

**Headmaster**  
Lisa Parquette Silva  
**Director of Operations**  
Matthew Harrington



**Master Teachers**  
Sheila Hopkins-Osnes  
Olawa Gibson  
Migdalia Vargas  
Jennifer Trani  
Erin Farley  
Ivy Cole

## **Date and Time**

**Wednesday, January 3, 2018**

### **A. Record Attendance and Guests**

Kevin, Fleur, Matt, Lisa, and Lorraine, Beth in attendance

### **B. Call the meeting to order 6:08**

### **C. Approved minutes –Minutes were unanimously approved**

## **I. Opening Items**

Meeting was called to order at 6:08PM.

The minutes from December 6, 2017 were unanimously approved.

Lisa reported Crain's Business is doing a story on the finance management of TNAACS, specifically the work of Matt Harrington and how his work enables the school to do more for the students because of the efficiency of the financials.

## **II. Finance**

### **A. Monthly Financial Report**

Matt Harrington discussed the financials and how the budget is incorporating Saturday test prep. Staff members are out – one for a military leave, one for a worker's comp, one for parent leave, terminate gym teacher. All these will effect salary portion of budget (decrease).

Attendance next week will indicate if any students have left the school.

## **II. Governance**

### **A. Board on Track Update**

Lisa stated that Kevin and Mac need to accept the invitation to the board on track and to complete the survey. Lisa explained that the skill survey shows that as a board we are heavy in education and rounding out the board with members who have other skills would be helpful.

We can get a demo from Board on Track. Lisa stated that Melissa will help with any information we need or help we need with Board on Track.

Onboarding for members is something we will be looking at in the future for new board members.

### **B. Teacher Evaluation Update**

Lisa is using Kim Marshall teacher evaluation rubric. Lisa felt that she was not getting into classrooms enough. Teachers feel that it is important for teachers to get feedback from the Headmaster.

Lisa stated that she is committed to seeing every teacher once a month and giving a 24 hour turnaround. She uses a one page document. One paragraph – accommodations, recommendations, next steps. She shares it with the Master Teacher but the Master Teacher does not go into the classroom with the Headmaster.

No teacher was rated an ineffective in our first round of mini observations. • 43% of teachers were rated developing. All of these teachers were Apprentices. Two of these teachers had lessons that contained ineffective features. • 35% of teachers were rated effective. 63% of these teachers are Apprentices  
22% of teachers were rated highly effective. All but one of these teachers is a Partner. One was an Associate

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### **C. Potential New Board Members**

Two potential new board members are– Dr. Marcus Bright and Dominique Sharpton. Lisa briefly spoke to their bios. They are very interested in being on the board. They are very committed to education, urban environment in education, and have a high profile. Mercury public relations connected TNAACS with these potential members. In addition, Lorraine Scorsone has a recommendation and Jessica Saratovsky, principal of PS 770, also volunteered to be on the board.

### **III. Other Business**

#### **A. Test Preparation Saturday Program**

Bringing in a Evolve test prep organization for high 2's and low 3's. These are the kids that the staff needs support with and don't want to overtax our teachers by having them work on Saturdays. 24 students for Math, 24 for ELA – 8 for each grade. Data, behavior and attendance were factors in determining the rosters for this program. Parent consent forms went out to parents for this program.

#### **IV. Closing Items**

Lisa spoke to that we will have a vote next week on board members, potentially 4 new members.

A. The meeting was adjourned at 6:34PM.