



**Carolina Voyager Charter School
Board of Directors REGULAR Meeting Minutes**

January 17, 2023 5:00 p.m.

This meeting will be held on campus at 721 Wappoo Road. There is also a zoom link for those wishing to join the meeting online.

Meeting Link: <https://cofc.zoom.us/j/7694400251>

Meeting ID: 769 440 0251

The mission of the Carolina Voyager Charter School is to create resilient learners and empathetic citizens by fostering, supporting, and promoting excellence in learning in an engaging, technology rich environment balanced with the social and emotional development of the 21st century student.

Voting Board Members					
Name	Office	Present	Absent	Arrived late	Departed early
Ashleigh Parr	Chair	X			
Kelly Lake	Vice Chair	X			
Neil Oliver	Treasurer	X			
Harry Walker	Secretary	X			
Shanequa Frost	Director at Large	X			
Whitney Quick	Director at Large	X			
Roy Francia	Director at Large	X			
Craig Thompson	Director at Large	X			
Sam Duncan	Director at Large	X			

School Personnel:

Anthony Holland

John Kabel

Tricia Lisinski

Jennifer Drum

Invited Guests:

Russ Caldwell

Dr. Brian Carpenter

1. Call to Order

Upon determining the presence of a quorum, Board Chair Parr called the meeting to order at 5: 06 p.m.

2. Opening ceremonies: Mission Statement /Welcome/Pledge of Allegiance/Introduction of Board Guests

3. Review and approval of January 17, 2023 agenda*

After calling for corrections to the agenda of the regular meeting on January 17, 2023, and hearing none, Board Chair Parr declared the agenda approved as submitted.

4. Review and approval of December 12, 2022 meeting minutes*

After calling for corrections to the minutes of the regular meeting on December 12, 2022, and hearing none, Board Chair Parr declared the minutes approved as submitted.

5. Public Comment

There was no public comment at this meeting.

6. Guest Discourse

There was no guest discourse at this meeting.

7. Unique Authorizer Correspondence

a. Follow Up Regarding Visits from CCSD Board of Trustees - School Leader

CCSD Board Member, Darlene Roberson, visited Voyager and is looking forward to a second visit. She represents the West Ashley schools.

8. Financial Report for the period ending 12/31/22

The board received the financial report from Neil Oilver, Treasurer, and Hannah Crowder, Prestige School Solutions, consisting of an income statement and a balance sheet as of November 30, 2022. Bank Statements have been reviewed by Treasurer Oliver.

9. Board review for possible adoption of realigned ESSER II and ESSER III spending plan* - School Leader

Operations Manager, Tricia Lisinski, reported that ESSER II funds have been expended. A motion was made by Whitney Quick to table the review and possible adoption of a revised ESSER III spending plan. The motion was seconded by Kelly Lake. The motion passed unanimously.

10. School Leader Report*

Having no questions, the Board accepted the School Leader Report. Chair Parr asked Mr. Holland to send the Board the items missing from the Board request sent to him two weeks ago.

11. Board Committee Reports

a. Building Committee (Parr, Oliver, Walker, Lake)

i. Building Update

The building process is moving along on schedule; Storm water review - 2-3 weeks approval; Kitchen designer has been hired; Dominion Energy agreement forthcoming; Construction to start in March 2023

ii. Furniture RFP update

The Furniture RFP will be posted on the school website and sent to three vendors with whom Board Members engaged with at the Charter School Conference. No motion was needed to move forward.

b. Financing Committee (Parr, Walker, Thompson)

The Financing Committee did not have anything new to report.

c. Pension, Retirement and Benefits Committee (Oliver, Walker, Caldwell-advisor)*

Harry Walker made a motion to move the order of the agenda to allow Russ Caldwell to present his report from the Pension Committee. The motion was seconded by Craig Thompson. The motion passed unanimously.

Russ Caldwell presented an update on the committee's work. The following revisions were suggested in light of the committee's findings. Proposed changes included the following:

- Change the vesting period from 5 years to immediate vesting.
- Build in an incentive to increase involuntary contribution, that is, employer benefits (1%-5%) to the school retirement plan based on the school's performance and the school's cash position.

Whitney Quick made a motion to approve a change in the retirement plan to an immediate vesting period for employees. Sam Duncan seconded the motion. The motion passed unanimously.

Kelly Lake made a motion for the Committee to gather additional information to present to the Board regarding the expenses for pension options. Sam Duncan seconded the motion. The motion passed unanimously.

d. Ethos Committee (Parr, Duncan, Thompson, Frost)

i. Update on Ethos Consultant*

Ashleigh Parr made a motion to approve the contract with Delise Simmons to work on developing the school's Ethos. The motion was seconded by Harry Walker. The motion was carried with Whitney Quick and Kelly Lake opposing.

e. Risk Management Oversight Committee (Quick, Francia, Oliver)

i. Risk Management Checklist

The Risk Management Committee did not have anything new to report.

f. Policy Committee (Quick, Lake)

The Policy Committee did not have anything new to report.

g. Budget Committee Oversight Committee (Oliver, Walker)

i. First Budget Read*

A motion was made by Neil Oliver to have Mr. Holland submit his annual budget at the February Board Meeting for the first reading of the budget. The motion was seconded by Craig Thompson. The motion passed unanimously.

12. Unfinished Business

a. Teacher Recruitment/Retainment Incentives* - School Leader

Mr. Holland presented a proposal for a 10% salary increase for staff for the school year.

Ashleigh Parr made a motion to table the teacher recruitment/incentive proposal. Whitney Quick seconded the motion. The motion passed unanimously. Mr. Holland will consult with the Budget Committee to construct and then present a three year budget at the February Board meeting.

b. Payroll Policy - School Leader*

Mr. Holland requested that payroll policy be moved to the February meeting to provide time to confer with the Financial Committee. Ashhleigh Parr made a motion to table the matter. Harry Walker seconded the motion. The motion passed unanimously.

c. Conflict of Interest Policy Submittals* - Board Members

All board members are current with the conflict of interest submittals.

d. Human Resources Management RFP Update (Francia)

The RFP for Human Resources Management will be posted on the school website.

13. New Business

a. Consultant Report - Dr. Brian Carpenter

Dr. Carpenter commended the Board on progress made since his day-long retreat with members. His report contained the following items:

- Monitoring ESSER funding
- Sustainability of Financial projections - Net income will decrease in the coming years
- Adopt a financial control of 3% net income per year
- Enrollment is critical to the school's future success
- Ratio of students to teachers also needs to be monitored
- Staff compensation needs to be driven by margins to maintain fiscal solvency

b. School Audit Follow Up

c. Formation of a Governance Committee*

- i. Strategic Oversight Calendar
- ii. Board Drive
- iii. Board Motions Log - Walker
- iv. Proposal to outsource work*

Harry Walker made a motion to form a Governance Committee. The motion was seconded by Craig Thompson. The motion passed unanimously. Membership in the Governance Committee will include Whitney Quick, Shanequa Frost and Sam Duncan. The Committee will share recommendations at the February Board Meeting.

d. Town Hall Meeting with Board*

Kelly Lake made a motion for the Board to conduct two Town Hall Meetings, one with the Community and the Staff in March, with the date to be determined. Craig Thompson seconded the motion. The motion passed unanimously.

e. Oversight of PTO and Friends of Voyager accounts

Mr. Holland has been charged with this task as part of his job description.

f. Development of a three year budget to include facility costs

Mr. Holland will work with the Budget committee to develop a three year budget for Voyager.

13. Executive Session*

Ashleigh Parr made a motion to go into Executive session. The motion was seconded by Craig Thompson. The motion passed unanimously.

- a. Discussion of a student matter as permitted by SC Section 30-4-70.(a)(1)
- b. Discussion of employment matter as permitted by SC Section 30-4-70.(a)(1)

Ashleigh Parr made a motion to end the executive session at 8:30 p.m. The motion was seconded by Harry Walker. The motion passed unanimously.

14. Action Items from Executive Session

15. Adjourn

Having completed the agenda, Board Chair Parr declared the meeting adjourned at 8:32 p.m.

** indicates potential action items*

***SECTION 30-4-70.6(b)**

Before going into executive session the public agency shall vote in public on the question and when the vote is favorable, the presiding officer shall announce the specific purpose of the executive session. As used in this subsection, "specific purpose" means a description of the matter to be discussed as identified in items (1) through (5) of subsection (a) of this section. However, when the executive session is held pursuant to Sections 30-4-70(a)(1) or 30-4-70(a)(5), the identity of the individual or entity being discussed is not required to be disclosed to satisfy the requirement that the specific purpose of the executive session be stated. No action may be taken in executive session except to (a) adjourn or (b) return to public session. The members of a public body may not commit the public body to a course of action by a polling of members in executive session.

Public Comment

Please fill out the form below if you would like to make a public comment during the next Carolina Voyager Board meeting. Public comments must be kept to three minutes in length. Please refer to the "CVCS 22-23 Board Meeting Calendar" for further rules and procedures regarding public comment.

Link for Public Comment: [HERE](#) or email: Board@carolinavoyager.org,
subject: "Voyager Board Meeting - date"

