

**Polaris Charter Academy
Board Meeting Minutes**

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

Date:	Tuesday, December 12th, 2017
Time:	6:30pm (at the school)
Topic(s):	<ul style="list-style-type: none"> • Key State of the School Updates • Upcoming Budget Model Changes • Board Candidate Vote

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

EXPECTED GUESTS & VISITORS
None

Arun Bhatia called the meeting to order at 6:39 PM.

Board Topics

Election & Term of Officers

The Board voted on the following candidates for officer and committee chair positions for the 2017-2018 school year:

- **Chairman** – Arun Bhatia
- **Vice Chairman** – Melanie Domer
- **Treasurer** – Arun Bhatia
- **Secretary** – Tina Yarovsky
- **Head of Finance Committee** – Arun Bhatia
- **Head of Governance Committee** – Sam Bottum
- **Head of Development Committee** – Lauren Wein

Chairman – Michelle moved to nominate Arun Bhatia; Lauren seconded; all approved.

Vice Chairman – Michelle moved to nominate Melanie Domer; Lauren seconded; all approved.

Treasurer – Michelle moved to nominate Arun Bhatia; Sam seconded; all approved.

Secretary – Sam moved to nominate Tina Yarovsky; Michelle seconded; all approved.

Head of Finance Committee – Michelle moved to nominate Arun Bhatia; Lauren seconded; all approved.

Head of Governance Committee – Dan moved to nominate Sam Bottum; Michelle seconded; all approved.

Head of Development Committee – Daniel moved to nominate Lauren Wein; Sam seconded; all approved.

Election of New Board Member

Arun moved to approve Mike Davison as a new member of the Polaris board; Michelle seconded; all approved.

Approval of Minutes

Minutes from the August 22 meeting were reviewed. Arun moved to approve; Sam seconded; all approved.

State of the School

Various Updates: (Michelle)

EL Education National Conference

- This year's conference took place in Chicago in October with about 1400 educators attending.
- Polaris hosted a pre-conference day focused on culture and character with over 90 attendees.
- Two Polaris graduates served as conference emcees; 26 Polaris teachers and administrators attended.
- Nine Polaris teachers and administrators taught Master Classes.
- Eight students served as student ambassadors.
- Michelle won a leadership award; the recipient is nominated by his/her school and chosen by peers.

Special Education Update & SPED Shortage

Polaris was allotted an additional 2.5 Learning Specialist positions; however, there is a very limited pool of candidates in Chicago. Currently, two teachers are covering this need, which is not sufficient. Polaris is actively searching for qualified candidates.

2017-2018 SQRP Rating

Polaris received a Level 1 rating (3.7), which is on the high end of the charter average for elementary schools. Last year, Polaris received a rating of 3.8. Diverse learner groups are an issue (related to special education recruitment challenges). Math continues to go up, though reading is starting to dip. A greater emphasis on literacy has been built into the 2017-2018 work plan. The overall rating is based on Attainment and Growth. (Growth becomes more challenging to achieve as students excel.)

2017-2018 Work Plan

- Master of Skills and Knowledge
 - Design assessment and learning experiences to grow students' mastery of targets
 - Differentiate to support mastery of skills/knowledge for all students
 - Develop structures/provide time for students to analyze data, set goals, and reflect on growth
- High Quality Student Work
 - Create learning experiences to engage students in complex thinking and develop quality work
 - Prepare students for evidence-based discourse
 - Design opportunities for students to revise/refine their ideas and work
- Character
 - Utilize crew structure to develop character, cultivate productive relationships, and foster leadership
 - Implement ongoing goal setting and reflection structure to support character development
 - Plan for character development when designing lessons, experiences, and assessments

Per Capita Tuition Charge (PCTC) Budget

A new Illinois State law has changed the school funding requirement from 75-125% to 97-103%

- No longer legally obligated to give charter schools SGSA funding
- No more SPED funding (with the exception of some IDEA funding)
- Unfunded pension liability of \$1,304 per student
- Facilities fee of \$1,294 per student
- Interest on short term debt of \$74 per student
- 3% administrative fee
- 11.16% pension for SPED teachers

Despite these changes, Polaris will still come out ahead with funding. We currently estimate \$200,000 more per year. These changes go into effect mid-year.

Building Safety

Environmental Services is visiting the building to ensure there are no safety issues/hazards for teachers and students.

Committee Reports

Finance Committee: (Arun)

Changing CPS Budget Model

- Given the changed budget model, the Finance Committee is working to shift the budget model. We are required to submit the new budget model to CPS by January 20.

Audit

- The annual audit was completed in October. Overall, it was a smooth process.

Development Committee: (Elizabeth)

Giving Tuesday

- This year's Giving Tuesday efforts yielded just over \$2,398.

End of Year Giving

- We will be sending a holiday card for the year-end giving campaign, which will contain quotes from students.
- Last year, we raised just over \$8,000. The goal is to match this, at minimum.

Spring Benefit

- We are targeting a Thursday in May for this year's Spring Benefit. Elizabeth will send out a Doodle to capture availability.
- We are considering going back to the Blue Plate space from last year; they gave us a very good deal, and the space was well-received.
- Board members should offer any additional suggestions to Elizabeth.

Associate Board

- The Associate Board held a Trivia Night in November. Only 19 people attended, but we raised \$400. This was a good start for the Associate Board.
- Matt McKay (Chair) and Ian Roche (Vice Chair) visited school in December.

Upcoming Events

- December 14: Family Fun Night winter event at the school
- December 15: Monthly Father Friday, where fathers and father figures greet students
- December 18: Monthly Mom Monday, where mothers and mother figures greet students
- December 21: Polaris staff holiday party; Board is invited

Marketing Sub-Committee

- Met on September 25 to begin working on a marketing plan
- Next meeting is targeted for January

Additional Note

We have received notification of our first Daniel Murphy scholar (\$100,000 high school scholarship over four years). More details to follow.

IMPORTANT DATES

February 27, 2018 Board Meeting at 6:30 PM
April 24, 2018 Board Meeting at 6:30 PM

At approximately 8:34 PM, Michelle moved to adjourn the meeting; Mike seconded; all approved.