

**Polaris Charter Academy  
Board Meeting Minutes**

|                  |  |
|------------------|--|
| <b>Date:</b>     | <b>Monday, August 10, 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>• <b>New Board Member Vote</b></li> <li>• <b>Financial Review</b></li> <li>• <b>State of the School Review</b></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 Zoom          | Tina Yarovsky<br>Melanie Domer<br>Sam Bottum<br>Mike Davison<br>Chris Haworth<br>Rebecca Shapiro<br>Keith Muhammad (as of 7:05pm) | Michelle Navarre    |
| Unable to Attend           | Ian Roche<br>Lacey Mizell<br>Ben Brenton  | Elizabeth Whiting   |

Tina Yarovsky brought the meeting to order at 6:36pm.

**June and July 2020 Meeting Minutes**

Sam Bottum moved to approve the June and July minutes as-is. Rebecca Shapiro seconded. All approved. No opposed.

**Open Space for Public Comment**

No attendees for public comment.

**Board Candidate Discussion and Vote**

The Governance Committee brought Keith Muhammad forward as a candidate. Melanie Domer moved to approve Keith’s candidacy. Tina Yarovsky seconded. All approved. No opposed.

**Finance Committee Review**

- Budget vs. Actual financial highlights June 2020 ytd excluding the effects of PPP funding: Net income is \$65k vs. plan of \$18k, a favorable variance of +\$47k
- Cash balances are strong with \$3.1M on hand vs. \$2.21M at the end of June 2019.

- Annual audit is in process now.
- Budget for SY2020/21 was submitted to CPS as per the July 13 BOD meeting.

### **State of the School**

- Polaris will begin the year in distance learning, and will remain in distance learning throughout the first semester. Students will begin first trimester 8/24 through 11/13.
- Student Recruitment and Enrollment: 358 students currently enrolled, +31 who need to complete application process, +4 prospective Kindergarteners.
- Facility: Pneumatic system is not functioning properly (which is intended to pump fresh air into the building). Team from CPS will visit Polaris on 8/11. Any expenses associated with fixing the system would be a capital expense covered by CPS.
- Legal: Confidential legal matter was discussed, with no action / decisions required of the board at this meeting.
- *Michelle invited BOD members to join community crew, help teach a class, join as a class as an expert, etc! Talk to Michelle as a next step.*

### **Governance Committee Review**

- With addition of Keith Muhammad to the board, 10 of 15 possible board seats are now filled.
- Along with potential BOD and Committee member recruitment, team is focused on 1) new BOD member onboarding handbook (implement September 2020), and 2) creation of Google Classroom for an online BOD Member repository (migration from Wiki)
- Required Charter School BOD Training: Michelle Navarre submitted application, but information is not yet available on how that training will be implemented. *Michelle Navarre will follow up with Melanie Domer once the next steps are clear.*
- *Keith Muhammad will need to complete FOIA and OMA training. Melanie Domer to follow up with Michelle Navarre, and then will take the lead on sharing training next steps with Keith.*

### **Development Committee Review**

- Committee will meet in next 3-4 weeks to set goals and priorities.
- *Polaris Day of Giving: September 4 (HB Tina!). All board members were asked to think about who in your network you can appeal to.*
- Development of a Board 'Give and Get' Commitment is being discussed within the committee.
- Major Gift Development Strategy work with Leo Latz work is materially on hold. Case for support needs to be updated to reflect events of past 6 months. Latz team advised that we focus support on grants this Fall, and then re-engage in major gifts program in 2021. Board members are anxious to get work going again ASAP

### **Board Chair Closing Comments**

- *Board Contact Information: All board members should review spreadsheet sent by Tina and make any changes.*
- *October meeting will include committee assignments and officer elections. Governance Committee will follow up individually with each board member.*
- *Tina Yarovsky will send out meeting invites for board meetings next 12 months, and Latz training (11/2 and 11/3).*

At 8:25pm, Rebecca Shapiro moved to adjourn the meeting. Sam Bottum seconded. All agreed. No opposed.