



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

**September 19, 2023 5:00 p.m.**

*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.*

**Meeting will be streamed via Zoom link [HERE](#) Meeting ID: 832 6273 6158**  
Passcode: Voyager

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			
Sam Duncan	Director at Large	X			
Erika Rowell	Director at Large	X			
Shannon Blake	Director at Large	X (virtual)			

**1. Call to Order (Lake)**

Upon determining the presence of a quorum, Board Vice Chair Lake called the meeting to order at 5:00 p.m.

**2. Opening ceremonies: Mission Statement /Welcome/Pledge of Allegiance (Lake)**

**3. Review and approval of September 19, 2023 Board Meeting agenda\***

After calling for corrections to the agenda of the regular meeting on September 19, 2023, and hearing none, Board Vice Chair Lake declared the agenda approved as submitted.

**4. Review and approval of July 31, 2023 Special meeting minutes\***

After calling for corrections to the minutes of the regular meeting on July 31, 2023, and hearing none, Board Vice Chair Lake declared the agenda approved as submitted.

**5. Review and approval of August 15, 2023 Regular meeting minutes\***

After calling for corrections to the minutes of the regular meeting on August 15, 2023, and hearing none, Board Vice Chair Lake declared the agenda 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 (Kabel)**

There were no unique authorizer correspondences this month.

## **9. Financial Report for the period ending August 30, 2023 (Prestige, Oliver)**

The board received the financial report from Colby Southers, Prestige School Solutions, consisting of an income statement and a balance sheet as of August 31, 2023. Bank Statements have been reviewed by Treasurer Oliver.

## **10. School Leader Report (Kabel)**

Mr. Kabel presented his School Leader Report (attached). Highlights included updates on enrollment, personnel, ESSER funding, PTO nominations, SC Ready data, W.I.N. block, Lego League, Fall clubs, Boosterthon, Charter Renewal, and the new middle school website.

## **11. New Business**

### **a. School Leader Professional Goals\* (Kabel)**

Mr. Kabel indicated that he would adopt the goals that comprise the School Leader Evaluation Tool.

### **b. School Leader Evaluation\* (Lake, Blake, Walker)**

Harry Walker made a motion to adopt the School Leader Evaluation Goals/Tool generated by the School Leader Evaluation Committee. Shanequa second the motion. The motion passed unanimously.

### **c. Town Hall\***

Kelly Lake made a motion to convene a Board of Directors Town Hall for the community to be held on Wednesday, November 15, 2023 at 6:00 p.m. The motion was seconded by Erika Rowell. The motion passed unanimously.

### **d. COVID Protocols**

The School Leadership Team will follow CCSD in terms of COVID protocols.

## **12. Board Committee Reports**

### **a. Policy Committee (Quick, Lake)**

- i. Review of the following Financial Policies:
  1. CVCS-FIN001 *Fiscal Controls*
  2. CVCS-FIN002 *Annual Operating Budget*
  3. CVCS-FIN003 *Accounting System*

4. CVCS-FIN004 *Audit + Financial Statements*
  5. CVCS-FIN005 *Banking, Checks, Credit Cards*
  6. CVCS-FIN006 *Cash Management + Donations*
- ii. Review of the following HR Policy:
1. CVCS-HR008.0 *School Leader Duties + Responsibilities*
- iii. Review of the following Governance Policies:
1. CVCS-GOV002.0 *Board Member Orientation*
  2. CVCS-GOV003.0 *Board Member Development Opportunities*
  3. CVCS-GOV004.0 *Board Member Compensation + Expenses*
  4. CVCS-GOV006.0 *Board Operational Policies + Associated Procedures*
  5. CVCS-GOV007.0 *Policy Adoption, Revision, Repeal*
  6. CVCS-GOV009.0 *Governing Board Records*

**b. Building Committee (Parr, Oliver, Lake, Walker)**

**i. Art Kiln\***

1.	Kiln Room 6' x 6' in Art Room	
2.	60 Amp circuit -	\$ 1,800
3.	Fire Rated Door	\$ 2,000
4.	Fire Rated Walls	\$ 3,880
5.	Fire Rated Ceiling 36 SF	\$ 2,800
6.	Sprinkler Heads	\$ 750
7.	No flooring	<u>(\$ 280)</u>
8.	TOTAL	\$ 10,950

Harry Walker made a motion to allocate funds for the purchase and installation of a kiln in the Art room at our new school. Kelly Lake seconded the motion. The motion passed unanimously.

**ii. Virco Furniture Proposal**

The building committee will be receiving quotes from two additional vendors related to furnishings for our new school.

**iii. Future Home Sign\***

Harry Walker made a motion to approve funding for a school sign advertising the new school site. Erika seconded the motion. The motion passed unanimously. Harry Walker will take the lead on procuring the sign.

**c. Ethos Committee (Parr, Duncan, Frost)**

The Ethos Committee did not have anything new to report.

**d. Risk Management Oversight Committee (Oliver, Quick)**

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

**e. Budget Committee Oversight (Oliver, Walker)**

The Budget Committee did not have anything new to report.

**f. Board Governance Committee (Duncan, Quick, Frost)**

The Board Governance Committee did not have anything new to report.

**g. HR Committee (Rowell, Lake)**

The HR Committee did not have anything new to report.

**h. Charter Renewal Committee (Lake, Oliver, Quick, Walker)**

- i. Review of First Draft of Charter Renewal Application

**13. Executive Session**

An Executive Session was not convened.

**14. Action items from Executive session**

There were no action items as the Executive session was not convened.

**15. Adjourn**

Having completed the agenda, Board Vice Chair Lake declared the meeting adjourned at 5:52 p.m.

*\*indicates action item*

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**Public Comment *\*In person only\****

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 23-24 Board Meeting Calendar" for further rules and procedures regarding public comment.

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