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| **Polaris Charter Academy** |  | **Date:** | **Tuesday, July 29th 2014** |
| **Board Meeting Minutes** |  | **Time:** | 5:30pm **(VIA CONFERENCE CALL)** |
| Dial In: 712-432-0490Passcode: 316557# |  | **Topic:** | **Board Recruitment** |

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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 |  | ☐ |  | ☐ | Carol Clavadetscher |
| ☐ |  | ☐ | Uday Khedkar |  | ☐ | ☐ |  | Roel Vivit |
| ☐ |  | ☐ | Kameron Matthews |  | ☐ | ☐ |  | Linda McEvoy |
| ☐ | ☐ |  | Joel Pomerenk |  | ☐ |  | ☐ | Carolyn Talaske |
| ☐ | ☐ |  | Travis Swoope |  | ☐ |  | ☐ | Lauren Wein (Fellow) |
| ☐ |  | ☐ | Sarah Walker |  | **Guests** |
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Uday called the meeting to order at 5:35PM. Uday moved to approve June’s minutes, Sarah seconded, and all approved pending the minor changes addressed.

**State of the School**

Polaris has hired 5 new teachers with a high level of experience and enthusiasm and extended an offer to one additional position. If accepted, all open teacher and learning specialist opportunities are filled. Positions for Teaching Assistants are still available.

Michelle reviewed the current standing of student enrollment, focusing on those fully enrolled until accurate numbers of those with applications in process was provided. While Kindergarten was the area of lowest current enrollment, it is likely to be over-enrolled by the first day of school in August.

Professional Development week for teachers and staff begins on August 11th. The week will include crew building activities and revisiting the Points of Polaris to ensure they continue to reflect the school culture and values.

**Committee Reports**

*Development*

A full Development Plan has been prepared for Fiscal Year 2015. The plan outlines all fundraising activities, areas for board support, and outcomes that will be targeted over the next year. Activities for board members include making a gift, hosting an awareness event, and preparing a personal appeal letter to contacts. The budgeted target amount is $380,000 though the plan aims to surpass this amount.

The Associate Board committees have begun to meet. Community Engagement will require all participants to volunteer at least one time per month. The Fundraising committee has begun discussing ideas for an event, focusing on a happy hour in October. Lauren is planning an AB-Board of Directors networking event after the October board meeting.

Carolyn provided a final overview of FY2014 giving. Polaris has raised $654,351 from over 150 people making over 200 gifts during FY2014. The FY2015 giving year has begun with one gift received. Proposals have been submitted to Aetna Foundation and WHPDC Healthy Corridors grant programs for $50,000 and $20,000, respectively., to fund the snack, fitness, and healthy living programs at Polaris.

*Public Relations*

Activity on Polaris’ website and Facebook page continue at a steady pace. No press releases have been sent out due to the school being on break.

*Finance*

Polaris submitted its budget to CPS on July 2nd, prior to the July 15th due date. Carol also noted that the disparity between CPS and charter school funding persists and was addressed by INCS: “This fall, more than 60,000 Chicago families will send their children to charter public schools because they have decided it is the best public school option for their child. Using CPS’ own enrollment projections, charter schools will educate 14% of CPS students on 11% of the overall budget. The increased investment in charter schools simply reflects an increase in enrollment and money following the student to their school of choice, as it should.”

Polaris has completed the movement of $750,000 to the MB Financial CDARs account, increasing the percent of year-end cash covered by FDIC insurance from 21% ($250,000) to 83% ($1,000,000).

Polaris has been working with ORBA to finalize a more robust Fixed Asset Policy; the updated policy clearly states that individual items costing >$500 and having a useful life > 1 year will be capitalized. The revision was in response to a comment resulting from PY audit. No prior year restatement will be required.

Polaris ended the year approximately $281,000 favorable to budget. Spending was approx. $147,000 favorable to plan and revenue is $133,000 favorable. Overspending in Instructional Equipment was driven by increased Title I/II funding and the expense (vs. capitalization) of laptops due to <$500 cost; overspending in Professional Development was driven by increased Title I/II funding.

*Governance*

Bevery Echols is still in the pipeline for prospective membership and a visit is being scheduled for the beginning of September. Sarah Walker’s term will end in December 2014 and Uday Khedkar’s in March 2015; both will aim to have replacements 3 months prior to their departure.

Michelle will send dates for August through October to schedule a retreat to discuss board development and strategic planning. Arun will confirm if a contact will provide pro bono consultant support for strategic planning.

**Board Topic -- Board Recruitment**

Polaris has previously relied on word of mouth for communicating opportunities and will now focus on increasing marketing efforts through featured post on school website, posting in LinkedIn, adding to eNewsletters, and reaching out to other organizations to post the opportunity. These organizations include Teach for America, INCS, Kellogg alumni association, Booth alumni association, and Horizons for Youth.

Sarah to send job descriptions to Carolyn for LinkedIn and website postings for the opportunity. Carolyn will maintain a matrix of all channels that the opportunity is posted.

**IMPORTANT DATES**

Monday, Aug. 18th All Day First Day of School

Tuesday, Aug. 26th 6:30PM Board Meeting

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

Tuesday, Dec. 9th 6:30PM Board Meeting

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

Sarah motioned to end the meeting at 6:40PM. Michelle seconded and all approved.