

**Polaris Charter Academy  
Board Meeting Minutes**

Dial-in: 712-775-7031  
PIN: 519622

<b>Date:</b>	Monday, September 23 <sup>rd</sup> , 2019
<b>Time:</b>	6:30pm (at Polaris Charter Academy)
<b>Topic(s):</b>	<ul style="list-style-type: none"> <li>• Key State of the School Updates</li> <li>• Board Committee Reports</li> </ul>

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

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 June 17 meeting were reviewed. Sam Bottum moved to approve the minutes; Rebecca Shapiro seconded; all approved.

Minutes from the August 6 budget meeting were reviewed. Ian Roche moved to approve the minutes; Michelle Navarre seconded; all approved.

***Open Session for Public Comment***

No one for public comment.

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

***Recruitment***

We are currently under-enrolled by 82 students. We continue to actively recruit students while planning a recruitment strategy for next year. Enrollment issues seem to be due to a variety of reasons, including families moving, overall demographic declines, and competition from neighboring charter schools.

***2019-2020 Staffing Updates***

We are not fully staffed due to the termination of one Learning Specialist.

We may be required to pay for a student's full-time nurse, as CPS will no longer be providing this service. 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.

There is an additional law that requires feminine hygiene products for students at no cost. This could run \$40,000 annually.

### ***SQRP***

SQRP ratings are due out in October. We are estimating that we will drop to a 2+ school this year.

### ***Student Information System***

Our current Student Information System (SIS) provider, LearnMetrics, has gone out of business. We are preparing to sign a contract with a new organization, Infinite Campus, to support attendance, behavior tracking, gradebooks, and report cards. The cost will be approximately \$10,000 more than expected to migrate the data from our old system. After this initial year, the annual cost will be comparable.

### ***Polaris Work Plan***

Each year, Polaris develops a work plan based on various inputs. Below is an overview of this year's work plan.

#### ***Mastery of Knowledge and Skills Goals & Targets***

- Goal: Polaris students' ability and competence grow with effort
- Faculty Learning Target: (a) plan and implement meaningful literacy instruction aligned to a school-wide vision; (b) analyze data to drive differentiated instruction.

#### ***Character Goals & Targets***

- Goal: Polaris students belong to and succeed in their communities through the Points of Polaris.
- Faculty Learning Target: Engage students in reflection practices that promote ownership and application of character traits across contexts and communities.

#### ***High Quality Work Goals & Targets***

- Goal: Polaris students create work of value in service to the community
- Faculty Learning Target: Design bold and aspirational curriculum that produces high quality work.

### **Board Committee Discussions**

#### ***Development Committee (Tina Yarovsky)***

##### ***2019-2020 Goals and Work Plan***

The Development Committee met and prepared a goal document for the school year. The Committee will meet in October to develop a more tactical work plan for achieving these goals.

1. Develop a Donor Stewardship/Appreciation Program
2. Successfully Execute on Key Fundraising Campaigns

3. Build Grant Pipeline and Secure Funding
4. Cultivate New Major Donors
5. Identify Corporate Partners in Learning
6. Engage a Fundraising Consultant

#### *Fundraising Consultant*

We reviewed proposals from Latz & Company and Washburn & McGoldrick. We are interested in pursuing the Latz proposal further. Before we proceed, we need to clarify scope (including defining more tangible deliverables and outcomes) and tighten the cost. Michelle will reach out to negotiate revised scope and terms.

#### **Finance Committee** (Mike Davison)

- The budget that we approved and agreed to in August has been submitted to CPS.
- We are in the final stages of our audit and are expecting results and financials shortly.
- New expenses (cited in the State of the School) will impact our budget.
- Our first CPS quarterly payment was \$23,813 less than what was expected.

We will discuss the financials in greater detail in our October meeting.

#### **Governance Committee** (Sam Bottum)

- We have five prospective board members in the pipeline. Two have declined to pursue. One will join the Development Committee as a first step. Two more are getting to know the school.
- We will hold our annual election of officers at the October meeting.
- All Board Members must complete their annual FOIA and Open Meetings Act training.
- All Board Members must complete Conflict of Interest forms.

#### **IMPORTANT DATES**

Board meeting dates will be determined for the 2019-2020 school year.

- October 21, 2019                      Board Meeting
- December 16, 2019                  Board Meeting

At approximately 8:24 PM, Rebecca Shapiro moved to adjourn the meeting; Tina Yarovsky seconded; all approved.