

**Polaris Charter Academy
Board Meeting Minutes**

Date:	Monday, October 5, 2020
Time:	6:30pm (conducted via call to achieve appropriate social distancing)
Topic(s):	<ul style="list-style-type: none"> • Officer Elections and Committee Assignments • State of the School Review

ATTENDANCE CATEGORY	BOARD MEMBERS & FELLOWS	SCHOOL STAFF
Attending in Person	N/A	N/A
Attending by Zoom	Tina Yarovsky Melanie Domer Sam Bottum Chris Haworth Rebecca Shapiro Lacey Mizell Keith Muhammad Ben Brenton Mike Davison	Michelle Navarre John Lydon Elizabeth Whiting
Unable to Attend	Ian Roche	

Tina Yarovsky brought the meeting to order at 6:34pm.

August 2020 Meeting Minutes

Rebecca Shapiro moved to approve the August minutes as-is. Keith Muhammad seconded. All approved. No opposed.

Open Space for Public Comment

No attendees for public comment.

Board Officer Discussion and Vote

- Tina Yarovsky presented a slate of officers based on individual discussions that Tina and the Governance Committee has had with each board member.
- Sam Bottum moved to approve the full slate as proposed. Chris Haworth seconded. All approved. No opposed.
- Tina Yarovsky presented proposed committee assignments based on individual discussions that Tina and the Governance Committee has had with each board member. Suggested Committee Make-Ups
 - Development: Chris Haworth (Chair), Ian Roche, Tina Yarovsky, Lacey Mizell

- Governance: Melanie Domer (Chair), Rebecca Shapiro
- Finance: Mike Davison (Chair), Sam Bottum, Ben Brenton, Michelle Navarre
- *Next Step is for each committee to meet and develop a list of goals for SY20/21. Be prepared to share goals with BOD at December 2020 meeting.*
- *Each committee should meet at least 1 week prior to each BOD meeting, and also be prepared to share a committee report at each BOD meeting.*
- *Melanie Domer will have a follow-up conversation with Keith Muhammad to determine his committee assignment.*

State of the School

- Week 5 of school has focused on implementing changes to schedule, technology, etc, based on 'what's not working yet' with distance learning this school year.
- Staff is preparing progress reports based on students' first 6 weeks of school – entirely focused on their 'habits of work' (i.e. are they handing in assignments on time?, do they turn their cameras on for Zoom sessions?)
- Michelle is concerned with student engagement and recognizes the everyday, heroic actions that teachers are taking to keep kids engaged every day.
- Most urgent issue currently is need for additional technology (40+ students without technology or who have unidentified tech issues). Chromebooks are exceedingly difficult to get.
- *Is BOD connected to anyone who has stock of used laptops? Mike Davison to check at his firm. Encourage other BOD members to do the same with their networks.*
- Student Recruitment and Enrollment: 20th day count is TODAY. Polaris is currently at 404 students, which is +44 students more than the 360 student count committed for funding by CPS. Good news!
- Insurance costs are not available when we develop the budget. Insurance costs are now increasing +8% this year.
- Salary increases – Michelle raised possibility of a +2% and a +3% salary increase. She wants to see what the Q2 payment from CPS (10/15) looks like before she comes to the board with a recommendation on how to approach. *Finance committee will meet next week after CPS Q2 payment and develop recommendation. Expect Finance Committee to schedule an off-cycle call or email to discuss and align on the recommendation.*
- Facility: Pneumatic system is not functioning properly (which is intended to pump fresh air into the building). CPS has provided interim guidance. Polaris team will meet tomorrow with CPS to discuss longer term solution (which should be comprehensive enough to protect staff, teachers, and students). Any expenses associated with fixing the system would be a capital expense covered by CPS.
- Legal: Robert Markin from Chico & Nunez is representing all charters (including Polaris) in the PPP funding investigation that's been initiated by the CPS OIG. Polaris has provided requested documentation to the law firm, who will submit to OIG on our behalf. No BOD action needed at this time.

Finance Committee Review

- Finance update will come after next week's meeting.

Governance Committee Review

- Four hours of training is required by State of Illinois for all charter school board members this year. Please see M. Domer's email from 10/5 (3:07pm) for directions. *You are responsible for making sure that you attend four hours of online training before December 31 of this year.*
- Note that there is a live training session coming up quickly on 10/8 from 3:30 to 4:30, focused on HOS Professional Development / Review. Governance Committee encourages you to attend that session if you are able. And if you do attend that session, committee recommends that you skip the similar pre-recorded session.
- *Michelle to follow up with Keith to complete FOIA and OMA training.*

Development Committee Review

- Latz board training is still slated for November 9 and 10. 6:30 to 8pm each day. *Please make sure you've marked your calendars!*
- Case for support is being updated and will be shared prior to training.

At 8:12pm, Michelle Navarre Shapiro moved to adjourn the meeting. Keith Muhammad seconded. All agreed. No opposed.