

Magellan Charter School

Board Meeting

September 22, 2022

6:30 pm

Board members in attendance: Suzy Allaire, Jessica O'Donovan (non-voting), Jessica Oehlrich, Ali Pulley, Sean Witty

Visitors: Mike Braga, Sheri Regan, Gina Riggins

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

Closed Session @ 6:35 pm

- On proper motion by S. Allaire and seconded by S. Witty, the board unanimously approved to enter Closed Session pursuant to G.S. 143.318.11(a)(1) to discuss student and personnel matters.
- On proper motion by J. Oehlrich and seconded by S. Witty, the board unanimously approved to leave Closed Session.

Approve Minutes by J. Oehlrich @ 7:28 pm

- S. Allaire moved to approve the 8.3.2022 meeting minutes. J. Oehlrich seconded and the motion passed unanimously.

MaP Update @ 7:07 pm

The board reviewed a written update provided by MaP President J. Hepp:

- **It's Up to Us Fundraiser:** Campaign kicked off Monday, Sept. 12 and will conclude Friday, Oct. 7. There will be a student coin drive taking place on Thursday Oct. 6th. This is an effort to include students in fundraising for their school. There will be a prize for the class that brings in the most. The last reported totals as of 9/20/22 is just over \$9,000. Katie Lennon and Meredith Dalzell are working hard to generate support.
- **Parent Payment Portal:** For the last several years, MaP has used the school's payment portal to collect funds online. The software is being phased out by the developer and the school is researching a replacement.
- **Vendor Lunch:** MaP has been researching alternatives for vendor lunches that 1) allows for easy, online ordering and 2) minimizes volunteers needed. My Hot Lunch Box (MHLB) is used at many area schools and is flexible and easy to implement. The contract has been reviewed and representatives from MaP, the

school, and MHLB will meet to discuss the logistics of implementing the program at Magellan. There will be a loss of fundraising revenue for Boosters, MaP and the school, and these organizations are planning ways to offset this in future years. For the 2022-23 school year, MaP will use its funds to cover the difference between the budgeted fundraising lunch revenue and what has been received thus far.

- Dine-out Nights: Two successful events have been held to date, and additional events are planned each month for the rest of the year. Duck Donuts indicated it was the largest check they had ever written to a school!
- Parent Workshops: Rebecca Wheeler and Katie Carroll secured federal grants to host parent-focused workshops. Two are already scheduled for this year and will be conducted by the Poe Health Center:
 - Nov 1 - In-person evening workshop focused on navigating social media
 - Jan 10 - Virtual workshop titled “Lock Your Meds” immediately following the MaP meeting
- Important Dates: It’s Up to Us Fundraiser (Sept 12- Oct 7), Lunch Ordering Open (Sept 26- October 6), Picture Day (Oct 4), Coin Drive (Oct 6), Middle School Dance (Oct 28), Social Media Parent Workshop (Nov 1)
- The board requested a five year trend of family participation rates in the annual It’s Up to Us fundraiser.
- A request was made for the Strategic Planning committee to evaluate the frequency and quantity of financial requests made to families in a typical school year.

Booster Update @ 7:48 pm

- Melissa Goto is acting Athletic Director during Coach Harp’s leave of absence. J. O’Donovan will request the Athletic Director develop a year-at-a-glance schedule, detailed task list for each season, and list of important contacts.
- Preparation for winter sports are underway. Basketball tryouts are scheduled for Oct 31 - Nov 2. David Bennett, Laurie Castaneda, and Mike Braga will be coaching the boys and girls teal and blue teams.

Staff Update by M. Braga @ 7:57 pm

- Students are circulating in the building, unsupervised, after school hours during home games. Staff asked if a designated faculty member should be responsible for supervising students after school or if we need to develop a school policy that limits student access to the building? A recommendation was made to close the stairway and hallway doors and hang signage to prevent students and guests from going past the office/bathrooms.
- As staff turn over and roles shift, there is a growing need to market events, activities, and traditions to both staff and families. How do we share institutional

knowledge and significance of events, activities and traditions with many new staff and volunteers at the school?

- L. Freeman, H. Pettiford, and M. Braga are working on a grant to improve the outdoor classroom. S. Ford's husband, an architect, is going to draw up plans for a covered area, quiet nature space, and pond.

Financial Update by G. Riggins @ 8:14 pm

- Reviewed budget from June 2022 and August 2022.
- Reviewed budget results from June 2022. The projected deficit of \$125K was reduced to \$68K.
- Reviewed August budget results. State funding amounts have been determined earlier than previous years, but county funding is coming in slower than in previous years due to a legislative change in the way charter schools are funded by counties. Expenses are in line with typical spending with one exception - legal expenses higher than planned due to unexpected costs.

School Update by J. O'Donovan @ 8:29 pm

- Proposed 2022 - 2023 Goals
 - Goals are solidified but staff are working on inputs and outputs. Will be shared at the next staff meeting.
- School Updates
 - Parent engagement and volunteerism is on the rise and nearing pre-pandemic levels. Discussed the positive impact of voyages on student, teacher, and parent relationships and igniting joy in learning.
 - Conducted a security walkthrough with the school's new Raleigh police department liaison last week. Identified additional security measures for the school to consider:
 - Install locks on interior gym doors
 - Add three additional external camera views
 - Add camera live footage running in the office
 - Use walkie talkies during recess
 - Conduct a joint lockdown drill in the spring
 - The school was awarded a \$19K federal grant to run an afterschool math enrichment program for 5th grade students not at grade level. Because 5th grade is the only grade without additional math support, the administration chose to focus the program on the 5th grade. The program will be running first and second trimesters for 10 enrolled students, and they will be engaged in remedial work plus lessons bridging to the 6th grade curriculum. Students will also be involved in project-based work that focuses on having students design an obstacle fitness course and a culminating celebration with families.

Founders Event by A. Pulley @ 9:00 pm

- The Founders Event is scheduled for Wednesday, Sept 27, 2022 at 6:30pm .It will begin with a 30 minute reception, followed by a one hour Q&A with Magellan's founding teachers and board members.

New Board Member Search by J. Oehrich @ 9:03 pm

- Deirdre O'Malley resigned unexpectedly from the board creating a vacancy. The Board intends to fill this vacancy by interviewing potential candidates for consideration using our established recruitment process.
- A recommendation was made to host an open coffee for parents interested in learning about board service.

New Family Welcome Calls @ 9:15 pm

- The board agreed to make new family welcome calls before the next meeting.

Next board meeting is scheduled for Oct 18, 2022 at 6:30 pm.

S. Allaire moved to adjourn, and S. Witty seconded. Meeting adjourned at 9:21 pm.