

**Polaris Charter Academy
Board Meeting Minutes**

Dial In: 212-798-088

PIN: 58366422#

Date:	Tuesday, June 27th, 2017
Time:	6:30pm (at the school)
Topic(s):	<ul style="list-style-type: none"> • Key State of the School Updates • Annual Benefit Recap • 2017-2018 Budget Planning

ATTENDANCE CATEGORY	BOARD MEMBERS & FELLOWS	SCHOOL STAFF
Attending in Person	Arun Bhatia (Chair) Joel Pomerenk (Treasurer) Tina Yarovsky (Secretary) Mary Hicks Lauren Wein	Michelle Navarre (**Board Ex Officio) Roel Vivit Elizabeth Whiting
Attending by Phone	Melanie Domer	
Unable to Attend	Ben Brenton Daniel Epstein Samuel Bottum Claire Henderson (Board Fellow)	

EXPECTED GUESTS & VISITORS
None

Arun Bhatia called the meeting to order at 6:36 PM.

Approval of Minutes

Minutes from the April 25th meeting were reviewed. Michelle moved to approve; Lauren seconded; all approved.

State of the School

Various Updates: (Michelle)

- **Enrollment:** Projected student enrollment for next school year is as follows:
 - **Currently Enrolled:** 415 (all paperwork in)
 - **Currently in Process:** 13 (pending some final paperwork)
 - **Goal:** 450; feel confident we will hit this number by fall

- **Hiring Update:** Teacher openings for the upcoming school year include the following:
 - Art Teacher (close to extending offer)
 - Drama Teacher
 - 7/8 Science Teacher

- **NWEA Map Testing:**
 - Initial Date: 56.6% met reading goal; 60% met math goals
 - Attainment Percentile: Reading – 41st; Math – 53rd
 - Early SQRP results show Level 1 status
 - Expect final results in August
 - Action Item: Plan a day for the Board to understanding how a curriculum is built at Polaris

- **Leadership:**

- Roel has transitioned out of his role and will be relocating to California. This is providing an opportunity to restructure the school's Leadership team.
- Francesca and Melissa will transition to Director level positions focused on supporting teacher professional development
- Lisette, Angela, and Michelle continue to take on Finance function as a team
- Business Office Assistant becomes a full-time position (from part-time role)
- Technology Coordinator becomes a full-time position (from part-time role)
- Proposed: Search for an Academic Operations Manager
 - Educator background
 - Design and maintain internal databases and dashboards
 - Perform student achievement analysis to support targeted instruction (currently Linda)
 - Support and manage facilities initiatives in collaboration with the Head of School and Engineer
 - Manager CPS charter compliance
 - Manage compliance and critical laws and contracts

We are currently looking at candidates through Education Pioneers, who charge \$10,500 for one year of service. They send candidates to Polaris and support them with professional development. If we don't find a candidate from them, we pay nothing.

- **Our Day in May:** Polaris students made national news on NPR's *All Things Considered* program for their protest of gun violence in the community.

Committee Reports

Finance Committee: (Elizabeth, Joel)

Spring Event Recap

- Gross \$110,255 (with Employer Matches: \$118,255); Net: \$104,312.33
- Blue Plate, the caterer, waived the fee for the venue and provided passed hors d'oeuvres at no cost.
- The event had 150 attendees, including Toni Preckwinkle and Alderman Burnett

Finance Committee Update

- We currently estimate that FY2017 will end at a loss of \$49,000, instead of a loss of \$100,000, as originally forecast. This shortfall stems from a decrease in state funding, lower-than-projected private funding, and low collection of activity fees.
- For the FY2018 preliminary budget, we are looking to offer a salary adjustment for teachers, make an investment in marketing, and work toward a significant increase in private funding. Joel moved to approve the preliminary budget; Lauren seconded; all approved.

Development Committee: (Lauren, Tina)

- Associate Board Pipeline/Update: A meeting is schedule in July to set up a plan for FY2017-2018.
- Board Fellow, Claire Henderson, will focus on marketing strategy. Tina will serve as mentor/liaison.

Governance Committee: (Arun)

- We need to refocus on strengthening our Board pipeline, as Nancy Curby has stepped down, and Joel will be stepping down after the August meeting.
- Arun will continue to reach out to the Board to see if anyone has interest in chairing the Governance committee.

Proposed 2017-2018 Board Meeting Schedule

2017: 8/22, 10/18, 12/12

2018: 2/27, 4/24, 6/26

Tina moved to approve these dates; Lauren seconded; all approved.

IMPORTANT DATES

August 22, 2017	Board Meeting at 6:30 PM
October 18, 2017	Board Meeting at 6:30 PM

At approximately 8:42 PM, Michelle moved to adjourn the meeting; Joel seconded; all approved.