SRBI Team that included systems for identifying, tracking, and providing support that ensures that all students can succeed with proper supports and services • The success of the Professional Learning Communities format that encouraged the collaboration of teachers to develop curriculum, improve instruction, and create and discuss formative and summative assessments • The success of the master schedule that provided teaching and learning to occur in a safe environment for all teachers and students • The continuation of the formative assessment systems (IAB & AIMSWEB) that led to increased SBAC & NGSS scores • The increased SBAC scores in six of the seven grades/subjects (mathematics, ELA, science) • Increase of the ISAAC Accountability Index that was years beyond expectation • The leadership and expertise in supporting the instructional, curricular, and operational changes resulting in improved student and staff outcomes <p>Areas of Growth for 2024-2025:</p> <ul style="list-style-type: none"> • Lead the process for improvement based on the recommendations given from the CSDE in the Charter Renewal Report 		

GOAL 2: Organizational Management Practice	2.1: Recruitment, Selection, and Retention — Recruits, selects, supports, and retains effective educators needed to implement the school or district’s vision, mission, and goals. 2.3 Observation and Performance Evaluation — Ensures high-quality, standards-based instruction by building the capacity of educators to lead and improve teaching and learning. 3.1 Operational Management — Strategically aligns organizational systems and resources to support student achievement and school improvement. 3.2 Resource Management — Establishes a system for fiscal, educational and technology resources that operate in support of teaching and learning.	Exemplary
DESCRIPTION OF RATING		
<p>Areas of Commendation:</p> <ul style="list-style-type: none"> • The successful hiring of highly qualified, certified teachers and staff with an increase in minority hires • The implementation of the Board and SDE approved comprehensive evaluation and accountability system • The continued implementation of a crisis management plan that encourages a team response to crisis situations • The implementation and oversight of the facility that ensures the safety and well-being of all stakeholders • The successful completion and oversight of all internal construction projects • The oversight of the new construction project in collaboration with the Board of Directors, the Building Committee, and other stakeholders • The implementation and communication to all districts regarding the CSDE approved Special Education Billing Methodology • The innovative use of pandemic funds to provide a safe environment and to improve the infrastructure of the school for the future • The delivery of a transparent, organized, and effective Executive Director Budget Proposal • The commitment to long-term cost saving initiatives such as the delivery of electricity, E-rate costs, personnel, and facility costs • The continued work completed to maintain the 21st Century Community Learning Center Grant • The mentoring and support of the “inexperienced” administrative team • The accountability and oversight of all systems within the school including the food service operations • The advocacy, tenacity, and leadership throughout the legislative session • The success of developing a system that increased the frequency and formal exposure of mathematics and ELA to 6th graders <p>Areas of Growth for 2024-2025:</p> <ul style="list-style-type: none"> • Continue to seek funding from different sources available throughout the state, region, and country • Lead the oversight of a possible new construction project in collaboration with the Board of Directors, the Building Committee, and other appropriate stakeholders • Develop a plan to prepare and manage the possibility for new grades and seats for the 2024-2025 school year and beyond 		

GOAL 3: Community and Board of Directors	4.1: Family, Community and Stakeholder Engagement — Uses professional influence to promote the growth of all students by actively engaging and collaborating with families, community partners and other stakeholders to support the vision, mission and goals of the school and district. 4.2: School Culture and Climate — Establishes a positive climate for student achievement, as well as high expectations for adult and student conduct. 4.3: Equitable and Ethical Practice —Maintains a focus on ethical decisions, cultural competencies, social justice, and inclusive practice for all members of the school/district community.	Exemplary
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DESCRIPTION OF RATING

- Areas of Commendation:**
- The consistent communication to keep the board informed by providing advanced copies of agendas and documents, notifications as needed, and the concise and informative Executive Director Reports
 - The increased number of student applicants, especially out of district applicants which were increased by over 400%
 - The communication to families about important events and happenings through multiple channels and languages
 - The collaborative efforts with the Board Chair to improve the efficiency of monthly meetings with the addition of the consent agenda
 - The full transparency and honest communication with board members on significant financial, personnel, program, and logistical issues
 - The leadership in several Board initiatives including name changes, board training, and added missing policies according to state and federal law
 - The efforts to develop positive relationships with board members, community partners, and other stakeholders
 - The willingness to listen and adjust practices and decisions based on feedback from stakeholders
 - The professionalism and decision making exhibited in the response to challenges and conflicts that occurred throughout the school year
 - The focus on the vision of high expectations for all, including self, when faced with adversity
 - The hard work and commitment to the job and school that was consistently displayed on a daily basis
 - The countless hours spent on successfully advocating multiple needs for ISAAC with state and local legislators
 - The exemplary staff survey results that provide evidence of a positive culture and climate with 100% of the faculty agreeing that the culture and emotional climate of the school is positive and supportive, and admin is supportive and willing to make changes to support the culture and climate
 - The redesigned school website that is it assessable and easy to navigate for the Board, staff, families, students, prospective families, and donors
- Areas of Growth for 2024-2025:**
- Continue to provide the Board of Directors with missing and updated policies to be in compliance with state and federal statutes and laws
 - If approved, recruit and attract high quality teachers and new families for the 4th and 5th grade seat expansion initiative over the next few years
 - Continue to seek the theme and name change of the school to add STEM/STEAM in the name of the school or naming it ISAAC Middle School



Richard F. Muckle, Board Chairperson



Dr. Nicholas J. Spera, Executive Director

ISAC BOARD OF DIRECTORS

ASSOC PRINCIPAL & HR DIR
Tanya Collins

EXECUTIVE DIRECTOR
Dr. Nicholas J. Spera

DIRECTOR OF SPECIAL EDUCATION
Amy Geary

PRINCIPAL & 21CCLC
William Linski

MATHEMATICS
*Will Ferguson
Emily Hamady
Vanessa Kobyluck
Shannon Lougee*

EXECUTIVE ASSISTANT
Jeiredi Alvarez

DEAN OF SECURITY SAFETY
Bobby Harris

DIRECTOR OF ELEM
Mercedes Alger

EXECUTIVE ASSISTANT
Mildred Rivera

SRBI COORDINATOR
Lisa Lazarou

SCIENCE
*Amanda Malinowsky
Xiaoxiao Cao
Mercedes Alger*

DIR. OF MAIN & FACILITIES
Celestino Rodriguez

DIRECTOR OF FINANCE
Erica Robb

ELEM TEACHERS
*4TH TBA
4TH TBA
5TH TBA
5TH TBA*

STUDENT SUPPORTS COORD
Tucker Regan

SCHOOL COUNSELOR
Kathleen Machnik

ART
Leena Faulkner

CUSTODIAL STAFF
*Daniel Arias
Lucilania Delacruz
Ferdinand Maron*

PAYROLL/PAYABLE ASST
Stephen Rogers

DIRECTOR OF IT
Brian Trost

SPED: Reading Program
Mary Gouveia

ELA/HUMANITIES
*Nicole Funk
Nikki Litterio
Amy Taylor
TBD*

MUSIC
Chelsey Zimmerman

DATA MANAGER
Jenni Barnes

DIRECTOR NURSING
Carrie Gregory

SPECIAL EDUCATION
*Alison Cardoza
Peter Gonski
Jannine Moores
Kimberly Pesarik*

SOCIAL STUDIES
*Kevin Irvine
Michael Presti*

PE/HEALTH
Jessica Harvey

FOOD SERVICE COORDINATOR
Chandra Johnson
CAFETERIA WORKER
Evangeline Amar

NURSING ASSISTANT
Kelley Suprenaut

SOCIAL WORKER
Dean Avery

STEM
*Kendall Chrzanowski
Tiffany Devlin-Perry*

THEATRE/DANCE
Amanda Grundy

OUTSOURCED PROGRAMS

FOOD SERV CONSULTANT
Tom O'Connor

MEDICAL ADVISOR
Vijay Sikand

BILINGUAL/SPANISH
Christina Schiano

21CCLC PROGRAM
*Athletic Coaches
Club Advisors
21CCLC Staff
Transportation*

EDU INTERVENTIONIST
*Mike Kydd
Norm Harrison
Jerry Santiago
TBA*

BUILDING SUBSTITUTE
*Michael Wall
TBA*

SCHOOL BASED HEALTH CENTER
Mental Health & APRN Services for Students

BILINGUAL ASSISTANT
*Oscar Segura
Alexis Perez-Canas*



ISAAC MIDDLE SCHOOL 2024 SBAC & NGSS PRELIMINARY DATA

Dr. Nicholas J. Spera
ISAAC Board of Directors
June 12, 2024

ISAC By the Numbers

EIGHT YEAR SBAC TREND DATA

ELA SBAC

OF NOTE:

CURRENT 6TH GRADERS: 29% AT GOAL ENTERING ISAAC

ELA	15-16	16-17	17-18	18-19	20-21	21-22	22-23	23-24	% +/-
6 TH	28.6%	36.8%	34.1%	23.3%	30%	32%	30.2%	45.3%	+ 53%
7 TH	31.8%	28.7%	26.4%	34.5%	29.3%	32.6%	37.5%	45.5%	+ 16%
8 th	37.3%	31.8%	28.6%	33.3%	36.4%	38.5%	42.4%	55.3%	+ 30%

SCHOOL-WIDE ELA SBAC

MATH	15-16	16-17	17-18	18-19	20-21	21-22	22-23	23-24	% +/-
ISAAC	32.4%	32.4%	29.7%	30.2%	31.8%	34.4%	36.4%	48.1%	+ 34%

ISAAC By the Numbers

EIGHT YEAR SBAC TREND DATA

MATHEMATICS SBAC

OF NOTE:

CURRENT 6TH GRADERS: 16% AT GOAL ENTERING ISAAC

MATH	15-16	16-17	17-18	18-19	20-21	21-22	22-23	23-24	% +/-
6 TH	4.4%	12.6%	10.2%	14.4%	5.4%	18.4%	20.4%	38.3%	+ 88%
7 TH	9.4%	8%	10.3%	9.5%	12%	15%	25.3%	21.6%	-14%
8 th	15.9%	13.6%	7.1%	7.4%	7%	5.5%	25%	32.9%	+ 32%

SCHOOL-WIDE MATH SBAC

MATH	15-16	16-17	17-18	18-19	20-21	21-22	22-23	23-24	% +/-
ISAAC	9.7%	11.5%	9.3%	10.6%	8.2%	13%	23.4%	31%	+ 33%

ISAC By the Numbers

FOUR YEAR NGSS TREND DATA

SCIENCE NGSS

SCIENCE	18-19	21-22	22-23	23-24	% +/-
8 th Grade	25.9%	20.9%	33.3%	37.2%	+ 12%

ISAAC

BID WAIVER REQUEST

WAIVER FOR: Contract for Construction Project Manager, Scott Donovan, Owner of G. Donovan Construction, for a Design and Build Service for a New 1500 sq. ft. Elementary Classroom Expansion along with Hiring of Subcontractors as Approved by the Executive Director and Construction Project Manager

DATE OF REQUEST: June 12, 2024

FISCAL YEAR OF PURCHASE OR SERVICES: FY25

FUNDING SOURCE: General Fund – Unanticipated Expenses and/or Capital Reserves
Anticipated Third Mortgage/Construction Loan from Financial Vendor

SUPERVISOR OF PROJECT: Dr. Nicholas J. Spera

MATERIALS OR SERVICES TO BE PROVIDED:
Project Manager for Design and Build of Expansion Project

RECOMMENDED VENDOR/CONTRACTOR: **Scott Donovan, Owner of G. Donovan Construction**

The Board of Directors and the Building Committee have strong relationships and trust with Scott Donovan. In addition, first-hand knowledge of the previous project allows for several cost-saving moves for ISAAC. Scott Donovan has relationships with previously contracted vendors, companies, and engineers, etc. that will serve to be financially valuable to ISAAC. The hiring of all subcontractors will be agreed upon by the Executive Director and the Construction Project Manager. All agreements will be discussed and documented with the Building Committee.

COST OF REQUEST:

Exploratory quotes were requested before conversations with state legislators in the Fall 2023. As we reviewed the previous plan and reviewed the current assets available for this new project, it is anticipated that this new project will be under \$2 million. In addition, this new design is small (three 500 sq. ft. rooms) and uses existing materials from the last project such as the HVAC units, windows, steel beams, bricks, etc. The goal is to borrow a similar amount of money as the last project to complete the 1500 sq ft, three-story addition. Sub-contractors will be acquired by the Project Manager in collaboration with the Executive Director and/or the Building Committee. The Design and Build concept is to ensure that costs remain low and that previous knowledge of the subcontractors with the past project is financially rewarding to ISAAC.

BID WAIVER REQUEST RATIONALE:

ISAAC's Purchasing Policy states that a waiver may be authorized if timing is a critical factor, and a formal bid process would not be in ISAAC's best interests. ISAAC needs this expansion to be fully usable by the start of the school year in August 2025. In addition, this project was just completed using several subcontractors with intimate knowledge of the recently installed and built structures of the recently completed STEAM expansion project. There are several areas of cost savings moves by using the same subcontractors to complete the work for this project. The new project is reusing windows from the first project and will be attached to the new steel beams in the last building project.

RECOMMENDED BY: ISAAC BOD FINANCE COMMITTEE

DATE: June 11, 2024