

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

Date:	Monday, December 16, 2019
Time:	6:30pm (at Trattoria #10)
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	Tina Yarovsky Ian Roche Mike Davison Rebecca Shapiro	Michelle Navarre (**Board Ex Officio) Elizabeth Whiting Francesca Peck
Attending by Phone	Melanie Domer	
Unable to Attend	Ben Brenton Sam Bottum	

EXPECTED GUESTS & VISITORS
None

Tina Yarovsky, Chair, called the meeting to order at 6:47 PM.

Opening Business/Open Session

Approval of Minutes

Minutes from the October 21 meeting were reviewed. Michelle Navarre moved to approve the minutes; Ian Roche seconded; all approved.

Open Session for Public Comment

No one for public comment.

State of the School (Michelle Navarre)

SQRP Rating

School leadership forecast a Level 2+ rating, but the final rating is a Level 2.

Per school leadership, disappointing results seem to be highly motivating to majority of faculty as they develop action plans. The action plan's focus is on improving literacy and math instruction.

NWEA MAP testing window opens for reading and math in January, so we'll have an early indicator (winter to winter data) to see how growth looks. *Action: The staff committed to review at the next BOD meeting in February 2020.*

KPI Dashboard / Recruitment

Enrollment continues to be significantly below goal (378 vs. 450 goal).

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.

2020 Board Objectives and Committee Assignments

Three Polaris Board Key Objectives were shared for comment:

1. **Growing the Board** - Build a pipeline of interested board candidates. Introduce them to board members, school personnel, and students. Invite them to the spring fundraiser. Determine if full board membership is a good fit. Our goal is to have 10-13 active board members by January 2021.
2. **Actively Participating in Fundraising Initiatives** - Work with the Leo Latz team when requested. Engage individual networks to support Polaris, including attending the winter fundraiser and the spring fundraiser.
3. **Formalizing Board Practices** - Circulate board packets at least four days prior to board meetings. Complete all necessary board training and paperwork.

A suggestion was made to include development of school leadership (M. Navarre, the Board's one employee) in our objectives.

This year's BOD committees are as follows:

Development Committee

- Lacey Mizell
- Ian Roche
- Elizabeth Whiting
- Tina Yarovsky

Finance Committee

- Sam Bottum
- Mike Davison
- Michelle Navarre

Governance Committee

- Melanie Domer
- Rebecca Shapiro

Action: Ben Brenton to commit to a committee

Board Committee Discussions

Development

- Winter 'Friendraiser' proposed for evening of February 20, 26, or 27
 - *Action for each board member to identify guests to invite*
- Spring benefit confirmed for May 14, 2020 at Loft Lucia (same location as 2019 benefit)
- Leo Latz & Company has been retained as fundraising consultant, with primary goal of building a major gift program.
 - *Action for each board member to identify potential dates and times for 1:1 meetings with Leo Latz team, as well as dates and times for a group meeting*

Finance

- Budget vs. Actual financial highlights Nov 2019 ytd:
 - Net income is \$296k vs. plan of \$196k, a favorable variance of \$100k
 - Cash balances are strong at \$2.6M vs. \$1.8M last year.
- Reminder: \$500k of fundraising needs built into 2019/2020 budget

Governance

- *Action: All conflict of interest forms must be submitted ASAP.*

At approximately 8:17pm, ___ moved to adjourn the meeting, ___ seconded. All agreed.