

**Polaris Charter Academy****Board Meeting Minutes**

Dial-in: 712-775-7031

PIN: 519622

<b>Date:</b>	<b>Tuesday, September 24<sup>th</sup>, 2018</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>Board Officer Election</b></li> <li>• <b>Role of Polaris Board</b></li> <li>• <b>Board Committees</b></li> <li>• <b>Board Meetings</b></li> </ul>

<b>ATTENDANCE CATEGORY</b>	<b>BOARD MEMBERS &amp; FELLOWS</b>	<b>SCHOOL STAFF</b>
Attending in Person	Mike Davison Melanie Domer Dan Epstein Mary Hicks Tina Yarovsky	Michelle Navarre (**Board Ex Officio) Elizabeth Whiting
Attending by Phone	Samuel Bottum Lauren Wein	
Unable to Attend	Ben Brenton	Melissa Authement

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

Melanie Domer, Vice Chair, called the meeting to order at 6:36 PM.

**Opening Business/Open Session*****Approval of Minutes***

Minutes from the June 26 meeting were reviewed. Mary Hicks moved to approve the minutes with the following amendments:

- Remove Melissa Authement from attendee list
- Add subject headings
- Remove major donor names

Michelle Navarre seconded; all approved.

**State of the School** (Michelle)***Budget***

At the June 26 board meeting, the Polaris 2018-2019 budget was approved and sent to CPS.

***Projected Enrollment***

- Monday, October 1 is the CPS 20<sup>th</sup> Day count, which is when the City finalizes each school's headcount numbers for budgetary purposes.
- The 2018-2019 Polaris budget is based on an estimate of 445 students. Currently, 431 students are properly enrolled in the IMPACT system, with about 440 physically in the school on September 24. Michelle feels confident that we will reach 445 students by Monday.
- This year, enrollment is low in kindergarten, which may be partially attributed to the nearby LEARN and KIP campuses competing for local kindergarten students.
- Note that at present, 18% of enrolled students are classified as homeless.

### ***Staffing Update***

At present, the school is fully staffed. Ideally, we would like to add one additional special education teacher, but we are making things work with the current headcount.

### ***NWEA MAP Testing***

Polaris has not yet received official MAP testing numbers from CPS, but raw numbers are as follows:

3<sup>rd</sup>-8<sup>th</sup> Grade:

- 52<sup>nd</sup> attainment percentile for Math
- 32<sup>nd</sup> attainment percentile for English Language Arts (ELA)
- Meeting growth goals

Polaris' early SCRP rating is projected as 2+ (down from 1). Final ratings should come in October/November.

### ***EL Education Implementation Review (IR)***

This review is designed to...

- Determine the level of implementation of EL Education practices at your school
- Track growth of your 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

Two key areas of focus for the 2018-2019 school year:

- Implementation of high quality work (rating: 2); Polaris needs to address the lack of complexity in some of its class work.
- Differentiating instruction for all students (rating: 2); Polaris needs to increase its focus on students with IEP, as well as the "high flyers"; some of this will be addressed with a new literacy intervention and tutoring program in 2018-19.

### ***Financial Audit***

Preliminary audit results have been received, and ORBA is issuing a clean opinion.

Action Item: All board members should review ORBA's 2.5 page letter for further discussion/vote at the next meeting.

### ***Safety and Security***

There has been increasing gang and drug dealing activity adjacent to Polaris. The school is focusing on keeping the immediate neighborhood safe for students before, during, and after the school day. This includes practicing lockdowns, if necessary.

Of particular note, a Polaris student was involved in a recent shooting, which is under investigation. Polaris has developed a safety plan for the student, who isn't always adhering to plan. Should transgressions worsen, there may be a possible expulsion hearing.

### **Board Topics**

#### ***Board Officer Elections and Board Committee Assignments***

The Board voted on the following candidates for officer and committee chair positions for the 2018-2019 school year:

- **Chairman** – Melanie Domer (nominated by Michelle Navarre; seconded by Dan Epstein; all approved)
- **Vice Chairman** – Tina Yarovsky (nominated by Dan Epstein; seconded by Mike Davison; all approved)
- **Treasurer** – Mike Davison (nominated by Melanie Domer; seconded by Tina Yarovsky; all approved)

- **Secretary** – Mary Hicks (nominated by Michelle Navarre; seconded by Tina Yarovsky; all approved)
- **Chair of Finance Committee** – Mike Davison (nominated by Michelle Navarre; seconded by Lauren Wein Feldman; all approved)
- **Co-Chairs of Governance Committee** – Sam Bottum and Mary Hicks (nominated by Dan Epstein; seconded by Michelle Navarre; all approved)
- **Chair of Development Committee** – Lauren Wein Feldman (nominated by Dan Epstein; seconded by Sam Bottum; all approved)
- **Chair of Marketing Committee** – Melanie Domer (nominated by Michelle Navarre; seconded by Tina Yarovsky; all approved)

Committee memberships are as follows:

- Finance Committee – Mike Davison; Michelle Navarre
- Governance Committee – Sam Bottum; Mary Hicks
- Development Committee – Lauren Wein Feldman; Tina Yarovsky; Elizabeth Whiting
- Marketing Committee – Melanie Domer; Ben Brenton

Follow-up action items for all Committee Members:

- Identify candidates to serve as prospective committee members
- Ensure each committee meets once prior to the next Board Meeting; draft and submit a brief committee mission statement and set of goals for the 2018-2019 school year.

### ***Role of the Polaris Board***

We will be scheduling a Board Retreat, likely over 1-2 Saturdays in November/December/January, to revisit and redefine the role of the Polaris Board. Elizabeth will send a Doodle with proposed meeting dates, which all board members should respond to quickly.

We will continue discussing possible alternative venues for future board meetings.

To raise awareness of key events at Polaris, Elizabeth will send a list of school events/dates for the upcoming school year. Board members should add these dates to their calendars and try to plan ahead for participation.

### **IMPORTANT DATES**

October 15, 2018 (tentative) Board Meeting at 6:30 PM

At approximately 8:36 PM, Michelle Navarre moved to adjourn the meeting; Melanie Domer seconded; all approved.