



**Carolina Voyager Charter School**  
**Board of Directors REGULAR Meeting Minutes**  
**February 21, 2023 5:30 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.

*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			
Shanecqua Frost	Director at Large	X			
Whitney Quick	Director at Large	X			Joined on zoom
Roy Francia	Director at Large		X		
Craig Thompson	Director at Large	X			
Sam Duncan	Director at Large	X			

Others in attendance:

School Staff:

Anthony Holland, School Leader; John Kabel, Assistant Principal

**1. Call to Order**

Upon determining the presence of a quorum, Board Chair Parr called the meeting to order at 5:35 p.m.

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

**3. Review and approval of February 21, 2023 agenda\***

After calling for corrections to the agenda of the regular meeting on February 21, 2023, and hearing none, Board Chair Parr declared the agenda approved as submitted.

**4. Review and approval of January 17, 2023 meeting minutes\***

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

**5. Review and approval of February 10, 2023 meeting minutes\***

After calling for corrections to the minutes of the special meeting on February 10, 2023, and hearing none, Board Chair Parr declared the minutes approved as submitted.

**6. Public Comment**

There was no public comment at this meeting.

**7. Guest Discourse**

There was no guest discourse at this meeting.

**8. Unique Authorizer Correspondence**

There was no new authorizer correspondence.

**9. Financial Report for the period ending 1/31/23**

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 January 31, 2023. Bank Statements have been reviewed by Treasurer Oliver.

**a. FY 24 Budget first reading**

**i. Salary schedule for FY 24**

Harry Walker made a motion to table adopting a new salary scale for employees pending additional information from local school districts. Sam Duncan seconded the motion. The motion passed unanimously.

**ii. Signing bonuses**

Ashleigh Parr made a motion to table the discussion of payment of signing bonuses for new hires pending additional information from local school districts. Sam Duncan seconded the motion. The motion passed unanimously.

**b. Development of a three year budget to include facility costs**

A discussion was held related to services for the new school; The Board will consider development of a RFP for custodial and RFP for landscaping; School Leadership is currently meeting with other charter schools to learn from their experiences related to these expenses

**c. Unclassified expenses\***

Neil Oliver made a motion to have Mr. Holland supply all missing receipts to Prestige no later than the next regular board meeting, or, in the event that some receipts cannot be located, he provided a line item description of each purchase under signature (i.e., attesting that his descriptions are true), along with a statement that the receipts cannot be located. The motion was seconded by Harry Walker. The motion carried.

**d. Charter School conference mileage reimbursement\***

Harry Walker made a motion to approve the expenditure for Board Members to be reimbursed for mileage to attend the annual charter school conference. The motion was seconded by Ashleigh Parr. The motion carried.

**10. School Leader Report**

Mr. Holland presented his monthly School Leader Report (attached).

**11. Board Committee Reports**

**-Building Committee (Parr, Oliver, Walker, Lake)**

- The RFP for school furnishings is posted on the website and Tricia Lisinski has been in contract with several furniture vendors
- Permitting engineers are working on the final draft for the new school site
- Neil Oliver has been sending monthly reports to CCSD

**-Financing Committee (Parr, Walker, Thompson)**

- \$500,000 bill was paid related to the new building

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

- The committee is still working on proposals

**-Ethos Committee (Parr, Duncan, Thompson, Frost)**

**-Listening sessions with staff\***

- The first listening session with all staff is scheduled for March 3, 2023 at 2:40 p.m.
- Follow up with small focus groups will be scheduled for the afternoon of March 10, 2023 beginning at 12:10 p.m.
- School staff will be asked to submit questions for the Board to consider prior to the March 3rd listening session.

**-Risk Management Oversight Committee (Quick, Francia, Oliver)**

- No report at this time

**-Policy Committee (Quick, Lake )**

- No report at this time

**-Budget Committee Oversight (Oliver, Walker)**

- No report at this time

**-Board Governance Committee (Quick, Frost, Duncan)**

- No report at this time

**-HR Committee (Francia, Lake)\***

- The committee has been in contact with 3 HR agencies to learn about HR services

- An RFP is being drafted

- No further action is taken at this time

**12. Unfinished Business**

**-Payroll Policy - (School Leader)\***

Mr. Holland requested the new payroll policy be tabled until a later Board Meeting.

**-ESSER III - Review and possible adoption of ESSER III spending plan\***

Harry Walker made a motion to adopt the ESSER III budget. Kelly Lake seconded the motion. The motion carried.

**13. New Business**

**-Board elections\***

Ashleigh Parr made a motion to enlist the services of the Public Charter School Alliance of South Carolina to conduct the annual elections for the Board of Directors. The motion was seconded by Harry Walker. The motion carried.

**-School leader report template\***

Ashleigh Parr made a motion to adopt the school leader report template. Sam Duncan seconded the motion. The motion carried

**14. Executive Session\***

Ashleigh Parr made a motion to go into Executive Session at 7:03 p.m. The motion was seconded by Shanecqua Frost. 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 leave the Executive Session at 7:55 p.m. The motion was seconded by Craig Thompson. The motion passed unanimously.

**15. Action Items from Executive Session**

**16. Adjourn**

Having completed the agenda, Ashleigh Parr declared the meeting adjourned at 7:57 p.m.

*\* indicates potential action items*

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.

---