

Polaris Charter Academy**Board Meeting Minutes**

Dial In: 212-798-088

PIN: 58366422#

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

EXPECTED GUESTS & VISITORS
None

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

Approval of Minutes

Minutes from the June 27th 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 2nd, 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: 41st
 - Math: 51st
- 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: 55th percentile
 - ELA: 50th 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

October 18, 2017	Board Meeting at 6:30 PM
December 12, 2017	Board Meeting at 6:30 PM

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