

**Polaris Charter Academy  
Board Meeting Minutes**

Dial In: 212-798-088  
PIN: 58366422#

<b>Date:</b>	<b>Tuesday, August 22<sup>nd</sup>, 2017</b>
<b>Time:</b>	<b>6:30pm (at the school)</b>
<b>Topic(s):</b>	<ul style="list-style-type: none"> <li>• <b>Key State of the School Updates</b></li> <li>• <b>FY 2017 Financial Recap / Summary</b></li> <li>• <b>FY 2018 Budget Planning</b></li> </ul>

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

<b>EXPECTED GUESTS &amp; VISITORS</b>
None

Arun Bhatia called the meeting to order at 6:31 PM.

**Approval of Minutes**

Minutes from the June 27<sup>th</sup> meeting were reviewed. Joel moved to approve; Lauren seconded; all approved.

**State of the School**

Various Updates: (Michelle)

**New School Year**

- We kicked off the school year with a week of new teacher training.
- Francesca Peck and Melissa Authement have transitioned to Director level positions focused on supporting teachers' professional development.

**Enrollment**

Our current enrollment is 436 students (which is 9 shy of our budgeted count of 445). Current breakdown is as follows:

- Kindergarten 41
- First Grade 42
- Second Grade 55
- Third Grade 49
- Fourth Grade 55
- Fifth Grade 48
- Sixth Grade 45
- Seventh Grade 48
- Eighth Grade 53

We currently have 15 additional students in process (pending some final paperwork). We need to be at 445 (minimum) by October 2<sup>nd</sup>, as this number becomes the budgeted funding per pupil from CPS.

### ***Hiring Update***

Current open positions are as follows:

- 2.5 Learning Specialist Positions (very difficult to find/recruit certified special education teachers)
- 2 Paraprofessional Positions (one-on-one aides; have had many applicants)
- 1 Academic Operations position (begin interviewing in September)

### ***NWEA Map Testing – Initial Results (from Spring 2017)***

- Attainment Percentile
  - Reading: 41<sup>st</sup>
  - Math: 51<sup>st</sup>
- Growth
  - Reading: 6.9 average growth; 68 growth percentile
  - Math: 8.2 average growth; 61 growth percentile
- Meeting Goals
  - 60% met math goal score
  - 56.61% met reading goal score
- Initial Data
  - 56.6% met reading goal; 60% met math goals
  - Early SQRP projected between a 2.5 and a 1

### ***EL Education Implementation Review***

This review is designed to...

- Determine the level of implementation of EL Education practices
- Track growth of school's implementation practices over time
- Provide standardized scores to allow an analysis of relationship between implementation and other outcomes
- Inform the work plan and professional development activities for the school

Current score: 118 (out of a maximum of 130); this puts Polaris in the highest tier.

### ***How Scores Influence School Year Goals***

NWEA scores and the EL Education Implementation Review inform the school's work plan. For 2017-18, the following student outcome goals have been set:

- NWEA Growth Targets
  - Math: 65% meeting/exceeding
  - Literacy: 62% meeting/exceeding
- NWEA Attainment Targets
  - Math: 55<sup>th</sup> percentile
  - ELA: 50<sup>th</sup> percentile

## Committee Reports

### Development Committee: (Lauren, Elizabeth)

#### **Grant Pipeline**

- We applied for the *Invest for Kids* grant but did not receive it.
- We received the first Crown Installment payment of \$50,000.
- We are researching various foundation grants to focus our application efforts (locally and nationally).
- We need to identify individual major gift prospects to begin engagement

**Action Item:** For our next meeting, Elizabeth will build out a development pipeline document to forecast what percentage will come from grants, individual donors, and the annual fundraiser.

#### **Marketing Plan**

- We need to build a marketing plan that will result in a strong annual report that can be given to corporations and individual donors by the end of the school year.
- We will begin by assessing current state of marketing/advertising.
- We will then identify key messages that can help us tell compelling stories.

**Action Item:** Claire will assemble a subcommittee to pull together marketing experts with subject matter experts and move the marketing program forward. This subcommittee will be comprised of Melanie, Ben, and Sam.

#### **Associate Board**

- Associate Board members met in July to regroup for the 2017-18 school year.
- AB members are targeting early October for a visit to the school.
- In the next meeting, the AB will identify ideas/dates for 1-2 fundraising events for the 2017-18 school year, as well as ideas for recruiting 3-5 additional AB members.
- The next Associate Board meeting is scheduled for 9/21.

### Governance Committee: (Arun)

- We need to refocus on strengthening our Board pipeline, given recent departures
- We have identified a possible Finance Committee member, Mike Davison.
- Michelle will reach out to Phil Perkins' brother to initiate discussion about board involvement.
- Arun/Lauren will reach out to Ben Burnham to assess interest.
- In October, we will have board elections. In preparation, Arun will circulate role descriptions to the Board for consideration

**Action Item:** We need to amend bylaws to allow for non-board members to take part on a committee.

### Finance Committee: (Elizabeth, Joel)

#### **FY2017 Financials**

- We had initially estimated finishing FY2017 at a loss but ended up with preliminary net income of \$34,591.

#### **FY2018 Budget**

- The FY2018 budget has been adjusted slightly from the June meeting. It continues to include a salary adjustment for teachers, an investment in marketing, and a significant increase in revenue from private funding. Dan moved to approve the preliminary budget; Lauren seconded; all approved.

**Note:** If we decide to increase marketing spend, the budget will need to be adjusted accordingly in the October meeting.

#### **Dashboard**

- We reviewed the dashboard and will continue to populate it on a regular basis.

## **IMPORTANT DATES**

December 12, 2017                      Board Meeting at 6:30 PM

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