

**Polaris Charter Academy
Board Meeting Minutes**

Date:	Monday, December 7, 2020
Time:	6:30pm (conducted via call to achieve appropriate social distancing)
Topic(s):	<ul style="list-style-type: none"> • Fundraising Case for Support • 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 Ben Brenton Ian Roche	Michelle Navarre Elizabeth Whiting
Unable to Attend	Keith Muhammad Mike Davison (joined meeting at 8:22pm)	

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

October 2020 Meeting Minutes

Michelle Navarre moved to approve the October minutes as-is. Rebecca Shapiro seconded. All approved. No opposed.

Open Space for Public Comment

No attendees for public comment.

Fundraising Case for Support

- Michelle, Elizabeth, Tina, and Melanie have been revising case coming out of Latz training.
- A presentation ‘dry run’ uncovered insight within the team regarding what’s missing and what’s not working in the presentation yet.
- A draft script for the verbal presentation was written and is currently being revised. Slides will be edited based on this revised verbal ‘script’.
- Goal is to get script + slides wrapped prior to Christmas so that we can ‘test drive’ the presentation with a couple of friends of Polaris in January.

State of the School

- Polaris just finished T1 (first term) and had student-led conferences last week
- No update on PPP funding, but expect an update at INCS call on Friday 12/11
- Facility: Pneumatic system is not functioning properly (which is intended to pump fresh air into the building). Any expenses associated with fixing the system would be a capital expense covered by CPS. CPS has not been responsive.
- Michelle and team are working on plans to safely bring kids back to the schoolhouse. *Michelle will bring a recommended plan to the board at January 2021 meeting.*
- Staff is exhausted and so the team developed self-care plans for the trimester break.

Governance Committee Review

- Training: Each Polaris BOD member needs to complete four hours of mandatory training by end of calendar year. *Action for all BOD members: Please set aside four hours at some point this month (each training is 1 hour in duration) to complete the training.*
- How are we tracking training completion? Do we need to send completion certificates to Michelle? *Action: Michelle to follow up with Allison at INCS to better understand what's being tracked, and what will be required as support.*
- Board Succession Planning: *Governance committee will schedule 1:1 meetings with each board member in January. Please plan to set aside 30 minutes for the discussion.*

Development Committee Review

- Ambitious fundraising goal of \$360K, +\$55K versus last year and flat to year prior.
- End of year appeal (holiday card) – encourage BOD members to provide personal notes. *All BOD: Please provide personalized notes to Elizabeth*

Goals (Head of School, Polaris Board)

- Suggestion: Consider weighting goal measurement more to results vs. activity. As goals are currently written, some goal measurements are focused on activity (e.g. presentation prepared by X date). Consider more of an outcome that should exist if they goal is met. *Action: Michelle and Tina to consider as HOS goals are finalized.*
- Where are we setting a goal re: academic attainment for the school? This year has prevented us from tracking our 'usual' metrics (e.g. MAP scores and growth). *Action: 'Evergreen' board goals will be put on agenda for next meeting and group will discuss / debate possible measurement strategies for the relevant goals.*

Finance Committee Review

- Committee recommends a +5% across the board salary increase (incremental cost of +\$137,722 retroactive from July 1); is beyond a cost of living adjustment and will be positioned as an investment in teachers / staff.
- Revenue is tracking ahead of expectations at this point in the year (original budget based on 360 students, whereas school is at 404 leading to incremental funding of \$376K; additionally, CPS has provided \$106K in funding for reopening costs).
- Question re: incremental cost to include 13 part-time EAs in scope (from \$14.00 to \$15.00 an hour) so that the entire staff (both FT and PT) receive an increase. Rough incremental cost to fund this increase is approximately \$15K.
- *Sam Bottum moved to approve the special +5% adjustment for FT staff, and an associated +\$1.00 increase for PT EA wages, both retroactive to July 1. Rebecca Shapiro seconded the motion. All were in favor.*

At 8:38pm, Ben Brenton moved to adjourn the meeting. Chris Haworth seconded. All agreed.

Happy holidays, all!