

**Polaris Charter Academy  
Board Meeting Minutes**

<b>Date:</b>	<b>Monday, August 26, 2024</b>
<b>Time:</b>	<b>6:30pm (Virtual) Polaris Charter Academy</b>
<b>Topic(s):</b>	<ul style="list-style-type: none"> <li>• Key State of the School Updates</li> <li>• Board Committee Reports</li> </ul>

<b>ATTENDANCE CATEGORY</b>	<b>BOARD MEMBERS &amp; FELLOWS</b>	<b>SCHOOL STAFF</b>
Attending In Person	Tina Yarovsky Antonio Gonzalez Stahili Muhammad Roel Vivit	Michelle Navarre (**Board Ex Officio) John Lydon
Attending by Zoom	Ayanna Berry Yaa Boakye Sam Bottum Ben Brenton Mike Davison	Francesca Peck Lissette Sanchez Elizabeth Whiting
Unable to Attend	Lauren Levine	

<b>EXPECTED GUESTS &amp; VISITORS</b>

Meeting brought to order at 6:37 by TY

**Opening Business/Open Session**

***Approval of Minutes*** – Approval of Board Minutes, Motion by Roel Vivet, Seconded by Antonio

***Open Session for Public Comment***

No one was present for public comment.

**New Board Member Vote – Tina Yarovsky, Chair**

- Board members and staff discussed board candidate: Yaa Boakye
- Motion by RV, Seconded by Ben

**State of the School – Michelle Navarre, Executive Director**

- School Updates
  - F. Peck new role

- John Lydon: new role as Director of Programming
- Today was first day, adjusted due to DNC
- Had 2 weeks with staff prior
  
- Academic Update
- Enrollment and Staffing
  - 20<sup>th</sup> day count day: Sept 23
  - Last years was 356
  - Today at 352; want to meet or exceed last year's count
  - K and 5<sup>th</sup> grade numbers of concern
- ERC Update by MN
  - PCA applied for ERC Funding
  - PCA engaged law firm to assist with application and work with Synergi to provide required documentation
  - DO asked what budget implications are if we don't get the ERC
  - TY: what happens if Synergi feels like they provided what was needed and do not want to provide more?
    - Synergi only gets paid if we get paid
  - PCA approaching deadline where we can rescind our application without penalty
  - Next steps: PCA/MN meets with Synergi, details the concerns, gives them 24 hour deadline
    - MN meet with Adam, to see if new Synergi provided docs are satisfactory to continue app
    - If not, what does withdrawal of an app look like
    - BB: What is the exact date of withdraw deadline?
      - MN – most likely November
- Leadership
- Strategic Plan – MN – 4 key areas of Michelle's new role:
  - Academic Work Plan
    - Broken into targets and then benchmarks
    - Faculty targets based on "I Can" statements, sim. to students
    - Focus on roots of school; learned post-pandemic the roots of the school were less known by staff
    - School wide practice of having learning targets in each and every class, including CREW
    - Regular engagement of use of data
    - Plan carefully and accordingly to increase classroom learning

- Goal to push student growth percentile to > 60%
  - Star 360, we were at 35 or 36 last year, we are aiming for 15% increase for ELA and Math to get > 50%
  - Character development: Well-planned CREW meetings rooted around our 5 points
  - Based on Dr. Camille Farrington's work
  - GOAL: 85% school-wide average on Polaris Culture Survey and 85% school-wide average on Character Learning Walk Rubric
  - MN invited BMs to Learning Walks
  - Comm Service: this year all grade levels will have service component
  - Implementation: see slide 10
- Following 3 are works in progress:
- Enrollment Work Plan – Michelle Navarre
  - Strengthen relationships with orgs that serve our families and community preschools as pipeline
  - Increasing digital ads, already showing results last year
    - Working with Bloomwell group
    - They helped us get 21 new students through them
      - Came from our 5 zip code target area
    - If we had buses, we could increase our enrollment rather easily
- Development Work Plan – Michelle Navarre
  - One on one's – MN to schedule with BMs
  - Annual meetings with key donors – plus cultivating new donors
  - Create annual grant calendar – making sure we apply for recurring grants more efficiently
    - ID cycle of giving with corporate donors
  - Parent Event – new way of engaging with them and give them opp to support and engage with the school
    - Builds support
- Programmatic Work Plan – Michelle Navarre
  - Going back to founding principles, we want to make sure we continue to provide adult ed and disseminate our best practices to broaden our impact while at the same time supporting our school financially
    - ORBA is working with MN to ensure we are in compliance with our 501c3 designation

- RV: as we build up these work plans, it will help build board's ability to share and be excited about PCA's work and results
- YB: great tool to promote our school but also learn more about our school and contribute.

### **Board Committee Reports**

#### ***Development Committee – Roel Vivit, Committee Chair***

- DC next meeting to plan how to best support MN's new role
- Madigan gift got us closer to our FY 24 goal
- FY 25 goal to be crafted at next mtg
- Giving Crew Day – opp for board engagement – celebrates first day of Polaris
  - Funds will support site work – fka fieldwork

#### ***Finance Committee – Mike Davison, Committee Chair***

- MD: Meeting next week, will submit report after that
- MN: Audit is looking good

#### ***Governance Committee – Tina Yarovsky, Board Chair***

- Did not meet between meetings
- Ian Roche stepped down from the board, moved to NOLA
- Tina continuing to cultivate new board members including a PCA parent
- TY reminded BMs to complete their required board trainings
- BMs should think about their board commitment levels prior to upcoming board retreat in October

### **Summary of Decisions, Key Dates, and Next Steps**

- Giving Crew Day
  - Motion to adjourn by Michelle Navarre, Second by Stahili Muhammad
  - Meeting adjourned at 8:26pm