



## Carolina Voyager Charter School Board of Directors Meeting

**January 21, 2025 5:30 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
Whitney Quick	Acting Chair				
Craig Thompson	Vice Chair				
Neil Oliver	Treasurer				
Harry Walker	Secretary				
Danielle Athans	Director at Large				
Shanecqua Frost	Director at Large				
Chris Gilbert	Director at Large				

1. Call to Order (Quick)
2. Opening ceremonies: Mission Statement /Welcome/Pledge of Allegiance (Quick)
3. Review and approval of January 21, 2025 Board Meeting agenda\*
4. Review and approval of December 17, 2024 Regular Meeting minutes\*
5. Public Comment
6. Guest Discourse
7. Financial Report for the period ending December 31, 2024 (Prestige, Oliver)
8. School Leader Report (Kabel)
9. New Business
  - a. Board Background Checks\*
  - b. Board Training Log\*
  - c. HVAC Maintenance and Repair Contract\*
  - d. School Website Update
    - i. Archiving Board Reports

e. Committee Restructuring (Walker)\*

- Committees will consist of a minimum of three members
- Committees will be expected to meet monthly and provide the full Board with a report one week before each monthly meeting to include key issues, initiatives, and recommendations for the full Board's consideration.

1. Governance Committee (Committee Chair \_\_\_\_\_ Members \_\_\_\_\_)

The Governance Committee is responsible to the CVCS Board as a whole and assumes the following responsibilities in support of the school's mission, charter, and Board-approved policies:

- a. Provides oversight and develops Board Policies and Procedures
- b. Ensures compliance with the school's charter, bylaws, charter law, and requirements of our sponsoring district
- c. Ensures board members understand their roles and are held accountable
- d. Develops a succession plan for trustees and officers
- e. Coordinates full Board training, arranges orientation for new members, and conducts exit interviews with departing members
- f. Conducts an annual review of board's strengths and opportunities
- g. Facilitates Board elections and appointments

2. Finance and Facilities Committee (Committee Chair \_\_\_\_\_ Members \_\_\_\_\_)

The Finance Committee is responsible to the CVCS Board as a whole and assumes the following responsibilities in support of the school's mission, charter, and Board-approved policies:

- a. Formulates an annual budget in conjunction with the School Leader
- b. Formulates a five year budget in conjunction with the School Leader
- c. Attends monthly budget meetings to monitor budget implementation and procurement
- d. Assists school leadership team in the annual audit process
- e. Educates and informs the Board as to the financial health of the school
- f. Ensures the school leader has a preventative and maintenance plan for school facilities
- g. Assists school leader in any necessary facility contracts
- h. Oversees revenue income from additional sources (e.g., rentals, concessions, school based fundraisers, PTO fundraisers)

3. School Leader Support and Evaluation Committee

(Committee Chair \_\_\_\_\_ Members \_\_\_\_\_)

The School Leader Evaluation Committee is responsible to the CVCS Board as a whole and assumes the following responsibilities in support of the school's mission, charter, and Board-approved policies:

- a. Develops annual goals in conjunction with the School Leader
- b. Develops a structured process for the Board to give and receive feedback from the School Leader throughout the year
- c. Conducts a Mid Year Review in conjunction with the School Leader
- d. Conducts a Final Evaluation in conjunction with the School Leader

4. Development Committee (Committee Chair \_\_\_\_\_ Members \_\_\_\_\_)

The Development Committee is responsible to the CVCS Board as a whole and assumes the following responsibilities in support of the school's mission, charter, and Board-approved policies:

- a. Develops a multi-year fundraising plan in conjunction with the School Leader
- b. Develops an annual fundraising plan (to include timelines, strategies, initiatives, etc.) in conjunction with the full Board and School Leader
- c. Assists the School Leader with marketing plans/goals.
- d. Coordinates Grant Writing and seeks donors/donations in conjunction with the School's Leadership Team
- e. Coordinates the implementation of established and approved fundraising plans to include the recruitment of non-board members, school staff, and volunteers to serve on sub-committees that support fundraising events and activities

5. Ad hoc Committee

From time to time, an Ad hoc Committee will be formed by the consent of the Board or at the direction of the Board Chair to perform a specific function. Ad hoc committees are special committees that have limited responsibilities and are created for specific purposes. For example, a Search Committee that manages the search process for the School Leader position would be considered an ad hoc committee. Ad hoc committees are instituted for a specific purpose and disbanded when the need for them no longer exists.

11. Adjourn

*\*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"