

**Polaris Charter Academy
Board Meeting Minutes**

Date:	Monday, June 14, 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 Mike Davison Ben Brenton Ian Roche Rebecca Shapiro Sam Bottum (joined during State of School update)	Michelle Navarre Elizabeth Whiting
Unable to Attend	Lacey Mizell Keith Muhammad	

Tina Yarovsky brought the meeting to order at 6:37pm.

April 2021 Meeting Minutes

Mike Davison moved to approve the April minutes as-is. Rebecca Shapiro seconded. All approved. No opposed.

Open Space for Public Comment

No attendees for public comment.

State of the School

- This is officially the last week of the 2021 school year. Last day with students is Wednesday 6/16. Graduation was last Friday, 6/11
- Legal Update: Robert Markin from Chico & Nunes representing Polaris, along with several other charter schools (all part of INCS) in addressing questions from the OIG (Office of Inspector General). Responses were submitted to the OIG on 5/20.
- Facility Update: External capital improvements (roof) continue. Recently installed gym floor was damaged due to water leakage during rain – administration is working with CPS to address. In addition, large divots in rear parking lot and playground area (being caused by heavy equipment) will need to be addressed.
- Staffing Update: Currently searching for 1st, 4th and SPED

- Enrollment Update: 410 as of now. Last year at this time, were at 360. Second grade is the biggest issue (currently with 30 students); Michelle is confident that K will increase above current level (35 students). Tammy Vance and EAs are working on recruiting. Goal is to reach 430 students. We are currently over-enrolled in 4th, 6th and 8th grade, but will likely lose someone prior to August.
 - Charter Renewal Update: Renewal application due 7/30.
 - Academic Performance: Will average the last 3 SQRP ratings before pandemic. We're at a 3.4, which puts us in the 'Meets' rating.
 - Financial Performance: We will land either in the 'Meets' or 'Exceeds' range
 - Operational Performance: We recently got our scorecard. The lowest performing piece is in the Diverse Learner Supports / Services area. But the overall rating is 'Meets'.
- Since we're at least at 'Meets' for each section, site visits from CPS are not required. INCS is suggesting we request a 7-year renewal. Nothing is needed from the BOD at this time. Do BOD members need training certificates? Michelle to confirm that everyone's certificates are complete.
- Preparing for SY 2021/22: Staff is updating literacy and math curriculum, building libraries with a focus on culturally-responsive texts, contracting with EL Education and Illustrative Math for whole staff professional development.
 - In future board meetings, plan to include two additional staff members: Lisette Sanchez (Finance), John Lydon (Director of Academics)
 - Proposed one-time COVID Bonus to all staff:
 - \$1K bonus per person, totaling \$67K
 - \$1.5K bonus per person, totaling \$100K
 - \$2K bonus per person, totaling \$134K

See vote below in Finance committee overview

Board Committee Updates

Finance Committee Review

- School Year 2021 / 2022 budget reviewed: Assumes 430 students, full staffing, a +3% salary increase.
- Current budget is balanced. If we fall short of 430 students, with cash on hand of \$3.7MM, we have buffer should revenue fall short.
- Is projected salary increase in line with inflation? With inflation currently at +4%, we should revisit at the appropriate moment.
- Sam Bottum moved to approve the budget; Rebecca Shapiro seconded. All in favor of passing the budget as presented. No one opposed.
- BOD responded positively to one-time bonus proposal from M. Navarre. Would be paid before end of June. Sam Bottum moved to create a \$2K per person bonus pool for the staff. Rebecca Shapiro seconded. All in favor. None opposed. T. Yarovsky will craft some language from the BOD as a thank-you for the staff.

Governance Committee Review

- Two directors need to resign board immediately before the end of their terms, given other commitments:
 - Keith Muhammad – Term ends August 2023
 - Rebecca Shapiro – Term ends January 2022
- Discussion focused on need to increase BOD pipeline. Board is aligned with developing additional avenue(s) to identify and recruit potential Directors.
- Tina Yarovsky volunteered to give more focus to Governance to rebalance committee assignments.
- In addition, Michelle Navarre is supportive of John Lydon and Tammy Vance participating. Michelle committed to attending first meeting.
- Melanie Madigan, major donor, started a tutoring program – what can we learn from her? Let's not reinvent the wheel.
- Mike Davison considering creation of a pilot program with his company.
- Melanie Domer will set up an initial brainstorming meeting.

Development Committee Review

- Finished year at \$267K, -\$81K below target
- Virtual fundraising event attendance: 56 people (115 last year). Zoom fatigue!
- Major Gifts Program: Next step is to review with Darren Snyder + Joel Pomerenk.

At 8:28pm, Michelle Navarre moved to adjourn the meeting. Sam Bottum seconded. All agreed.