

**Polaris Charter Academy**  
**Board Meeting Minutes**  
 Dial In: 712-432-0490  
 ID: 316557#

<b>Date:</b>	<b>Tuesday, April 28th, 2015</b>
<b>Time:</b>	<b>6:30pm (at the school)</b>
<b>Topic(s):</b>	<ul style="list-style-type: none"> <li>• <b>Spring Fundraiser</b></li> <li>• <b>Student Enrollment</b></li> <li>• <b>Board Recruitment</b></li> <li>• <b>Board Meeting Frequency</b></li> </ul>

<b>Board Attendees</b>			
In Person	Via Phone	Not Present	<b>Board Members</b>
✓	<input type="checkbox"/>	<input type="checkbox"/>	Arun Bhatia
<input type="checkbox"/>	<input type="checkbox"/>	✓	Micaeh Johnson
✓	<input type="checkbox"/>	<input type="checkbox"/>	Kameron Matthews
✓	<input type="checkbox"/>	<input type="checkbox"/>	Joel Pomerenk
✓	<input type="checkbox"/>	<input type="checkbox"/>	Ben Burnham (ex-officio, Board Fellow)

<b>School Attendees</b>			
In Person	Via Phone	Not Present	<b>School Leaders &amp; Guests</b>
✓	<input type="checkbox"/>	<input type="checkbox"/>	Michelle Navarre (ex-officio)
✓	<input type="checkbox"/>	<input type="checkbox"/>	Roel Vivit
✓	<input type="checkbox"/>	<input type="checkbox"/>	CJ Holmes
✓	<input type="checkbox"/>	<input type="checkbox"/>	Linda McEvoy
✓	<input type="checkbox"/>	<input type="checkbox"/>	Carolyn Talaske
<b>Guests</b>			

Joel called the meeting to order at 6:30PM. Kameron motioned to approve the January minutes, Michelle seconded and all approved.

**Board Topics**

*Ben Burnham Welcome – Joel Pomerenk*

Polaris welcomes Ben as the next Kellogg Board Fellow to support the school’s Board of Directors over the coming year. Prior to the meeting, Ben visited the school and met with Finance Committee to acclimate to Polaris and gain an understanding of the project he will be working on during his fellowship.

*Board Meeting Discussion – Joel Pomerenk*

In the coming fiscal year, the board will adjust its meeting frequency to every other month with greater communication between meetings. The final schedule will be posted in June and Ben will provide a proposal for the best communication portal for all documents and updates to keep members informed of school progress between meetings.

**Committee Reports**

*State of the School – Michelle Navarre*

Student enrollment is below budget with 43 spots open for school year 15/16, primarily in kindergarten and first grade. Ms. Sandifer will continue visiting centers each week with a goal of processing 1 application per week. Compared to last year at this time, our conversion rate for applications to enrolled students has increased.

Mark Golden has been hired to replace Liz McGovern in the 5/6 team to prepare for her departure next school year. Graduation will take place on June 4<sup>th</sup> at 10AM in the auditorium at Westinghouse. Celebrations of Learning and Passage dates will be finalized for the week of June 17<sup>th</sup>-19<sup>th</sup>.

Students began the second round of PARCC testing. Most students were using paper tests but those on digital tests experienced several technical glitches which will ideally be addressed before the 7<sup>th</sup> and 8<sup>th</sup> graders begin testing at the end of the week. MAP testing will begin May 18<sup>th</sup> at PCA and we will be conferencing with the middle school students prior to testing.

The school has addressed multiple incidents of threats of physical violence between students stemming from cyber-bullying. PCA has reacted in line with our Code of Conduct and will look in to partner options for counseling students or space in the FY16 budget for an additional school counselor to prevent future incidents. In follow up to last month’s expulsion hearing, all materials have been submitted to CPS and the student’s family has been notified. She has two weeks to mail a written request for an appeal to the PCA Board, which must include new evidence to present.

Development – Carolyn Talaske

The 2015 Spring Benefit, **Voices for Change**, on Thursday, May 7<sup>th</sup> at the Four Seasons Hotel Chicago, has raised \$24,626 net with 69 expected guests, slightly behind our position this time last year. Current projections are to match last year's proceeds so PCA will increase efforts to promote the event.

Current YTD Cash Fundraising is \$256,420 compared to \$588,202 at this time last year. Variance is due to the one-time FY14 gifts from the Walton Foundation (\$250,000) and Invest for Kids (\$188,000). \$7,500 in additional contributions are committed but not yet received.

Public Relations – Carolyn Talaske

The website was down during spring break due to an outdated plug in. Traffic dropped significantly but has since regained much of its usual frequency.

Finance – CJ Holmes

The February cash balance is \$1.36M this is compared to \$1.2M last year at this time, driven primarily by healthy cash reserves. Year to date spending is approx. \$110,000 favorable and revenue is \$134,000 favorable. Balance of Year Forecast reflects net income unfavorability of \$41K to REVISED, driven primarily by Perkins receipt and revenue gap from per pupil funding.

The FY16 budget process has begun and will be finalized during the June meeting. The CPS budget changes are still uncertain, ranging from funding consistent with the current year or decreasing by 4%.

Governance – Kameron Matthews

Polaris currently has seven prospective board member candidates in the board pipeline at this time and members and the school are continuing to stay in contact. Alan Anderson and Vasco Bridges have transitioned from the pipeline, declining board membership at this time but still interested in being involved with the school.

Kameron remains in contact with previous board members to finalize exit interviews and support them in securing a successor for their board seat.

Joel was voted Interim Chairman following Uday's departure. Uday motioned to approve, Michelle seconded and all approved.

**IMPORTANT DATES**

Thursday, May 7 <sup>th</sup>	6:30PM	Spring Benefit, <b>Voices for Change</b> , at Four Seasons Hotel
Tuesday, May 26 <sup>th</sup>	6:30PM	Board Meeting - <b>CANCELLED</b>
Thursday, June 4 <sup>th</sup>	10:00AM	Graduation Ceremony at Westinghouse College Prep Auditorium
Tuesday, June 23 <sup>rd</sup>	<b>6:30PM</b>	Board Meeting - <del>Conference Call</del> <b>IN PERSON MEETING AT PCA</b>
Wednesday, June 24 <sup>th</sup>	All Day	Last day of school for SY2014/2015
Tuesday, June 30 <sup>th</sup>	All Day	Close of Fiscal Year 2015