

**Polaris Charter Academy  
Board Meeting Minutes**

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

<b>Date:</b>	<b>Monday, March 16, 2020</b>
<b>Time:</b>	<b>6:30pm (conducted via call to achieve appropriate social distancing)</b>
<b>Topic(s):</b>	<ul style="list-style-type: none"> <li>• Key State of the School Updates</li> <li>• Board Committee Reports</li> </ul>

<b>ATTENDANCE CATEGORY</b>	<b>BOARD MEMBERS &amp; FELLOWS</b>	<b>SCHOOL STAFF</b>
Attending in Person	N/A	N/A
Attending by Phone	Tina Yarovsky Melanie Domer Ian Roche Sam Bottum Ben Brenton Lacey Mizell	Michelle Navarre Elizabeth Whiting
Unable to Attend	Rebecca Shapiro Mike Davison	

<b>EXPECTED GUESTS &amp; VISITORS</b>
Leo Latz, Elyse Cowles

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

**February Meeting Minutes**

No comments on the February meeting minutes. Ian Roche moved to approve the minutes as-is. Tina Yarovsky seconded. All approved.

**Open Session for Public Comment**

No one for public comment

**Leo Latz Engagement Update** (Presenter: Elyse Cowles from Leo Latz)

- Several BOD member 1:1 meetings are still in progress (2 yet to-do)
- Latz team has revised case deck, incorporating input from BOD and staff 1:1s
  - New lead-in – What if kids had a real mission in going to school
  - Michelle and team working on content for Vision and Impact
- Next step: test the case with 4 current / past donors – goal to conduct meetings in May (potentially virtual meetings).
- Latz guidance is to keep moving forward, despite COVID-19 situation.
- BOD group coaching / training session has been set for April 30, 6-9pm. The event could be run virtually if needed.
- *Action: Latz team to socialize final version deck (potentially with WIP Vision slide) with BOD week of 3/30*

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

***COVID-19 Preparedness***

- School is closed; will re-open to staff 4/13 and students 4/14 (this week was the end of the trimester, so students will only miss 3 days of learning).
- K-4 students sent home on Friday with learning packets; grade 5-8 students working virtually via Google Classroom.
- Working with Gourmet Gorilla to provide meals for students in need.
- Staff will work on a remote learning plan over the 3 week student break in case the student body needs to finish the year remotely.

***Illinois Assessment of Readiness***

- Has been postponed given COVID-19 situation, with Polaris being out of school

***El Education Math Site Seminar***

- 65 educators from around the US participated in 2-day site seminar.

***M. Navarre Development Plan***

- Tina and Michelle shared Michelle's development plan, which was developed coming out of her 2019 review.
- No major questions or comments from the board.

**Board Committee Discussions**

***Development*** (*Ian Roche*)

- Major donor gift of \$50K received, a decline of -\$50K from previous years
- Positive results from Winter 'Friendraiser' – cultivated new friends of Polaris
- Spring Benefit (May 14) – Loft Lucia deposit is nonrefundable, but event can be postponed.
- *Action: BOD agreed to postpone event to Fall, pending complete understanding of impact to budget for SY19/20 and SY20/21. Development committee to consult with M. Davison. Development Committee to develop communications plan to message postponement.*

**Finance** (Michelle Navarre)

- Results year to date are favorable, though postponement of benefit will create major gap in plan.
- Resolved open issue with CPS re: student nurse. Agreed that CPS will fund.
- *Action: Mike to send the written Finance committee update to the BOD via email.*

**Governance** (Melanie Domer)

- Committee Priorities:
  1. 10 of 15 BOD seats filled by calendar year-end 2020
    - a. Legal, finance, education expertise as focus areas
  2. New board member onboarding materials updated by end of SY 2019/20
  3. Officer succession plans in place by August 2020
- *Action: Melanie to Meet 1:1 (virtual OK) with each board member and senior staff members as appropriate to identify possible candidates (Navarre, Roche, Brenton, Davison): By April 30*
- *Action: Melanie / Rebecca to pursue candidates currently in the pipeline as per update. Add Ian's candidate Evan Heigert sp?)*
- *Action: Melanie to share recommendation for board onboarding materials with board chair (for input) by 4/30.*
- *Action: Michelle will follow up on FOIA and Open Meetings Act Training, Conflict of Interest Forms.*

At 8:26pm, Melanie Domer moved to adjourn the meeting. Ian Roche seconded. All approved.