

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

Date:	Monday, November 4th, 2019
Time:	6:30pm (at Polaris Charter Academy)
Topic(s):	<ul style="list-style-type: none"> • Key State of the School Updates • Board Committee Reports

ATTENDANCE CATEGORY	BOARD MEMBERS & FELLOWS	SCHOOL STAFF
Attending in Person	Melanie Domer Rebecca Shapiro Tina Yarovsky	Michelle Navarre (**Board Ex Officio) John Lydon Elizabeth Whiting
Attending by Phone	Samuel Bottum Mike Davison Ian Roche	
Unable to Attend	Ben Brenton	

EXPECTED GUESTS & VISITORS
None

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

Opening Business/Open Session

Approval of Minutes

Minutes from the September 23rd meeting were reviewed. Rebecca Shapiro moved to approve the minutes; Michelle Navarre seconded; all approved.

Open Session for Public Comment

No one for public comment.

Leo Latz Presentation (*Leo Latz, Elyse Cowles*)

Leo Latz and Elyse Cowles presented their proposal for fundraising consulting services in 2019-2020. The proposal focused on building a major gifts program and was broken down into fundamental steps and related deliverables.

Fundamentals Steps

1. Case for Support: The Product. The Polaris Story. How to answer investor questions.
2. Team Selling: Everyone needs to be part of the process.
3. Prospects: Identify, cultivate, and get in the door
4. Making the Ask
5. Gratitude & Stewardship
6. Role of the Board: We need to be on board—providing public testimony.

Deliverables

1. Case for Support Development
2. Case of Support Presentation
3. Initial Meeting to Test Case for Support
4. Prospect List Development
5. Board and Professional Staff Training

The board discussed the proposal and agreed to move forward with the engagement.

State of the School (*Michelle Navarre*)

Recruitment

We are currently under-enrolled by 79 students. We continue to actively recruit students while planning a recruitment strategy for next year. We reached out to the community with a new communique and updated application.

Michelle is meeting with Adrienne Leonard, a consultant, to discuss further recruitment strategies.

2019-2020 Staffing Updates

We have not yet heard whether we will be required to pay for a student's full-time nurse. This could cost \$62,000 annually.

State Law Changes

Every charter school board member must go through 4 hours of training by an authorized provider, with 2 hours of additional training per subsequent year. In addition, there must be one parent on the board.

INCS will be reaching out to board members (likely via email) to discuss these training requirements.

SQRP

SQRP ratings were due in October and have been delayed. We are still estimating that we will drop to a 2+ school this year. This rating is based on MAP scores.

KPI Tracker

We reviewed a draft of a new KPI tracker, which included the following metrics...

- Net Income Forecast
- YTD Development
- Teacher Retention Rate
- Daily Average Attendance
- National School Growth Percentile (Reading)
- National School Growth Percentile (Math)

Action Item: Net Income and Development metrics are tracked quarterly. We will change this to year-end goal, with YTD results.

Action Item: In our December meeting, discuss our plan to increase enrollment next school year.

Officer Elections

Following are the nominations for officers for the 2019-20 school year...

- Board Chair: Tina Yarovsky
- Vice Chair: Ian Roche
- Treasurer: Mike Davison
- Secretary: Melanie Domer

We held a unanimous vote in favor of the above-listed officers.

We will discuss committee memberships after this meeting, reducing the number of committees to...

- Finance Committee
- Governance Committee
- Development Committee

Board Committee Discussions

Development Committee (Tina Yarovsky)

We reviewed the Development Committee report and spent time discussing the Leo Latz presentation and proposal. Tina moved to approve the proposal; Rebecca seconded; all agreed.

Finance Committee (Mike Davison)

- We completed our audit and received a clean opinion. Carol and Lisette did great work.
- Net Income: We have a favorable balance relative to our projection. The main difference was on the expense side, including a lower-than-anticipated health insurance renewal.
- Our latest CPS quarterly payment was \$6,000 less than what was expected. Michelle is looking into the reason for this variance.
- Cash balance is \$400K higher than we were last year at this time. However, we anticipate a loss of \$100K at the end of this year. We do have the reserves to cover this loss.

Additional Action Items:

- All Board Members must complete their annual FOIA and Open Meetings Act training.
- All Board Members must complete Conflict of Interest forms.

IMPORTANT DATES

- December 16, 2019 Board Meeting
- February 10, 2020 Board Meeting
- April 13, 2020 Board Meeting
- May 14, 2020 Spring Fundraiser
- June 15, 2020 Board Meeting

At approximately 8:30 PM, Michelle Navarre moved to adjourn the meeting; Tina Yarovsky seconded; all approved.