

**Polaris Charter Academy  
Board Meeting Minutes**

<b>Date:</b>	<b>Monday, October 15, 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 Committee Goals and Priorities</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	Melanie Domer Mary Hicks	Michelle Navarre (**Board Ex Officio) Elizabeth Whiting
Attending by Phone	Samuel Bottum Mike Davison Tina Yarovsky	
Unable to Attend	Ben Brenton Lauren Wein	Melissa Authement

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

Melanie Domer, Chair, called the meeting to order at 6:32pm.

**Opening Business/Open Session**

***Approval of Minutes***

Minutes from the September 24, 2018 meeting were reviewed and approved with no changes.

Melanie reviewed action items from September 24, 2018 board meeting: (1) All board members think about possible board candidates or committee members for the Finance committee and the Development committee; (2) Board member suggestions on venues for upcoming board meetings are needed; and (3) Elizabeth to send a summary of key school activity dates – will be sent by 10/16/18.

**State of the School** (Michelle)

***Review of Audit Letter***

All board members have reviewed audit letter; no comments or questions. Michelle will sign and send out tomorrow, September 16. Letter must be submitted to CPS by November 1.

***Update: Day 20 Count***

Our official enrollment on Day 20 was 448 which was three students over our goal.

Polaris is owed approximately \$50,000 for 2016 and 2017 pension payments. We were promised it would be included in the Q2 money but it was not included. Michelle will follow-up with CPS

***Update: Capital Improvements***

We are not signing lease due to the roof issues and parking lot issues. Michelle attended a CPS board meeting and as a result CPS Chief Operations Arnie Rivera will be visiting our school on Wednesday, October 17 to address these issues.

## Board Topics

### **Board Committee Goals and Priorities**

Goals and priorities were established by committees. Committees presented their goals and priorities

- **Governance** (*Mary/Sam*)

Mary reported for the Governance Committee. She explained the priorities and goals for the year include: obtaining at least four new committee/board members; establishing more formal expectations for board members; developing an orientation plan for onboarding new committee/board members; developing a plan to maintain ongoing communication with officers, committee chairs and board members about new board prospect needs; and developing and maintaining a succession plan process to anticipate and fill committee chair and officer positions as needed.

- **Development** (*Tina/Lauren*)

Tina reported for the Develop Committee. Elizabeth is getting together numbers about our current giving. Then the committee will set goals and develop action steps. Committee will develop a one-page report to provide to the board that will show status of fundraising efforts. The committee will also be reviewing the annual event, Giving Tuesday, and end-of-year appeal. An initial calendar has been developed. Giving Tuesday for November 2018 is being planned. Also, the committee will focus on educating the full board about development.

Melanie reminded the committee to consider suggestions made by Claire Henderson, our 2018 Kellogg board fellow. to focus on corporate giving. Michelle wants to know about timing of giving for strategies.

- **Marketing** (*Melanie/Ben*)

Melanie reported on behalf of the Marketing Committee emphasizing the need for the Marketing Committee to partner with the Fundraising Committee to determine how to best support fundraising goals with marketing materials. Additionally, marketing materials to be developed to support student retention and acquisition. The committee will also be working on developing a "tight" position statement for Polaris that emphasizes what differentiates Polaris from other schools.

- **Finance** (*Mike*)

Mike reported for the Finance Committee. Committee will focus on (1) tactical ongoing operations, and (2) how the committee can add value on a more long-term basis. The Finance Committee provides an extra set of eyes on a monthly basis. The committee needs to review financial processes and develop contingency plans, i.e. planning for staff departures. Additionally, the committee will determine how it can support the staff in developing more long-term financial planning (3 to 5 year plan). This would include looking at historical data to identify trends and potential risks, i.e. data on students who are homeless, class size, etc.

Melanie asked is there anything missing from the existing board reports. Mike suggested we think about safety and the risk of any problems that could occur. Sam asked if the building/facility handled by the finance committee? It was agreed that this topic should be discussed off-line and then brought back to a future board meeting.

Michelle mentioned the potential budget shortfall at the end of the year. After discussion, it was agreed that a finance update and a development update will be on the agenda at each board meeting.

Melanie asked the board committees about their immediate needs. Development committee needs/wants a new member; Marketing committee does not have an immediate need; Finance committee needs new members. Sam explained that he and Mary will be contacting each board member about needs and prospects.

Melanie suggested norms for committee meetings. For example, committees should meet before each board meeting so they are prepared to report to the full board. Melanie asked as a follow-up to tonight's meeting that each committee establish their short term goals and email them to Melanie and Mary by October 22<sup>nd</sup>.

## **Board Meetings**

### ***Meeting Locations***

Melanie explained that she would like to improve in-person attendance at board meetings and is proposing that we meet off-site once per term. The location must be open to the public, easily accessible by our parents, and a venue that the Polaris community would be comfortable visiting

### **Summary of Decisions and Next Steps**

- Marketing/Development committees will meet together soon.
- An off-line conversation about risk mitigation will take place between Melanie, Michelle, and Mike.
- There will be regular agenda item for every meeting including a finance update and a development update.
- Committees to send email to Melanie and Mary about what they will accomplish by the next board meeting.

The meeting adjourned at 8:30pm.