



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

October 17, 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 was streamed via Zoom.

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)			X (virtual)

School Staff Present: John Kabel (School Leader); Leslie Adkins (Assistant Principal); Tricia Lisinski (School Operations Manager)

1. Call to Order (Parr)

Upon determining the presence of a quorum, Board Chair Parr called the meeting to order at 5:05 p.m.

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

3. Review and approval of October 17, 2023 Board Meeting agenda*

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

4. Review and approval of September 19, 2023 Regular Meeting minutes*

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

5. Review and approval of Town Hall minutes*

After calling for corrections to the minutes of the special meeting Town Hall on May 25, 2023, and hearing none, Board Chair Parr declared the minutes approved as submitted.

6. Review and approval of Staff meeting minutes*

After calling for corrections to the minutes of the special meeting with staff on March 3, 2023, and hearing none, Board Chair Parr declared the minutes approved as submitted.

7. Public Comment

There was no public comment at this meeting.

8. Guest Discourse

There was no guest discourse at this meeting.

9. Unique Authorizer Correspondence (Kabel)

There were no unique authorizer correspondences.

10. Financial Report for the period ending August 30, 2023 (Prestige, Oliver)

The board received the financial report from Prestige School Solutions, consisting of an income statement and a balance sheet as of September 30, 2023. Bank Statements have been reviewed by Treasurer Neil Oliver.

11. School Leader Report (Kabel)

Mr. Kabel presented his School Leader report (attached). Highlights included increased enrollment, open enrollment for benefits for staff, results of PTO elections, Pattison's reimbursement for property damage, Boosterthon funds, furniture bids for the new school building, a review of the SC Ready data and state report card, a report on the WIN programs, administration of Panorama surveys, and upcoming special events.

12. New Business

a. Use of Friends of Voyager funds*

A motion was made by Neil Oliver to add John Kabel and Ashleigh Parr as signers on the Friends of Voyager bank account. Ashleigh Parr seconded the motion. The motion passed unanimously.

b. School Leadership Cell Phone Reimbursement*

Neil Oliver made a motion to amend the contract of the School Leader and Assistant Principal to include a \$100 monthly stipend to pay for their cell phones. Kelly Lake seconded the motion. The vote was seven Board Members in favor and one Board Member opposed (Sam Duncan).

c. Authorization for change order to include additional electrical outlets in classrooms

Harry Walker made a motion to table this item and combine it with the following agenda item. Ashleigh Parr seconded the motion. The motion passed unanimously. Neil Oliver recused himself from this discussion and vote.

d. Authorization for Building Committee to Approve Change Orders*

Ashleigh Parr made a motion providing authority for the Building Committee to approve changes to work orders on the new school with the maximum amount of \$50,000. Harry Walker seconded the motion. The motion passed unanimously. Neil Oliver recused himself from this discussion and vote.

e. Possible time frame for occupancy at the new campus (Discussion)

A discussion related to the occupancy date for our new school building took place among Board Members. It was determined that occupancy will take place during the summer months in time for the opening of the 2024-2025 school year.

f. Boosterthon Contract*

Harry Walker made a motion to approve an ongoing contract with the Boosterthon company to manage the annual Voyager Fun Run. Sam Duncan seconded the motion. The motion passed unanimously.

g. Fall Staff Survey distribution*

John Kabel reported that staff and family surveys will be administered in the Spring of 2024. As a result, no action is taken by the Board.

13. Board Committee Reports

a. Policy Committee (Quick, Lake)

- i. Approval 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**

Sam Duncan made a motion to table all financial policies with review and possible adoption at the November Board Meeting and to approve the HR and Governance Policies. Ashleigh Parr seconded the motion. The motion passed unanimously.

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

i. Update on Furniture RFP's

John Kabel reviewed the status of the furniture RFP's.

ii. Update on expenses related to the new school building

Neil Oliver reported on the school balances, building cost and projected debt service.

c. Ethos Committee (Parr, Duncan, Frost)

Nothing to report at this time.

d. Risk Management Oversight Committee (Oliver, Quick)

Nothing to report at this time.

e. Budget Committee Oversight (Oliver, Walker)

The committee will be submitting a five and ten year budget to the Charter Renewal Committee for inclusion in the application packet to CCSD.

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

Nothing to report at this time.

g. HR Committee (Rowell, Lake)

Nothing to report at this time.

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

The Charter Renewal Committee will meet on October 27th at 1:00 p.m.

i. Review of Second Draft of Charter Renewal Application

Progress on the Charter renewal application is moving forward.

14. Executive Session

Ashleigh Parr made a motion to enter Executive Session at 6:36 p.m. The motion was seconded by Shanecqua Frost and passed unanimously.

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

Ashleigh Parr made a motion to leave Executive Session at 7:26 p.m.

15. Action items from Executive session

There were no actions from Executive Session.

16. Adjourn

Having completed the agenda, Ashleigh Parr declared the meeting concluded at 7:28 p.m

**indicates action item*