

**Polaris Charter Academy
Board Meeting Minutes**

Date:	Monday, February 8, 2021
Time:	6:30pm (conducted via Zoom to achieve necessary social distancing)
Topic(s):	<ul style="list-style-type: none"> • State of the School Review • Board Committee Reports

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

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

December 2020 Meeting Minutes

Chris Haworth moved to approve the December minutes as-is. Ian Roche seconded. All approved. No opposed.

Open Space for Public Comment

No attendees for public comment.

State of the School

- Michelle gave an update on Crew 109 and the social emotional support the students and families have been offered, after the untimely passing of a student in that cohort.
- Special Education open position since beginning of school year. Polaris is actively recruiting to fill the role with a qualified individual ASAP.
- Facility: Pneumatic system has now undergone substantial repairs. The upgrades improve air quality greatly. CPS funded the upgrade, as should be the case.
- Facility: Windows at the school do not open, but CPS is now working on fixing to improve air flow.
- Reopening Plans: Plan is to resume in-person / hybrid learning as of T3 (April 5). Staff will begin staff preparation / PD March 15. *Michelle offered to have a re-opening focused BOD meeting prior to April 5*

- Student recruitment is underway. Tammy Vance has floated idea of a monetary incentive for those who are leading the effort, assuming they meet their goals.
- Team is purchasing additional technology for return to school (so kids do not need to transit technology to and from school each day).

Board Training Regroup

- Tina and Michelle's insight based on board training – we do not currently have an academic committee, which is a best practice for charter school BODs.
- Tina and Michelle are determining how to approach going forward – including getting the right expertise on the committee (since the current BOD doesn't have academic background). Michelle's current thinking is that John Lydon would serve as point on behalf of school leadership in working with the board.
- Can we get connected to some other charter school boards to learn more about how they approach the work of a board- focused academic committee? Michelle commencing some network. Melanie volunteered to help get this committee scoped and off the ground.

Finance Committee Review

- YTD net income is \$141K, versus planned loss of \$269K, a favorable variance of \$410K.
 - Revenue tracking \$350K ahead of plan driven by higher enrollment vs. plan (404 vs 360), re-opening funds received from CPS and several other favorable drivers
 - Expenses \$60K favorable to budget, majority of which is driven by favorability in personnel costs (open staff positions)

Governance Committee Review

- *Note: no Governance report this month*
- Melanie will prioritize completion of Google Classroom repository begun with John Lydon this past summer. Content on the wiki will need to be migrated to new Google Classroom. She will provide an update at the next BOD meeting.
- Melanie to follow up with BOD members brought on in the past year to clarify their training deadlines.
 - Chris Haworth and Lacey Mizell: Complete by June 15, 2021
 - Keith Muhammad: Complete by August 10, 2021

Development Committee Review

- Annual target: \$348K; \$83.5K year to date

- Spring Fundraising Event: \$51K target. Meeting set for 2/18 with Michelle to share lead ideas for a virtual event
- Major Gifts Program: Slides and script have been revised and are now ready to be 'test driven' with key constituents to make final refinements to the pitch. Current plan is as follows:
 - Test Drive #1: Development Committee + Melanie
 - Test Drive #2: Uday + Leo and Elyse (Latz & Co)
 - Test Drive #3: Darren Snyder + Joel Pomerenk

Goal Setting / Head of School Evaluation

- Based on insights from training, Tina has brought proposal to the BOD re: improving the plan for goal setting and head of school evaluation.
- Tina has put a lot of initial thinking together and would like 1-2 volunteers, along with Michelle to improve the plan. Ian, Chris and Sam volunteered to help.
 - What existing tools (e.g. existing student survey, existing parent survey) can we utilize?
- Board should have some sort of self-evaluation or scorecard. Mel to take the lead on bringing a proposal to the BOD.

At 8:13pm, Sam Bottum moved to adjourn the meeting. Ben Brenton seconded. All agreed.