

Polaris Charter Academy
Board Budget Meeting Minutes

Dial In: 712-432-0490
 ID: 316557#

Date:	Tuesday, October 27 th , 2015
Time:	6:30PM (at the school)
Topic(s):	<ul style="list-style-type: none"> • Board Candidate Votes • Development Office • Advisory Council • Finalize Dashboard v1.0

Board Attendees			
In Person	Via Phone	Not Present	Board Members
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Arun Bhatia
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Kameron Matthews
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Joel Pomerenk
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tina Yarovsky
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ben Burnham (Board Fellow)

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

Joel called the meeting to order at 6:35PM.

Public Forum: Joel informed everyone that Kewon Feazell's mother would not be attending this evening's meeting to discuss her denied request to advance her son from 7th to 8th grade. Michelle explained why she felt this decision was in Kewon's best interest.

Approval of Minutes: Minutes for the September 8th meeting were reviewed. Kameron moved to approve; Tina seconded; all approved minus Michelle, who abstained as she was not in attendance of the September 8th meeting.

State of the School

SQRP, Staffing and Discipline – Michelle

Michelle reviewed the School Quality Rating Report (SQRP), in which Polaris rose to a Level 1 rating. A key objective for the coming year is to achieve a 50% score in all categories of the Attainment on NWEA. Additional focus will be placed on the Diverse Learners Priority Group (special education). In summary, the goal is to retain a Level 1 rating going forward. Michelle shared the school's strong SQRP with all major supporters of the school.

Carolyn Talaske has accepted a new job. She documented and discussed her job functions with Michelle prior to her departure. Currently, the majority of grant writing is being completed by CJ and Michelle. Status of grants is as follows:

In Progress

- Field Foundation (After School programming) coming to visit school on November 2nd

Grants Submitted

- Creative School Fund Grant (Sept. 30) – Social Emotional Learning through the Arts
- John Buck Foundation (Sept. 30) - \$10,000 for General Operating Support
- Baxter International Foundation (Oct. 13) – \$100,000 over 2 years for Social Emotional Support Services
- Montgomery Ward (Oct. 15) - \$10,000 for General Operating Support
- Kellogg Charity Award (Oct. 15) – TBD Amount for Expeditionary Learning Support /General Operating Award

Submitting Oct 30th

- Gustafson LOI - \$5,000 for Early Childhood Mathematics Intervention/Differentiation

Due December 2nd

- Impact 100 Chicago Grant LOI - \$100,000 for FY17 capital expenditures, program support, or mix

Not Submitting

- CSP NON-SEA Grant (\$100,000 Dissemination Grant)

Carolyn wrote a summary document of Giving Tuesday and End of Year Giving campaigns with a roadmap of how to complete both. Michelle spoke with the person who develops the Polaris Annual Report to do some short-term, project-based work in Carolyn's absence. Michelle also has a meeting with a company who could run both campaigns; however, Michelle and the Board question whether funds raised warrant the expense of a third-party firm.

Michelle will be revamping Carolyn's job description to begin the recruitment process.

Board Topics

Board Candidate: Daniel Epstein – Joel Pomerenk

Daniel Epstein's board candidacy was discussed. A vote was taken: 4 voted in favor; 0 opposed. Daniel's board application was approved. Joel will contact Daniel to inform him of the decision and welcome him to the Board.

Board Candidate: Lauren Wein – Joel Pomerenk

Lauren Wein's board candidacy was discussed. A vote was taken: 4 voted in favor; 0 opposed. Lauren's board application was approved. Kameron will contact Lauren to inform her of the decision and welcome her to the Board.

Kameron will coordinate onboarding with Daniel and Lauren, as well as look into next steps for board training and orientation.

Looking ahead at the Board pipeline: Jack Crowe, Executive Director at Year-Up, is a possible candidate. Joel will keep in touch with him to continue cultivating this relationship.

Dashboard Draft – Ben Burnham

Ben presented the draft dashboard, explaining the goal was to develop a reliable, meaningful, actionable set of information for the school management and the Board. Discussion surrounded the frequency for updating (monthly versus prior to each board meeting) and how to incorporate trending. As a next step, Ben is requesting that individual feedback be sent to him in the next week. Ben will work with CJ and Kameron to discuss how best to maintain each metric. The goal is to have a fully completed dashboard by the December meeting for initial use. Ben asked the group to consider how to represent Polaris' mission/goals and character development in the dashboard.

Advisory Council Amendment to By-Laws – Kameron Matthews

Kameron reviewed the proposed amendment to the by-laws establishing an Advisory Council. She noted the broad language which allows for flexibility in defining the role of the group. The primary goal is to keep individuals who are committed to Polaris involved. A vote was taken: 4 voted in favor; 0 opposed. The amendment was passed.

Advisory Council Nominee List and Communication Plan

Kameron drafted an initial Advisory Council invitation letter and list of potential members. Joel will review and update the letter, including adding language regarding the SQRP. He will then contact founding members Les Pinsof, Darren Snyder, Uday Khedkar, and Sarah Walker to gain initial support for the Advisory Council.

Committee Reports

Governance – Kameron Matthews

Kameron stated that all items from her report were reviewed earlier in the meeting. She confirmed that Strategic Planning still needs to be addressed.

Finance – CJ Holmes

CJ provided the following finance notes:

- Credit card management, which was noted by auditors last year as an area for improvement, is being carefully managed.
- The school's cash balance of \$1,376,297 is approximately \$74,000 greater than it was last September.
- The 20th day of enrollment tallied 440 students, compared to a projection of 432. Last year's average was 420.2. Some additional headcount at Polaris may be attributed to struggles at Galapagos Charter School.
- The school received an initial draft of its audit report and notes and must provide some additional details to the auditor. The current goal is to complete the audit next week and submit to CPS. Joel will schedule a meeting for the Board with the auditors to review the final draft.
- In September, the accounting server malfunctioned and was non-recoverable. A backup copy of QuickBooks was used to restore all accounting records. The technical infrastructure has been updated to ensure sufficient redundancy/backups for the future.

Development – CJ Holmes

CJ provided the following development notes:

- Development revenues are unchanged from last month.
- CJ is reviewing Carolyn's notes in order to kick off the Giving Tuesday campaign in November. Last year, the school raised \$7,200, which included a Board match. This year's fundraising goal is \$8,000. We should consider how to leverage *Think It Up* and student-led projects, as well as the role of mGive (a texting application) for additional text-based donations.
- The Spring Fundraiser is targeted for May 2016. A formal date and venue are still to be determined. Kameron suggested that we form a host committee for the Spring Event to strengthen involvement and turnout.

Public Relations

Ben will work on developing a list of PR/media contacts. He will then draft a release regarding SQRP scores for review and dissemination. Kameron will reach out to her DNAinfo contact for more support in publicizing Polaris's PR efforts.

IMPORTANT DATES

Tuesday, December 8 th	6:30PM	Board Meeting
Tuesday, February 23 rd , 2016	6:30PM	Board Meeting
May 2016		Spring Event

At approximately 8:40PM, Tina moved to adjourn the meeting. Joel seconded and all approved.