

**Polaris Charter Academy**  
**Board Meeting Minutes**  
 Dial-in: 712-775-7031  
 PIN: 519622

<b>Date:</b>	<b>Monday, February 11<sup>th</sup>, 2019</b>
<b>Time:</b>	<b>6:30pm (at Polaris Charter Academy)</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 Reports</b></li> <li>• <b>Role of Polaris Board</b></li> <li>• <b>Board Retreat &amp; Board Meetings Schedule</b></li> </ul>

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

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

Melanie Domer, Chair, called the meeting to order at 6:35 PM.

**Opening Business/Open Session**

***Approval of Minutes***

Minutes from the December 17 meeting were reviewed. Lauren Wein Feldman moved to approve the minutes; Michelle Navarre seconded; all approved.

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

***SQRP 2018-19***

The Board reviewed some background information on SQRP ratings. We then reviewed Polaris’s SQRP scorecard from 2017-18 and 2018-19. Observations include the following:

- Three factors account for over 50% of the rating:
  - Attendance
  - MAP reading growth
  - MAP math growth
- Polaris saw a significant decline in Diverse Learner Math. (Note: In 2017-18, we had only 2 of 5 special education positions filled. We now have 4 positions filled.)

- We have concerns about reading scores. As a result, there is a significant focus on differentiated learning in reading for teachers this year and a school-wide push on literacy.
- For the Growth category, comparative data will be reset for next year, so we don't know what the average will be.
- As attainment increases, growth becomes more difficult
- Overall, Polaris is on a downward trend (i.e., overall ratings have dropped from 3.8 to 3.7 to 3.6). Note that 3.5 is the bottom edge of a Level 1+.

At our next meeting, we will review data by grade level to identify any difficulties.

### ***Enrollment Update***

As of the Q3 count, enrollment was at 445.

### ***Additional Student Life Updates***

- The 7/8 Crew won the CPS league basketball championship.
- For the first year, Polaris sent six Mathletes to competition; all six students made it to the top ten in their respective grade levels. Polaris was the only public school that participated in the event.

### ***EL Education Research Advisory Council Meeting***

Polaris is hosting the EL Education Research Advisory Council on March 19. The focus is character development in education. We will work on getting some testimonials for future use.

### **Board Committee Discussions**

#### ***Development Committee (Lauren Wein Feldman)***

Our development target for FY2019 is \$402,000. Total raised thus far is \$247,276, which leaves \$154,724 to be raised. Revenue sources include...

- Major Donors/Foundations
- Campaigns
  - Giving Tuesday
  - Year-End Appeal
  - Spring Fundraiser
- Grants

Regarding this year's Spring Benefit...

- It will be held on May 16 from 6:30-9:30pm at Loft Lucia.
- Our target audience is 150 full-priced tickets.
- Last year, we had 7 sponsorships totaling \$31,000; our goal is to double this.
- We might consider asking for people to sponsor a teacher's ticket.
- Individual donors to the school are not parents/families, but rather current/past board members and friends of the school. We currently have 90-100 people who give regularly, and we need to double this donor base
- Board Action Items:
  - Send Elizabeth names/contact details for 10+ people as target attendees.
  - Review the list of past board members and decide who should reach out to whom.

**Finance Committee (Mike Davison)**

- Looking at the financials through January 2019...
  - Net Income is \$258,000 ahead of plan.
  - Revenue is in line with plan.
  - Cash balances look higher because we received funding from CPS, but we will be paying them down.
- We are looking to ladder some CDs to improve our rate of return.
- Mike drafted a scorecard to review and implement going forward.
- Carol Clavadetscher will be replacing Angela to assist with our finance needs.

**Marketing Committee (Melanie Domer)**

The Marketing Committee is continuing to work on defining priority donors. This includes members of the Board their respective networks. Marketing will work with Elizabeth and Michelle on an elevator pitch for the school.

**Governance Committee (Sam Bottum)**

No update

**Additional Board Discussion**

**Establishing Polaris Key Performance Indicators (Melanie Domer)**

We need to identify the handful of metrics that make an impact on the school. Currently, we are recommending 7 KPIs:

1. Student enrollment
2. Net Income Forecast
3. YTD Development
4. % Teacher Retention
5. Average Daily Attendance Rate
6. National School Growth Percentile – Reading
7. National School Growth Percentile – Math

Note: 5, 6, 7 are huge drivers of SQRP score

We will discuss further at our next meeting.

**IMPORTANT DATES**

March 9, 2019	Board Retreat
April 29, 2019	Board Meeting
May 16, 2019	Spring Benefit

At approximately 8:44 PM, Melanie Domer moved to adjourn the meeting; Ian Roche seconded; all approved.