

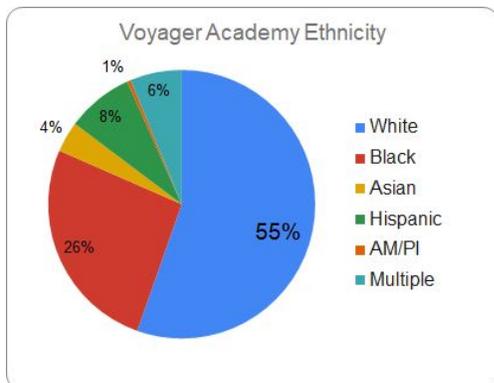


Managing Director’s Board Report December 3, 2020

Enrollment

Our current enrollment is 1,360 students in K-12. The PMR 3 was finalized and submitted to the state in November. We have seen a reduction of 12 students since the beginning of the school year. This compares to a loss of 6 students at the same time last year. State funding per ADM will remain at the original ADM of 1,372 but our local and EC funding will reflect actual student count each month.

Grade	Enrollment	Grade	Enrollment
K	100	7th	109
1st	107	8th	109
2nd	103	9th	120
3rd	104	10th	99
4th	106	11th	101
5th	104	12th	96
6th	102	Total 11/25/20	1,360



Personnel

- **Focus on Strategic Goal # 2 - Faculty/Staff: Recruit, Support, and Retain Highly Qualified Educators**

Recruiting, supporting, and retaining highly qualified educators is a key strategic initiative. We have expanded our recruiting initiatives using additional external sites as well as local university partnerships to get a larger more diverse pool of applicants. Providing frequent communications and opportunities for staff input has allowed our entire team to be involved in our decision making processes while building a stronger K-12 school climate.

Professional educators also need support to continue to grow professionally. Professional development opportunities are made available for all staff in the areas of PBL, technology, culture and climate, and diversity, equity and inclusion. Staff have also had the opportunity to explore personal interests and lead PD for their colleagues.

Additionally, all staff will have the opportunity for ongoing coaching and observation to further support their continued growth. Diversity, Equity, and Inclusion professional development will be held for all staff on December 9th and led by Diversity HR Solutions. Culture by Design will be leading a workshop on culture and climate on February 18, 2021 for all staff.

- The leadership team is also participating in a three part webinar series created by The School Reform Initiative to explore Equity, Diversity, and Inclusion in the Hiring process.

Finance

The Finance committee met to review the year to date revenue updates, expenditures, and project future impacts. The budget was updated to reflect the updated state per pupil allotment as well as allocations that have been approved for Covid Relief Funds. This does not include any additional costs that may be needed to fund our free and reduced lunch program if vendors determine that they will not supplement our lunch program. To date one of our vendors has agreed to fund up to 200 free and reduced meals per week and we have agreed to provide sponsorship advertising. Based on the end of October results, we are anticipating an end of year surplus of \$233,271.90. The audit has been finalized and will be submitted to the state. The auditor will present the results at the January meeting. Included in the drive for Board review is the Management Discussion and Analysis letter highlighting the financials.

Operations Update

- **Reopening Plans**

The entire staff have been working on our plans to safely reopen schools to in-person instruction under the hybrid model. Survey input was gathered again from staff, students, and parents. COVID-19 metrics are continuously reviewed and analyzed to evaluate safety and readiness to return. The school has prepared for a safe return to school and purchased PPE, plexiglass, and installed social distancing markers to ensure staff and student safety. We have partnered with Duke's ABC Science Collaborative to get medical expert advice on how to return safely to in-person instruction and are implementing their recommendations. We will also implement an anonymous reporting form for staff, students, and parents to report any safety concerns after we return to the hybrid model. The MOU with Duke University is included in the Board drive for your review. Additionally, we are planning to partner with Duke and Greenlight Ed to launch a pilot app to help us screen, monitor, and support Voyager staff and families with COVID-19 health issues.

Board Approval is requested to approve the MOU between Voyager Academy and Duke University and the agreement with Greenlight ED for the app to monitor Covid and support our families with community resources.

Town Hall Meetings will be held to update all staff, students, and parents with this information. The presentation that will be shared at the Town Hall meeting is included in the Board drive for your review. A summary of the Town Hall Meeting Schedule is below.

Hybrid Reopening Plan Town Hall Meetings	
Town Halls- Review survey results and operations and procedures for return to hybrid learning	Staff - December 2, 2020 ES - December 2, 2020 - 5 pm MS - December 7, 2020 - 5 pm

- **Policies & Procedures**

A new Hybrid Plans and Procedures Manual has been developed to address the new operating procedures that will be implemented when we return to in-person learning. The new procedures address the additional safety protocols that will be implemented to mitigate the risk associated with the spread of COVID-19. The draft of this manual was reviewed with the governance committee and is included in the Board drive for your review.

Board Approval is requested to approve the Hybrid Plans and Procedures Manual

- **Admissions Plans for Prospective Families**

The Board approved the updated admissions policy at our last meeting and it was submitted to the Office of Charter Schools. We have also updated our application and website for prospective families. Families can complete all materials online through our School Mint application system or request a paper form if needed. Applications open on January 1, 2021 and will close on February 28, 2021. The lottery will be held on March 5, 2021.

We are in the process of creating a digital brochure, virtual tour, and a promotional video to highlight the value of a Voyager education and showcase our beautiful campus and facilities to attract a wide and diverse population. We are solidifying our branding and marketing efforts since we will not be able to offer in-person tours or information sessions with the COVID-19 safety precautions and restrictions in place. Marketing materials are in the process of being finalized and will be shared at the next Board meeting.

- **Facilities**

A list of needed repairs and renovations were identified earlier in the school year and reviewed by both the School Board and Foundation Board. The process for CapEx repairs and renovations was reviewed and determined at the last Foundation meeting. A summary of the status of the repairs and renovations underway is included in the drive for the Board's review.

- **Lunch Program Update**

The School is in the process of finalizing the two vendors that will be utilized to support the school lunch program during the Hybrid model. We will be utilizing the Charter Pay

system for ordering and payment and eliminating the need to use an outside vendor for the management of the lunch program. We are still finalizing the process to support our free and reduced lunch families. The anticipated financial impacts will be reviewed with the Finance committee and presented to the Board when finalized.

Academic and Testing Update

- Programs~ We have added Pear Deck as a new digital resource for K-12 teachers. Teachers were given links to training and there will also be live training given to teachers through Pear Deck.
- High School Final Exams will be administered Dec. 10-18. Teacher made exams will be given virtually Dec. 10th and 11th. EOCs and CTE State Assessments are required by NCDPI to be given face-to face at school.
- A letter was sent home to families explaining the safety procedures and guidelines we will have in place.

Exam Schedule:

Thursday, Dec. 10	Friday, Dec. 11	Monday, Dec.14	Tuesday, Dec. 15	Wednesday, Dec. 16	Thursday, Dec. 17	Friday, Dec. 18
1st pd. Teacher Made	2nd pd. Teacher Made	English 2 (54)	Math 3 (45)	Math 1 (14)	Biology (60)	EOC/CTE Make-ups
3rd pd. Teacher Made	4th pd. Teacher Made	Drafting (12)	MSIT (33)		Hosp/Touris m (23)	
		Web Design (6)				
*EOC and CTE Review	*EOC and CTE Review	*Teacher Made Make-ups	*Teacher Made Make-ups			

Upcoming Calendar Events:

- Nov. 25-27 – Thanksgiving break
- Dec. 2 - Elementary Town Hall - Reopening Plans Hybrid Model - 5 pm
- Dec. 3- K-3 Dance Party
- Dec. 7 - Middle School Town Hall - Reopening Plans Hybrid Model - 5 pm

- Dec. 8 - High School Town Hall - Reopening Plans Hybrid Model - 5 pm
- Dec. 11 - Winter Virtual Assembly (elementary)
- Dec 14- 18 - Final Exams
- Dec 14 -15 Middle School Toy Drive
- Dec 18 Middle School Assembly

PRINCIPAL REPORTS BY SCHOOL

Building Updates - Focus on Strategic Goal # 2 - Faculty/Staff: Recruit, Support, and Retain Highly Qualified Educators

- HIGH SCHOOL

Recruitment

Joined the NC Association of Public Charter Schools (NCAPCS) employment application platform. This is a common application used by teacher candidates, that will significantly increase Voyager's applicant pool.

Retention/Support

- Inclusion of Faculty Input: As VAHS continues to highly value the judgment and experience of the faculty, teacher input was requested and included in the development of the VA School Improvement Plan Goals.
- Beginning Teacher Support: Beginning teachers at VAHS are supported by the VA Beginning Teacher program, which includes mentorship and focused professional development.
- Teacher Collaboration and Leadership Opportunity: Providing leadership and collaboration opportunities to faculty by teachers lead professional development workshops sharing their expertise. Teachers may also represent their colleagues and school on leadership committees such as the School Improvement Team or CFGs ([Critical Friends Group](#)—an interdisciplinary group providing support on project based learning).
- Teacher led CFG workshops are planned for January.
- Instructional Support and Feedback: Faculty are regularly observed by the building level administrator, and provided both pre- and post-observation guidance and feedback.
- Instructional Support via MTSS: The VA MTSS Team (Multi-tiered Systems of Support) assists teachers with interventions for students they have identified as at-risk or struggling.

Diversity

VA continued its series on inclusion and diversity with a K-12 workshop October.

- MIDDLE SCHOOL

VAMS: Focus on Strategic Goal #2 - Faculty/Staff: Recruit, Support and Retain Highly Qualified Educators

Action Steps:

Classroom Visits/Observations: Classroom teachers are observed by the administrative team based upon their licensure cycle. The observer and the teacher will complete a post conference after the observation to discuss successes and areas to grow.

Professional Development Plans: Teachers are required to create a Professional Development Plan to create goals and strategies. The goals are related to areas of instruction related to school professional development (focus on remote learning strategies) as well as areas of instruction related to areas needing improvement. The plans are reviewed by the teacher and the administrative team three times throughout the year.

Mentor/Beginning Teacher Program: Beginning teachers (years 1, 2 and 3) are assigned a mentor who is an accomplished teacher to help the BT with areas of need throughout years 1, 2, and 3. Teachers who are new to Voyager but not a BT are assigned a Buddy Teacher.

Staff Meetings: Voyager supports teachers in a variety of ways in addition to the Beginning Teacher Program. We use Wednesdays for a variety of reasons. Our standard meetings are:

- First Wednesday of the month - K-12 Staff Development
- Second Wednesday of the month - Teacher Led PD/Teacher Talks
- Third Wednesday of the month - Building Level Meetings
(staff meeting, committee meeting, and MS Leadership Team meeting)
- Fourth Wednesday of the month - Team Meetings
- Fifth Wednesday of the month if there is one - No Meetings

Grade Level/Team meetings: Grade levels meet with administration and Curriculum Coordinator twice per month to discuss curriculum needs and issues. Grade levels meet once a month to meet with administration and our counselor. The meetings are Student Focused meetings. Meetings are scheduled for Mondays.

Recruitment: Voyager Academy has reached out to several universities in hopes that the universities will post Voyager vacant positions. We have reached out and talked with professors at North Carolina Central, North Carolina A&T, Shaw University, Meredith College, and UNC.

Grow Leaders: It's important to grow teacher leaders. Some of the objectives to support teachers who want to become leaders are: provide opportunities for staff to lead professional development, provide vertical alignment opportunities, provide opportunities for staff to lead committee meetings, and provide opportunities for staff to serve on School Improvement Team as well as the MS Leadership Team.

Professional Development for Staff: Create staff development that is required for all staff such as safety related PD, Diversity Equity and Inclusion Training, MTSS Training, PBL Training, and the trainings required by the State/DPI such as Sex Trafficking, Suicide Prevention, and See Something, Say Something for grades 6-12.

Project Based Learning Information from 5th and 6th Grade

[PBL](#) Link to 4, 5, 6, 7, and 8 Grade PBL

PBL - 5th grade

	Title of PBL Project	Driving Question	How are you showcasing	Other info
1st Quarter	ELA-Interpretation book club project SS-State Project	ELA- How can you showcase your learning from this unit? SS-Students have a choice of the driving question. -What makes your state unique? -What are some commonalities your state has with those in their region? -Why would anyone want to visit or live in your state?	ELA- Slideshow- Presented to Peers SS-Poster or Slideshow	SS- Students share their project with their class members.
2nd Quarter	S.S.- Presidential Project	S.S.-What attributes make a person a good president? -What were the accomplishments of your "Commander in Chief"?	S.S.- Variety of mediums decided by the classes	Share with fellow class members.
3rd Quarter	S.S.- America's Revolution!	S.S.-How does an unlikely group of people create the	S.S.- To be determined	Virtual Project

		greatest country on Earth?!		Celebration
4th Quarter	All Subjects/Collaborative-- Shark Tank-Business Project	All Subjects/Collaborative.-How do we persuade a group of "Sharks" to invest in our business venture?	All Subjects/Collaborative Groups of students will "pitch" their business plan to a group of 'Sharks'.	Virtual Project Celebration

PBL - 6th grade

	Title of PBL Project	Driving Question	How are you showcasing	Other info
1st Quarter	Space Colony	What would it take to colonize a new area in outer space?	Students will build websites for their new colonies, primarily focusing on: location, government, and science fiction.	Students will share virtually with 7th/8th grade students.
2nd Quarter	Bridges	How can you build a bridge using supplies provided to sustain holding up to 100lbs. of weight?	Students will design and build their bridges, then I will host a "weighing" session applying the appropriate weights to the bridges.	Students will be provided with "take home" bags of all supplies required for the project. Students will drop off final bridges and I will live stream the weighing during normal Zoom time.

3rd Quarter	Community Garden (TBD)	How can we utilize a garden to help support our local community or those in need?	We have a lot to process and work through here.	
4th Quarter	Passion Projects	What have you been passionate about this year?	Students will design and create their own research project, including final product to showcase.	Hopefully will be able to present live on POL day.

- **ELEMENTARY SCHOOL**

VAE School Improvement Plan Goal 2: Faculty/Staff: Recruit, Support and Retain Highly Qualified Teachers and Increase Diversity

Action Steps:

Classroom Visits: All classroom teachers will be observed by the administrative team based upon the level of their licensure cycle. Each teacher will then complete a post conference to discuss the various observations. Abbreviated teachers are observed twice per school year. Teachers with standard certification or comprehensive certification will be observed four times per school year. Every abbreviated teacher has been observed once this school year. All standard or comprehensive teachers will be observed twice by December 11, 2020. Attached is a document indicating the dates each classroom teacher has been observed.

[Elementary Teacher Observation Document](#)

Professional Development Plans: Each teacher is required to create a PDP to help ensure teachers continue to be life-long learners. These plans are reviewed by the administrative team and are discussed with the classroom teacher. The PDP document for the 2020-2021 school year is related to increasing our knowledge regarding remote instruction and then each teacher created one individual goal to focus on an area they hope to improve upon.

Mentor/BT Program: Beginning teachers will be assigned a mentor to help them maneuver through the first years of being a professional educator at Voyager. All new teachers to VAES

were also assigned a mentor this year, even if they are an experienced educator to ensure they receive support in understanding Responsive Classroom, Project Based Learning and North Carolina Teaching Standards.

Systematic Staff Meetings: Voyager Academy is committed to supporting its staff. We have developed a system where teachers are provided support every Wednesday. The following schedule has been created to assist with teacher support/advancement:

First Wednesday of each month: K-12 Staff Development

Second Wednesday of each month: Teacher Talks/Teacher Lead PD

Third Wednesday of each month: Building Specific Staff Meetings

Fourth Wednesday of each month: Grade Level Support Meetings

MTSS/ Curriculum Support: Each grade level meets twice a month with our curriculum specialist and twice a month with our MTSS team. These meetings are held each Tuesday of every month. They are grade level specific meetings.

Professional Pay: Voyager Academy has published a current teacher pay scale and a benefit package to all staff members.

Recruitment: Voyager Academy will begin the recruitment process for new staff members in early Spring. We will advertise for the positions we know will be opening in June via a variety of resources in an attempt to increase diversity. Voyager has already established connections with the following historic black colleges/universities as we prepare for the recruitment process.

North Carolina Central University

North Carolina A & T

Shaw University

Professional Development: Voyager Academy is committed to providing quality, on-going professional development to all educators. The chart below, indicates the various PD offerings being provided during the 2020-2021 school year.

PD Topic	Participants
Zoom Training	K-12
Diversity, Equity and Inclusion	K-12
MTSS Training	K-12
PBL	K-12
Distance Learning	K-12
See Saw	K-3
Google Classroom	3-8
Canvas	9-12
Sex Trafficking	K-12
Suicide Prevention	K-12
Say Something	9-12
Responsive Classroom	K-3
Creating Online Classes	K-12
Effective Teaching	K-3

Other Elementary Building Updates: All K-3 students have now completed the mClass Reading Assessment. This assessment gives us a clear indication of what reading goals students have mastered and what goals need to be readdressed. The included graphs indicate current reading levels.

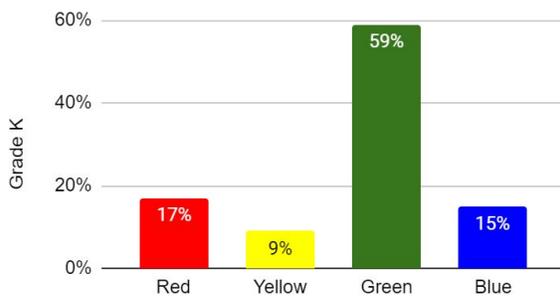
What is mCLASS? mCLASS is a universal screener that measures the development of reading skills of all students in grades K-3 through two main assessments: Dynamic Indicators of Basic Early Literacy Skills (DIBELS) and the Text Reading Comprehension (TRC) assessments.

What skills are measured? These combined tests help teachers determine how students are performing on the important reading skills that children must develop in order to become proficient readers. These skills are:

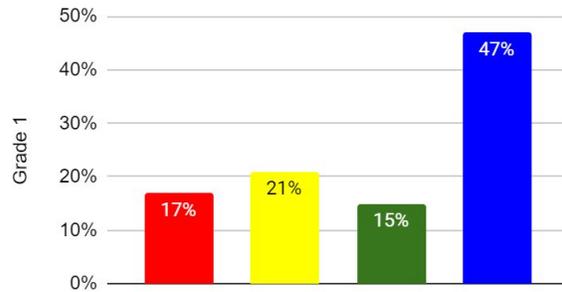
- Letter Naming Fluency (LNF)—ability to recognize and name capital and lowercase letters of the alphabet
- Grades K-1 First Sound Fluency (FSF)—ability to isolate and pronounce the first sound in spoken words
- Grades K-1 Phonemic Segmentation Fluency (PSF)-ability to separate words into their sequence of individual sounds
- Grades K-2 Nonsense Word Fluency (NWF)— ability to identify complete letter sounds and blend letters
- Grades 1-3 Dynamic Oral Reading Fluency (DORF)- ability to read connected text fluently and with accuracy in order to retell a passage
- K-5 Text Reading Comprehension (TRC)—ability to accurately and fluently read connected text in order to comprehend oral questions and answer written response questions.

How are students assessed? Teachers gather this data by administering the TRC and specific DIBELS assessments to grade levels three times a year--fall, winter, and spring. This school-wide testing is called a "benchmark assessment". All but one of these assessments are administered individually and the program calculates scores and levels of proficiency based on the data provided. How will the results be used? The program disaggregates the data; provides individualized assessment information about each student's reading progress; and tracks the student's progress during the school year. A student's scores give information about whether the student is on track for grade-level reading success. Teachers make decisions about instruction using the data for each student. School personnel may also regularly check (bi-monthly/monthly) on the progress of students who receive extra reading help to make sure their skills are improving. Tracking the progress of students is called "progress monitoring. Voyager staff is progress monitoring all students who fell in the RED or YELLOW category a minimum of once every three to four weeks. We will be hosting our middle of the year reading assessment in January.

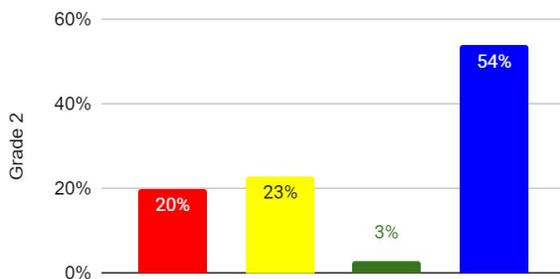
Grade K



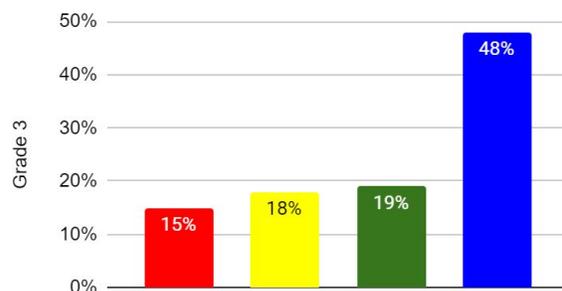
Grade 1



Grade 2



Grade 3



Beginning of Year Grade Level Expectations	Grade Level
RB to B	Kindergarten
C to D	First Grade
I to J	Second Grade
L to M	Third Grade

mClass Chart Color Explanation	
Red	Far Below Proficient
Yellow	Below Proficient
Green	Proficient
Blue	Above Proficient

Voyager Academy Elementary PBL 2020-21

Project Based Learning Data for Voyager Elementary

Project Based Learning is a major component to the quality education students receive at VAES. Each grade level is in the process of reviewing their 3 PBL projects and making sure they have created the best learning options possible for our students. Due to our remote learning environment, some components of the projects have been refined to embrace our new normal.

Kindergarten

1st Trimester Topic: Me in My Community

Driving Question: What makes me “me” and how do I fit into the world around me?

Celebration Idea: The grade level is creating a virtual museum where they are creating a video highlighting the various student work (including a community quilt and a sign language video).

2nd Trimester Topic: TBD

3rd Trimester Topic: TBD

1st Grade

1st Trimester Topic: Animals and Habitats

Driving Question: What are the needs of plants and animals?

Celebration Idea: Each student has created a book project explaining the details of their selected animal and habitat. The students are practicing their public speaking skills by sharing their finished products during morning meetings.

2nd Trimester Topic: Folktales and Cultures Around the World

Driving Question: How can we as “world travelers” showcase a country’s similarities and differences to our community and the USA using folktales?

Celebration Idea: TBD

3rd Trimester Topic: TBD

2nd Grade

1st Trimester Topic: Cultures From Around The World

Driving Question: How can we study different cultures and how they represent communities through stories, food, music and dance?

Celebration Idea: The teachers have created a choice board for students to express various concepts they have learned about their studied culture/location. The students are creating a cookbook which the teachers will publish and send home with each student. The cookbook will highlight culturally relevant recipes.

2nd Trimester Topic: Economics

Driving Question: How can we use economics to help us create a business and use our profits to help others?

Celebration Idea: TBD

3rd Trimester Topic: Weather

Driving Question: How does weather change throughout the seasons, and how can we share that information with the community through research, art, and literature?

Celebration Idea: TBD

3rd Grade

1st Trimester Topic: Plants, Seeds, and Soil

Driving Question: How do plants survive in their environment?

Students will design and create their own plant.

Celebration Idea: The students have created a written document explaining the various concepts they have learned through the PBL topic of plants. The students are creating a 3-D model of a plant and will be sharing their creations with each other via a virtual slideshow.

2nd Trimester Topic: Our Earth

Driving Question: How can we take care of our environment and inspire others to help us?

Celebration Ideas: 3D Landform builds, Travel Brochure, Feature Article

3rd Trimester Topic: Durham!

Driving Question: How have people, events, and ideas influenced Durham's past and present and what changes can we predict for the future?

Students will choose people or events within a certain location of Durham to research and learn more about.

Celebration Ideas: TBD

- EC Department has had training sessions on Compliance, New SLD Law, MTSS support Federal December headcount will total 202 exceptional students served at Voyager (a 7% increase in students served).

Security and Safety Drills

- HS
 - October Fire Drill on 10-8-2020
 - November Fire Drill on 11-23-2020
 - Shelter in Place Drill on 10-23-2020
 - Lockdown Drill on 11-19-2020
 - Evacuation Drill 11-24-2020
- MS
 - November Fire Drill was hosted on 11-04-2020
 - December Fire Drill is scheduled for 12-16-2020
 - Annual Evacuation Drill is scheduled for 11-24-2020
 - Shelter in Place Drill was hosted on 10/21/2020
 - The first Lock Down Drill was hosted on 11-18-20
- ES
 - November Fire Drill was hosted on 11-04-2020
 - December Fire Drill is scheduled for 12-16-2020
 - Annual Evacuation Drill is scheduled for 11-24-2020
 - The first Lock Down Drill was hosted on 11-20-2020
- Hock House
 - November Fire Drill held on November 24, 2020

Upcoming Calendar Events:

- K-12
- HS

Dates	Events
Dec. 8	HS Town Hall (5:00pm), regarding the back-to-school <i>hybrid</i> plan
Dec. 9	Advisory (11:00-11:30am)
Dec. 14-18	Final Exams
Jan. 4	<ul style="list-style-type: none"> ● Teacher Workday ● Remote Learning Day (NC mandated)—It is a Teacher Workday for teachers. It is an academic day for students, for them to complete assignments. Jan. 4 is devoted to students setting up their Canvas accounts and reviewing syllabi and preparing for courses.
Jan. 5	First day of Spring 2021 semester

- MS The following events are scheduled for VAMS.
 - November 23, 7th Grade ELA Check In using SchoolNet
 - November 24, 7th Grade Math Check In using SchoolNet
 - November 25-27: Closed for Thanksgiving Break
 - November 30, 5th Grade ELA Check In using SchoolNet
 - December 1, 5th Grade Math Check In using SchoolNet
 - December 3, 5th Grade Science Check In using SchoolNet
 - December 3, 6th Grade ELA Check In using SchoolNet
 - December 4, 6th Grade Math, Check In using SchoolNet
 - December 7th, School Town Hall, Middle School, 5:00
 - December 7th, 8th Grade ELA Check In using SchoolNet
 - December 8th, 8th Grade Math Check In using SchoolNet
 - December 10, 8th Grade Science Check In using SchoolNet
 - December 14/15, National Junior Honor Society, Toy Drive
 - December 18, Winter Assembly, Early Release, MS 11:45

- ES The following events are scheduled for VAES
 - Nov. 20: Kindness Assembly
 - November 25-27: Closed for Thanksgiving break
 - December 2: Elementary Family Town Hall Meeting
 - December 7-10: Atlantic Coast Theater will be presenting, “There is No Business Like Snow Business”.

- December 1-18: Each teacher will have access to, “The Clue That Burned Blue” from National Theater for Young Children. This will help reinforce conservation of energy.
- December 11: Winter Virtual Assembly
- December 21- January 4: Winter break
- January 5-15: mClass Reading Assessment #2