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| **Polaris Charter Academy** |  | **Date:** | **Tuesday, December 2nd, 2014** |
| **Board Meeting Agenda** |  | Time: | **6:30pm (at the school)** |
| Dial In: 712-432-0490ID: 316557# |  | **Topic(s):** | * **Develop a Message Regarding Test Scores**
* **Review Everyone’s Submissions of 3 Board Candidates**
* **Booth MBA Project Update**
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| **Board Attendees** |  | **School Attendees** |
| In Person | Via Phone | Not Present | **Board Members** |  | In Person | Via Phone | Not Present | **School Leaders & Guests** |
|  | ☐ | ☐ | Arun Bhatia |  |  | ☐ | ☐ | Michelle Navarre (ex-officio) |
| ☐ |  | ☐ | Micaeh Johnson |  |  | ☐ | ☐ | Roel Vivit |
|  | ☐ | ☐ | Uday Khedkar |  | ☐ | ☐ |  | Linda McEvoy |
|  | ☐ | ☐ | Kameron Matthews |  |  | ☐ | ☐ | Carolyn Talaske |
|  | ☐ | ☐ | Joel Pomerenk |  | **Guests** |
| ☐ | ☐ |  | Travis Swoope |  | Lauren Wein (AB), CJ Holmes |
|  | ☐ | ☐ | Sarah Walker |  |
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Uday called the meeting to order at 6:30PM. Uday motioned to approve the October minutes, Michelle seconded and all approved.

**Board Topics**

*Test Scores and School Rating*

Michelle informed that Polaris received a school rating of Level 3 due to our test scores from the previous spring. Level 3 schools are on the academic warning list and have the potential for closing if they cannot improve within 18 months. Polaris was anticipating a low rating due to the test scores and began planning activities to regain a high rating in spring. These include:

* Integrating math and reading literacy software programs into classroom learning.
* Participating in fall and winter MAP testing to build student testing into general work and set benchmarks for growth.
* Setting individual goals with students to understand their scores and how to improve.
* Establishing Academic Parent Teacher Team to provide tools for parents to be active participants in their child’s achievement
* Provide Professional Development meetings for teachers and practice time for students afterschool

Polaris will focus on achieving high growth scores, high 2nd grate attainment scores, and high student attendance to reach a Level 2 or higher school rating by spring 2015. Polaris will directly inform its constituents of the rating following the public announcement of all school ratings by Chicago Public Schools.

*Board Recruitment*

Polaris currently has five prospective board member candidates in the board pipeline at this time. Alan Anderson will be visiting the school on Dec. 4th, Wendy Williams will also visit in December, and Dr. Echols will visit in January.

Kavita Matsko withdrew candidacy for personal reasons but will remain engaged with the school.

*Booth MBA Project*

Booth MBA students have continued conversations with board members and will be scheduling a new visit to the school in mid-December. They have conducted secondary research on urban education related to board composition, leadership, and policies in other schools, charter and non.

Arun will be sending out a draft of their report on initial findings in December and the project will be completed in mid-January.

**Committee Reports**

*Development*

The End of Year Appeal was mailed out on Nov. 24th and has raised $425 at this time. The Giving TECHday Campaign successfully raised $6,154 in cash and in kind donations, matches and pledges. Monies will be directed to purchasing laptops and tablets for the classroom.

Polaris secured the grant from Crown Family Philanthropies for $20,000 over two years for Polaris Players. Current proposals and letters under review include Baxter International Foundation ($150,000 for Mental Health Counselor position), United Way ($25,000 for general operating), the Pauls Foundation ($5,000 to Polaris Players), and the Creative Schools Fund ($15,000 for art program support). The proposal for the Helen Brach Foundation is in progress and due December 31st ($10,000 towards EL curriculum).

*Public Relations*

Polaris’ online presence continues to grow on Facebook and Twitter through the Giving Tuesday campaign.

Press Releases are planned for Molly Brady’s Klingenstein’ Teacher Award (one of 4 selected nationwide) and to communicate the school’s Level 2 rating and actions to improve.

*Finance*

Michelle, Uday and Joel have interviewed multiple candidates and presented Associate Board VP C.J. Holmes as a strong candidate. The board further discussed the candidate, needs for the position, and potential changes in responsibilities. Michelle and Business Manager Lissette Sanchez have managed finance and operations responsibilities in the interim.

Prior to departure, Carol submitted a slightly modified budget on Nov. 13 to CPS (due Nov. 17, 2014). PCA’s recommendation at this time is to hold the budget flat to original submission.

The November cash balance is $840,000 with an additional $750,000 in CDARs. FY2015 Actuals vs. Budget remains relatively flat.

*Governance*

Discussed during Board Recruitment Topic Section. Vice Chairman Sarah Walker’s term ends Dec. 31, 2014.

**IMPORTANT DATES**

Thursday, Dec. 18th 6:30PM PCA Holiday Party (*tentative*)

Dec. 22-Jan 5 All Day School Winter Intersession

Tuesday, Jan. 27th 5:30PM Board Meeting – Conference Call

Tuesday, Feb. 24th 6:30PM Board Meeting

Tuesday, Apr. 28th 6:30PM Board Meeting

Uday motioned to end the meeting at 8:45PM. Kameron seconded and all approved.