



Carolina Voyager Charter School
Board of Directors Monthly Meeting Minutes
May 9, 2017, 5:30p.m.
721 Wappoo Road, Charleston, SC

The regular monthly meeting of the Carolina Voyager Charter School Board of Directors was held on May 9, 2017.

Those present: Kara Crowell, Thetyka Robinson, Shanecqua Frost, Dick Latham, Neil Oliver

Absent: Ittris Jenkins, Joe Diianni

Guests: Harry Walker

Board Chair Kara Crowell welcomed attendees and called the meeting to order at 5:44 pm. Crowell read the mission statement and led the board in the Pledge of Allegiance.

1. Latham moved to approve the meeting's agenda; Kara seconded this motion. The motion passed unanimously.
2. The March and April meeting minutes were presented. Crowell made a motion to approve the March and April meeting minutes; Frost seconded. The motion passed unanimously.
3. Financial Report – Neil Oliver presented the March and April 2017 financial report. The budget report was distributed to members for review. Oliver made a motion to approve the March and April 2017 financial report; Latham seconded the motion. The motion passed unanimously.
4. Principal's report – Dr. Walker provided his report, which is attached to the minutes.
5. Discussion/Information Items
 - A. HR Manual Review- the proposed Employee Handbook was discussed and revisions will be presented in June for approval.
 - B. Special Education Staffing- current and projected needs for special education staffing were discussed and will be implemented as part of FY 18 budget approval.
 - C. Staffing Updates- Dr. Walker provided updates as to staffing positions
 - D. Cloud Accounting Update- Dr. Walker provided update
 - E. Friends of Voyager status- Jenkins was not present to provide an update
 - F. Second Reading FY 18 Budget- Oliver presented the second reading of FY 18
6. Crowell made motion to go into executive session. Oliver seconded the motion. The motion passed unanimously. The board entered executive session at 6:59.

7. The board exited executive session by motion from Crowell. Latham seconded the motion and the motion passed unanimously. Executive session was exited at 7:56.

8. Items from Executive Session:

- A. Facilities: Motion was made by Latham to draft a letter of support for the identified property as the permanent site for CVCS
- B. School Leader Annual Review: Robinson will edit evaluation tool and distribute to board members.

9. Kara Crowell adjourned the meeting at 7:58

Respectfully submitted,

Kara Crowell, Board Chair

Carolina Voyager School Leader Report

March 14, 2017

Enrollment for 2016-2017

22	Kindergarten A	22	Kindergarten B
23	Grade 1 A	23	Grade 1 B
21	Grade 2 A	21	Grade 2 B
20	Grade 3 A	22	Grade 3B
22	Grade 4		

196 Total Enrollment

207 Capacity

Down 4 students since last month – 2 students moved, 2 students withdrew

1 new enrollee last week (2nd grade)

3 new enrollees this week will take enrollment to 199 (Kindergarten, 2nd & 4th)

Special Education Services

Total expenditures for special education services have far exceeded budget projections. This is due in part to the influx of new students from traditional public schools that were not identified as having special needs in their prior placements. Each child who goes through the evaluation process averages about \$1,250 in contacted services (psychological, speech, OT). Of the 12 students who we have taken through the process this year, all have qualified for special education services. Nine of those students were new to Voyager (1 Kindergarten, 3 1st graders, 1 2nd grader, 2 3rd graders, and 2 4th graders). When students qualify, annual special education services can range from \$2,023 to \$4,046, prorated depending on the date they are identified. Currently 8.7% of our students have IEP's.

National Elementary Honor Society Chapter

Carolina Voyager Charter School was just granted approval to establish a chapter of the National Elementary Honor Society. The NEHS is the elementary partner of the National Honor Society (High Schools) and the National Junior Honor Society (Middle Schools). The purpose of this organization is to recognize fourth and fifth grade students for their outstanding academic achievement, demonstrated personal responsibility, service to the school and community, and leadership. NEHS Voyager

Staff have formed a faculty council to review teacher recommendations for our inaugural class of NHES inductees. We will hold our NEHS Induction Ceremony later this spring.

Expanding Sports Program for Voyagers

We launched our First Tee program last week in our Physical Education classes. We are looking to expand in the coming school year into an after school program for children that have a particular interest/aptitude in the game.

Our Tennis Team kicked off their inaugural season last week as well. They won their first match against James Island Elementary. They will be playing weekly matches throughout the spring.

SCDE Climate Survey

Each year, the South Carolina Department of Education conducts climate surveys of students, parents and teachers. This information appears on our annual SCDE report card. Last week, surveys were distributed to parents of our fourth graders. Sixteen of the 24 surveys were returned. Students in fourth grade completed their online survey two weeks ago. Teachers will complete their online survey next week.

Charter School Leadership Summit

I will be attending this annual event along with two of our teacher leaders, Kelly Lake and Matt van Wingen. In addition to attending sessions, this conference will provide time for the members of my growing leadership team to reflect and plan. I'll be sure to report back to the board at our next meeting.

Charleston Symphony Field Trip

Our entire school will be going to the Gaillard on March 30th to hear the Charleston Symphony Orchestra.

Spring Break

Carolina Voyager will be closed at the end of the school day on April 7th through April 16th for Spring Break. We will reopen on Monday, April 17th.

Respectfully submitted,

Harry Walker

School Leader

Carolina Voyager Charter School
APRIL 2017 FINANCIAL NOTES

Budget Report

Line 13: Continue to bring in funding.

Line 18: Allocation from CCSD for construction reimbursement; will be moved to Line 104 May Report.

Line 19: Revenue increased by **\$587**.

Line 96: Revised based on YTD + projection to EOY; offset by Line 13.

Line 100: Budget Balance decreased by **\$3.2K**.

Line 105: Fund Balance decreased by **\$3.2K**.

Profit and Loss MTD and YTD Comparison

- Total Revenue for the fiscal year is **\$1.167M**.
- Net Income for the fiscal year is **\$21.9K**.

Balance Sheet

- The Total Checking/Savings line is: **\$420,703.48**.
- The Due from the State line is IDEA and Nurse.
- The Accounts Receivable line is Nexchex fees refund
- The Total Liabilities line is current as of 04-30-17.

FY-18 Annual Operating Budget (SECOND READING)

Remains consistent with FIRST READING.

***Board to have salary discussion.*

- 253 Students.
- 2.5% Pay Raises.
- 4% Insurance increase (health, liability, property, vehicle).
- **\$289.6K** Budget Balance.
- **\$786.1K** Fund Balance.