

# Magellan Charter School

## Board Meeting

October 18, 2022

6:30 pm

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

*Visitors:* Nicole Ahn, Mike Braga, Laura Clougherty, Sheri Regan, Gina Riggins, Anna White, Andrew A, Maddy, Taylor.

The meeting was called to order by A. Pulley at 6:32 pm. No conflicts of interest relating to the agenda were declared.

Ali welcomed our guests and introduced board members.

### *Student Presentations @ 6:35 pm*

- Andrew, Maddy, and Taylor shared their work on the 7th grade Renaissance Fresco projects, and N. Ahn shared the 4th Grade Zooseum projects with the board.

### *Approve Minutes by J. Oehlrich @ 6:45 pm*

- S. Witty moved to approve the 9.22.2022 meeting minutes. S. Allaire seconded, and the motion passed unanimously.

### *Voyage Update by L. Clougherty @ 6:48 pm*

- Outlined grade level voyage plan for SY 22-23 compared to SY 21-22. Reviewed the voyage communication protocols, chaperone training plan, and feedback procedures.
- A. Pulley requested an annual list of field trips and estimated expenses be distributed to families at the beginning of the year so families can budget for expenses.

### *MaP Update @ 7:30 pm*

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

- It's Up to Us Fundraiser concluded Friday, Oct. 7. To date, MaP has received \$65,486.02 from 193 families, not including Student Coin Drive funds. Donations continue to trickle in online and via check.

- Finalizing the contract with My Hot LunchBox and new meal distribution logistics. Lunch ordering information will be sent to families through the Magellan Minute, flyers in the Tuesday folder, and social media.
- Rebecca Wheeler and Katie Carroll secured federal grants to host parent-focused workshops. There will be at least two this year that will be conducted by the Poe Center: In-person evening workshop focused on navigating social media (Nov 1) and a virtual workshop titled “Lock Your Meds” (Jan 10).
- A. Pulley asked if MaP considered scaling back the number of vendor lunches or eliminating vendor lunches completely. “Pizza Day” was a parent-sponsored fundraising event. Monies raised help to offset the cost of grade level voyages. Over time, the program grew to include Chick-fil-a and Salsa Fresh. Monies raised from these meals were directed toward the Athletic Boosters and MaP, respectively. Since there will be little revenue or community building, does it make sense to move forward?
- Ongoing discussion determined providing lunches is simply a convenience for families at this point in time.

*Booster Update @ 7:39 pm*

- No update

*Staff Update by M. Braga @ 7:39 pm*

- Staff inquired about board member recruitment progress.
- Many staff members had feedback about the proposed changes to the vendor lunch program. Specifically, what is the goal of offering lunches for sale? If it is to provide a service, why not offer it 5 days a week? If it is fundraising, why not scale back the number of days and focus on fundraising and community building?
- Staff reflected on how much we ask of parents - lunch supervision, lunch distribution, chaperoning voyages, organizing school events, etc. Where are we going and what are the plans? Staff were encouraged to attend MaP meetings.
- Latin Jazz band performed at the school wide assembly.

*Financial Update by G. Riggins @ 7:49 pm*

- Reviewed September budget results.
- Presented and discussed the Salary Adjustment Proposal presented by the Finance Committee.
- Proposed raises for **teachers** range from 2.7% to 6.1% with an average of 4.4%. Cost of the proposed teacher raises is approximately \$65,000. Proposed raises for **administrative staff** range from 2.8% to 6.7% and are in line with WCPSS benchmarks.
- Due to budget constraints, no **discretionary bonuses** are proposed at this time but will be evaluated as the year progresses.

- S. Witty moved to approve raises as outlined above along with retroactive adjustments with the November 10 payroll. J. Oehlrich seconded, and the motion passed unanimously.
- G. Riggins will provide a summary of the salary update to be included in the staff weekly email.

*Governance Update by J. Oehlrich @ 8:12 pm*

- J. O'Donovan, S. Regan, and A. Pulley are scheduled to meet with two prospective board members next week.
- Board members volunteered to chair the following committees for SY 2022-2023:
  - Finance - S. Witty
  - Strategic Planning - A. Pulley
  - Governance - S. Allaire
  - Academic Excellence - J. Oehlrich
- Committee chairs were tasked with staffing their committees with skilled individuals from the community and establishing a meeting schedule.
- J. Oehlrich will circulate the committee charters and board calendar to all board members.

*School Updates by J. O'Donovan @ 8:27 pm*

Recommendations to Paid and Unpaid Leave Policies:

- Working with Catapult and the school attorney, school staff reviewed the Magellan leave policies and proposed several changes to ensure clarity and compliance with the law.
- J. Oehlrich moved to approve the proposed changes to the Paid and Unpaid Leave Policy to take effect immediately. S. Witty seconded, and the motion passed unanimously.

Hiring:

- Identified a final candidate for the open Elementary Counselor position. The candidate will tour the school and meet with the counselors and elementary teams next week.
- A student teacher is working in fourth grade this fall.

2023-2024 Calendar:

- Grade reps are working on the calendar for next year. Anticipate a draft will be presented to the board at the November meeting.

*Closed Session @ 9:16 pm*

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

Next board meeting is scheduled for Nov 15, 2022 at 6:30 pm.

S. Allaire moved to adjourn, and S. Witty seconded. Meeting adjourned at 9:36 pm.