

Voyager Academy Board of Directors Meeting Minutes

August 27, 2020

Platform: Zoom

Attendees: Fungai Bennett, Terry Lynch, Shalondra Greenlee, Yasmine El-Ramly, Shawn Ryan, Jaronda Ingram, Marlee Krieger, Will Robinson, Chuck Nolan, Tony Manning, Gwen Johnson, Evan Menchini, Ellie Schollmeyer, Lisa Gordon Stella (Voyager Attorney)

Public Attendees: 3

- 17:00 Call to Order – Jaronda Ingram

Sharing of the school mission statement:

The mission of Voyager Academy is to provide students in kindergarten through grade twelve an academically challenging and supportive learning environment. Staff utilizes experiential and traditional learning strategies so that students become responsible, engaged, and innovative members of society. The school's expectation is that all students, working with dedicated faculty and family, will excel academically and socially.

- 17:03 Public Comment - none
- 17:05 Open Meetings Law Review and Legal Updates – Lisa Gordon Stella
 - Presentation by Lisa Stella Gordon covering the following topics
 - Roles and Responsibilities
 - Governance, not day to day operations
 - Evaluates the managing director
 - One voice, equal partners
 - Closed Session
 - Limited use, open session unless:
 - Discuss records deemed confidential by statute (student matters)
 - Consultation with an attorney
 - School location or expansion
 - Real estate purchase
 - Negotiation or bargaining positions regarding employment contracts
 - Certain personnel matters (must be specific not general)
 - Investigations (Criminal)
 - School violence response plans
 - Anti-terrorism plans
 - Personnel exception
 - Board's Role in Hiring Decisions
 - Limited minutes – topics only
 - Open Session

- Open session laws apply
 - Decisions must be made during open session even if discussion is permitted to be held in closed session.
- Special Meetings and Emergency meetings
 - Public Records
 - Public records rules apply
 - Exceptions to public records
 - Email Communication
 - Reply all = board meeting (if substantive)
 - Attorney-client email communications generally must be from attorney to client.
 - Conflicts of Interest
 - Board members have a fiduciary duty to the school
 - Must disclose any actual or potential conflict of interest.
 - No transaction may be approved if it would constitute self-dealing.
- Questions:
 - Hiring decision – not a paid position – does the board Vote? If formal agreement, then yes.
 - Resignations – board vote in NC? No, only for termination.
 - Virtual meetings voting = roll call voting
 -
- 17:48 Approval of Minutes – Motion (Robinson) to approve minutes from the July 16, 2020 meeting pending removal of detailed minutes from the closed session; Second (Bennett); unanimously approved
- 17:50 Finance Review – Cory Draughan
 - Review fore period ending July 31, first month of current fiscal year
 - Finance committee met prior to meeting to discuss details of the financial report
 - Highlight provided for the full board
 - End of year projection \$8.7M
 - NC plan for increase in per pupil funding – but not final approval yet
 - Question (Robinson) – have heard some discussion of using last year’s budget numbers; Answer (Draughan) – have not heard this for charter, because funding based on first 20 day enrollment; Answer (Schollmeyer) – would require statute change for them to fund at last year’s budget for charter schools, current enrollment is at 1372 this year compared to 1350 last year
 - Revenue side
 - Fed revenue not in yet
 - Adjustment made to athletic revenue by managing director
 - After care – net neutral, but will look at this year now
 - Utilized 5.8% of total revenue
 - Expense side

- no changes to salary/benefits – managing director reviewing for amendment to adjust
 - % used – small right now – 10 month salary employees in the first month now
 - Boks, supplies, etc. – high now because heavy at the beginning of the year, levels as school year goes on
 - Net neutral on activities
 - Fed programs – suggested to break out fed revenue/expenses
- 18:01 Managing Director Report
 - Handbook updates – governance committee review and update
 - Attributes success to preparation to learn and work on technological solutions for remote learning
 - Open house/curriculum night – success – appreciate support from families/parents
 - Communications sent out – keeping everyone informed
 - Counseling needs survey underway – Free/recue lunch needs – distributing gift cards to food stores for those in need
 - Developing calendar – socials for students/ parent enrichment
 - Remote learning expectations developed to align with current school schedule and best practice and feedback
 - Continuing to evaluate and seeking feedback
 - Enrollment – 1372 now; state revenue based upon 20 day ADM
 - Demographic update: 45% non-white
 - Personnel – 2 interns – do not need to approve
 - Counselling team support
 - Kindergarten teaching assistant
 - Accepted resignation of Latia Boney – director of before and after care and enrichment programs
 - Operations report
 - Policies new to the school and updated policies
 - Anti-harassment
 - Title IX changes
 - Governance committee reviewed new/revised documents; board approval requested; changes made and uploaded to the Google drive site
 - Parent/student handbook
 - Employee handbook
 - Emergency Action Plan
 - Question (Robinson) – process for editing handbook- ongoing gathering of edits? Answer (Schollmeyer) – in depth review this year, new requirements
 - Question (Robinson) – any consulting on changes? Answer (Schollmeyer) – some go through Cory; some policies through Lisa; Leadership team reviewed; school resource officer
 - Question (Robinson) – remote learning – 30-day review – still the plan? Answer (Schollmeyer) – will discuss in a moment

- Motion (Bennett) to adopt changes to handbooks and Voyager Emergency Action Plan; Second (Ryan)
 - Parent/student handbook: passed 7-0, with 1 abstaining
 - Employee handbook: passed 7-0, with 1 abstaining
 - Emergency Action Plan: passed unanimously
- Academics and testing
 - BOG – 3rd grade – in person; several families not comfortable and did not come; state will not hold against the school
 - 4th grade diagnostic – new, online/remote
 - State testing – in person only
- Reopening plan
 - Task force looked at information from NCDHHS, Durham County
 - Unanimous agreement from task force to extend remote learning through December 2020
 - Surrounding schools that opened – e.g., cases = closed for periods of time
 - Getting into groove with remote learning, better to have certainty than to go back and forth (in/out)
 - Cold/flu season
 - Looking at 4 day plus 1 day flexible
- Board feedback
 - El-Ramly: has feedback been sought from parents on screen time? Reason to decide and send now versus two months from now?
Schollmeyer: for planning, certainty; sending survey to get input
 - Bennett: Survey to students too?
Schollmeyer: yes, can do that
 - Bennett: nutrition plan?
Schollmeyer: Looking at that now and getting information; funding good for now with \$3600 in donations and \$5500 budgeted free/reduced lunch; may need to re-evaluate next month
 - Ingram: 23% free/reduced lunch – can we look at cost of full versus partial?
Schollmeyer: will look at this, working through information
 - Robinson: information available before next board meeting?
Schollmeyer: yes
 - Robinson: Also reach out to faculty?
Schollmeyer: principals getting feedback, part of task force input
 - Ryan: plan for fall sports?
Schollmeyer: 5 of 8 on conference with remote learning, no sports while on remote learning; looking at shifting seasons
 - Board: possible to consider aligning schedules across schools – lunch together, some normalcy

- 19:05 Principal’s Reports – report notes sent and added to Google drive
 - High School, Nolan:
 - Staff development focus – distance learning technology, project based learning, k-12 staff meeting
 - Experience gained over last four years ahs come in handy for remote learning
 - Going as well as can be expected, high attendance; need to work on students turning off cameras
 - Middle School, Johnson:
 - Staff development, August 307 under Ellies’ leadership
 - Virtual open house, curriculum night – good turnout
 - Fire drill- did well
 - Virtual assembly
 - K-12 alignment, Principals working together!
 - 50 minute classes, discussing if too long
 - Couldn’t be more proud of students and staff
 - Elementary School, Manning:
 - Helping to understand platform
 - Neem amazed to watch learning process
 - “what do principals do when no one is looking”

- 17:17 Motion (Greenlee) – Approval of extension of remote learning plan as presented to the board; Second (Krieger); unanimously approved

- 17:19 Motion (Lynch) – Adjourn; Second (Robinson); unanimously approved