

Magellan Charter School

Board Meeting

September 22, 2021

6:30 pm

Board members in attendance: Tate Bombard, Larry Cook, Jessica O'Donovan (non-voting), Jessica Oehlich, Deirdre O'Malley, Mike Lotterhos, Ali Pulley, Mallory Underwood, Sean Witty.

Visitors: Melissa Goto, Sheri Regan, Gina Riggins

The meeting was called to order by M. Underwood at 6:35 pm. No conflicts of interest relating to the agenda were declared.

Approve Minutes by J. Oehlich @ 6:31 pm

- S. Witty moved to approve the 8.23.2021 meeting minutes. D. O'Malley seconded, and the motion passed unanimously.

Booster Update by L. Cook @ 6:40 pm

- No update

Staff Update by M. Goto @ 6:40 pm

- Staff requested a mid-year meeting with the board by grade-level teams. The board discussed and supported the request. Meeting schedule TBD.

Financial Update by G. Riggins @ 7:02 pm

- Reviewed the August budget results
- NC General Assembly still negotiating the state budget. Until then, the school is operating under a continuing resolution.

School Update by J. O'Donovan @ 7:49 pm

- Additional Staff Support:
The three Instructional Assistants have been critical this year. They provide small group support, one-on-one support, supervision during transitions, and back-up substitutes.

The Arts Integration Specialist has been working non-stop, and has completed a project with every grade level already this year. Staff and students are thrilled.

- Voyages: Completed two successful offsite voyages and one onsite voyage. Cancelled 8th grade white water rafting trip due to COVID exposures. Laura and the teachers are working tirelessly to create these experiences for students. There continue to be amazing hands-on activities every day.
- Curriculum: Responsive Classroom is a set of beliefs and practices that integrate social emotional learning within a rigorous academic environment. Part of this approach is Morning Meeting which builds community, relationships, and sets a positive tone for the day. 3rd - 5th grades are implementing Morning Meeting and teachers feel positive about the outcomes.
- Personnel: Seeking a part-time Data manager and part-time Recess Coordinator. A strong Data Manager candidate has been identified, but they need a full-time position. Looking to combine the two part time positions into one for this current year.
- Remote Learning Plan: Required to submit a remote learning plan that has been approved by and on file with DPI in order to move into remote instruction in the event of a COVID situation. Admin made slight adjustments to last year's remote learning plan and submitted to DPI.

Approve Face Mask Policy (per senate bill 654) by J. O'Donovan @ 7:29 pm

- The Magellan masking policy states, "All students, staff, and visitors will be required to wear masks while in the building. Students may remove their mask for eating and outdoor activities including recess."
- M. Lotterhos moved to approve the masking policy as written. S. Witty seconded, and the motion was approved unanimously.

Board Member Responsibilities by T. Bombard @ 7:43 pm

- Delivered training on the fiduciary duties of nonprofit board membership, open meetings law, and roles and responsibilities of the board. The training documents will be included in the Magellan Board Member Binder.

Academic Excellence Committee Update by D. O'Malley @ 8:09 pm

- Met in September to review the committee charter and evaluate success indicators that will be collected and reported.

- The committee will monitor the following success indicators: EOG scores by grade level, EOG scores by cohort, number of applications to the school , percent of students meeting Read to Achieve, percent of students earning high school credit in middle school, voyages and experiential days by grade level.
- Emphasized keeping voyages integral to the learning experience and including an evaluation process to ensure voyages are relevant, meaningful, and safe. A recommendation was made to invite the Voyage Coordinator to a board meeting (annually) to spotlight the voyages scheduled for the year.

Finance Committee Update by M. Lotterhos @ 8:20 pm

- Met in September to review the committee charter and evaluate success indicators that will be collected and reported.
- The committee will monitor the following success indicators: liquidity ratio, program expense ratio, fundraising goals (committed and received funds), facilities cost ratio, debt level on assets, cash savings (school and foundation), measure of revenue source (state/federal/local and recurring/non-recurring)
- The Finance Committee Charter was modified to meet 2 times per year instead of 4. The two meetings will include the salary/proposed budget amendment (fall) and budget (spring).
- Sean Witty will replace Jay Bowman as a 401K trustee

Strategic Planning Committee Update by A. Pulley @ 8:35 pm

- Committee is in the process of re-examining its main responsibility - development versus strategic planning.
- The committee will monitor the following success indicators: total funds raised (annual fund and capital campaign), percent of families that contributed (annual fund and capital campaign), projects funded. These indicators may be expanded.

Governance Committee Update by J. Oehlich @ 8:45 pm

- Discussed draft of success indicators and are looking to the other three committees to identify the metrics that will roll up into the dashboard.
- Reviewed board profile document and identified board recruitment priorities - legal, elementary/middle education, development
- Brainstormed ways to enhance and formalize the onboarding process to include an annual fiduciary training, photo directory of key school personnel, Magellan 101 or FAQ document, definition of board roles and responsibilities.
- Committee will meet monthly, within a week following the full board meeting. Next meeting is scheduled for Tuesday, September 28 at 6:30 pm.

Land Update by M. Lotterhos @ 8:56 pm

- Rezoning application was signed by the Magellan Education Foundation board and will be submitted to the Planning Commission this week. The review process takes 45-60 days, and the commission will make a recommendation to the City Council. A second neighborhood meeting will take place during this period. The Planning Commission will have a public hearing in December. City council will vote in Feb/March.
- An organized email campaign to members of the Planning Commission and City Council expressing family support for rezoning the Magellan property was recommended.

The school is seeking new counsel and several firms specializing in educational law were discussed.

Board members will complete welcome calls before the next meeting.

Next board meeting is scheduled for Wednesday, October 20, 2021 at 6:30 pm.

J. Oehlich moved to adjourn, and D. O'Malley seconded. Meeting adjourned at 9:01 pm.