



## Managing Director's Board Report October 26, 2023

### Finance

The finance committee met on October 20, 2023 to review the September monthly financials for 23 - 24. The review included year to date revenue analysis, updated per pupil allotment data, federal grant funding updates, expense review, revised EOY projections, and bank statement reconciliations. The September financial report is in the board drive for your review. At this time, the EOY surplus projection is \$963,635.96.

The Finance committee also reviewed the FY23 audit, update on the staff compensation, and technology expenditures that exceed the Managing Director level of authorization. The following purchase orders were discussed and are included in the board drive for your review.

PO 10923 – 10 Chromebooks for the High School – Funded by PRC 181  
PO 10920 – 39 Chromebooks for 3<sup>rd</sup> Grade – PRC 016 Read to Achieve Camp  
PO 10943 – 19 Chromebooks for the Middle School – Funding by 23-24 Operating Budget  
Total expenditure - \$28,292

***Board Approval is requested to approve the \$28, 292 funding for the addition of chromebooks to support instruction.***

### **Audit**

The internal finance committee and CSP worked closely with our auditor to submit documents and analysis for the FY23 fiscal audit of Voyager financials. The audit was reviewed with the finance committee and the final report that will be submitted to the state is in the board drive for your review. Voyager has continued to maintain a strong financial position and had a clean audit without any findings. Voyager was also found to be in compliance with all requirements. Voyager Academy reported ending unassigned General Fund balances of \$ 9,613,839, an increase of \$1,437,887 or 18% in comparison to that from the prior year. The full audit report along with the Management Discussion and Analysis is included in the board drive for your review. The auditor will be available to share her findings during our December board meeting.

***Board approval is requested to approve the FY 2023 audit report for submission to the State Department of Public Instruction by the October 31, 2023 deadline.***

## **Staff Compensation**

Staff compensation was reviewed with the finance and personnel committees. Although the state has approved the new budget, charter schools have not received our revised state per pupil allotment yet. As a result, Voyager has not been able to rerun our updated budget. We are also awaiting the release of salary scales from district schools in the area so that we can develop a competitive proposal for Voyager staff.

The state and district schools will make salary adjustments retroactive to July 2023. Once these new salary scales are shared, Voyager will develop an updated wage proposal and review it with the finance committee recommending staff increases based on a staff member's experience and degree credential on their 23-24 contract with any applicable adjustments and salary increases from the state budget increase in allotment. The salary proposal will be shared with the board for review and approval at the next board meeting after approval by the finance committee.

## **Student and Staff Recognition**

Voyager will be sharing quarterly student recognition awards with the school community throughout the 2023 – 2024 school year. First quarter results will be shared at the end of October. The recognition program highlights the academic, social, emotional, and athletic growth and success of our students. The following categories are included in the recognition program:

- High School and Middle School Academic Awards – Principal's Honor Roll for straight A's, and Honor Roll for A's and B's for the quarter.
- Elementary School will be recognizing student academic growth in reading, math, and project-based learning with the following awards:
  - Powerful PBL Thinkers
  - Marvelous Mathematicians
  - Rockin Readers
- Athlete of the Month – High School and Middle School Sports, and Elementary PE
- Core Value of the Month - Awardee at each School
- Visual Arts Student of the Month at each School
- Performing Arts Student of the Month at each School

Our goal is to recognize student achievement in many areas and encourage and support all learners to achieve their personal best. First quarter results are shared in the board drive for your review.

## High School Students Excel in Service to Others

Reece Fernandez has organized a Kicking Cancer 5K to support those struggling with cancer in our community. The run will be held on November 9, 2023. A dedication soccer game was held with a penalty kick competition earlier in the season to raise funds to support cancer research. Donations from the game were contributed to the Light the Night organization.

Morgan King organized a mobile blood drive on campus with the Red Cross. The event was held on Wednesday, October 25<sup>th</sup>. Thank you to all staff and community members that participated. A special thank you to Morgan and Reece for their leadership and service.

## Enrollment - ADM

School funding is directly tied to our average daily membership (ADM) during the first 20 days of school. The 23-24 budget was based on a projected enrollment of 1,355 students. We have exceeded our targeted ADM of 1,355 for the 20-day period and have a 1,359 ADM as reported on our first PMR report to the state.

Summarized below is the current enrollment by grade level submitted with PMR1.

Grade	# Students		Grade	# of Students
K	104		7	104
1	107		8	104
2	104		9	114
3	104		10	102
4	104		11	104
5	105		12	102
6	105		Total	1,363

## Demographics

Data and charts outlining student demographic data for 23-24 is provided in the September board drive for your review. The demographic ethnicity composition of Voyager remains similar to the 22-23 school year. Also included in the September board drive are the staff demographics for 23-24 school year.

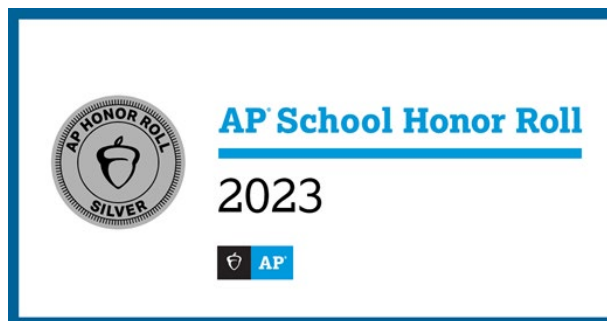
Families that qualify as economically disadvantaged (EDS) continues to grow. The EDS total has increased from 9.8% reported in 18-19 to 28.5% in 22-23. We have estimated that our EDS population will be 27.7% for the 23-24 school year. Voyager also has 2 students that qualify as homeless under McKinney Vento.

## Personnel

No changes to report this month.

## **Academics and Programs**

Families received report cards by October 20, 2023 for all students to share an update on academic progress for the first quarter of the 23-24 school year. We are proud of all students for their achievement on the Principal Honor Roll and the Honor Roll and for doing their best in all subject areas.



### **VAHS Named to The 2022-23 Advance Placement Honor Roll**

VAHS was named to the 2023 AP School Honor Roll! The AP School Honor Roll recognizes schools whose AP program is delivering results *and* broadening access for students.

Schools can earn the Honor Roll recognition annually based on their ability to increase their school's college-going culture, to provide opportunities for students to earn college credit, and maximizing college readiness. The AP School Honor Roll offers four levels of distinction: Bronze, Silver, Gold and Platinum. VAHS achieved an overall level of Silver. The criteria are as follows:

- 52% of seniors took at least one AP exam during high school (Silver level).
- 40% of seniors scored a three or higher on at least one AP exam (Gold level)
- 13% of seniors took five or more AP exams! (Gold level)

**[For more, click here for the VAHS Honor Roll Report](#)**

### **Exceptional Children (EC)**

Vocational and Pre-Vocational Career exploration program (Pathful explore) is up and running for all students grades 7-12. The Exceptional Children's program in separate setting and Occupational Course of Study program use it weekly to explore and prepare for career opportunities. This program has career assessments/ inventories, actual job videos, as well as applying for college, and resume writing techniques to help students build career readiness

skills. Additional information about the Pathful Explore program can be found at this link - <https://pathful.com/explore>

An article recently published in Education Week shared that the number of students in special education in the US has doubled over the past four decades and represents 14.7% of all public-school students. Voyager's EC student population has continued to grow as well and currently represents 17.5% of our population. The article was uploaded in the board drive for your review and outlined the following three reasons for the increase in the EC student population:

- 1) Educators have become better at identifying when students need special services and parents are less resistant to seeking out services for their children. There is less stigma associated with receiving special services now.
- 2) Improved recognition and diagnosis of common conditions such as autism spectrum disorder and ADHD have contributed to the increase.
- 3) Inflexible curriculums and rigor of academics in regular education classrooms often do not meet students' social emotional needs. These classrooms are less accepting of differences in how students learn and behave which leads to identification of special services.

### **Professional Development and Curriculum**

- **Vertical Planning** within buildings on Oct. 16~ What is vertical alignment/planning? It's a process of organizing curriculum from one grade level or content area to the next. A vertically aligned curriculum describes what students should know progressively across grades kindergarten through 12, linking concepts from grade to grade. On Monday, October 16, grade levels/content areas met for their first Vertical Alignment session for the school year (for example: Kindergarten and First grade teams, 6th-8th Math and 9-12 Science). Each team had questions that led their discussion and notes were shared with Carly Morton, K-12 Curriculum Director. The folder of notes were also shared with the principals so that we can continue the discussion as a Leadership Team. There are other Vertical Alignment sessions scheduled throughout the school year to continue to improve our curriculum structure.
- **Imagine Learning Training** for (ELL) English Language Learner services Oct. 17th~ Voyager Academy has 14 students that qualify for ELL services. We do not receive any funding from the state unless we have 100 or more ELL students. We purchased Imagine Learning for our ELL students to have access at school and home to a program that provides instruction in their home language and slowly releases them to English as they master skills. This year, our ELL students have a range of languages spoken at home (Spanish, Arabic, Vietnamese and Russian). Imagine Learning provides instruction in all of these languages. Students take an initial placement assessment and then it provides an adaptive learning program specifically designed for each student to reach mastery.

- **Culture & Climate Workshop** in Apex on Nov. 2 (a staff member from each building will join Ellie Schollmeyer and Carly Morton for the workshop)
- NCDPI New Science Standards Implementation Training Oct. 27 (science reps from each building will be attending)

### **Assessment and Testing Update**

The North Carolina Check In assessment testing will measure student understanding of content taught. This data will allow teachers to plan for future instruction to ensure concept mastery.

- 3rd grade Math NCCI 1- October 24
- 4th-8th Grade Reading and Math NCCI 1 - October 24-25
- 5th and 8th Grade Science NCCI 1 - October 26
- PreACT (10th grade) - October 31st

### **Voyager Academy Testing Calendar 23-24**

### **Athletics**

- MS boys' cross country wins TNAC
- MS soccer wins TNAC and as of 10/19 remains undefeated on the season
- MS tennis remains undefeated. This amazing group of young women have not lost a match since 2021
- MS volleyball is the #5 seed in the TNAC tournament as they will compete for the conference championship next week
- Women's cross country wins TNAC
- Men's soccer wins TNAC
- We have three members of our women's tennis team who qualified for individual regionals
  - Katelyn Hutson ('24) & Karli McKenna ('24) as a doubles team
  - Ryann Cochran ('24) in individual
- Katelyn Hutson wins TNAC women's tennis player of the year
- Women's volleyball falls in the semifinals of the TNAC tournament and has completed their 2023 season.

## **Operations**

### **School Improvement Team**

The School Improvement Team (SIT) is comprised of students, parents, teachers, and administrators who work collaboratively to provide input to foster continuous growth and improvement for Voyager Academy. The team meets on a monthly basis and has reviewed the strategic plan and school goals for the current year. The bylaws for the SIT team and members

are included in the Board drive for your review. As required by the bylaws the team members are approved annually by the school board.

***Board Approval is requested to approve the 2023-2024 School Improvement Team Members.***

## **Board of Directors Day – scheduled for November 8, 2023 (8:30-10:30)**

The Board of Directors is invited to an on-campus visitation day on November 8, 2023 to tour classes and meet with staff to learn more about instructional goals, strategies, and progress so far this year.

Board of Directors Day Schedule - 11/8/23

- *ES – 8:30 – 8:55*
- *MS- 9:00 – 9:25*
- *HS – 9:30 – 9:55*
- *Hock House – 10:00 – 10:30 Roundtable Discussion*

## **Culture and Climate Survey**

Voyager values input from families, students, and staff and we will be conducting a culture and climate survey to help inform the process. In order to learn more about student, family, and staff experiences at our school, we will ask for feedback via an online survey that will be sent out on Wednesday, November 1, 2023. All survey responses are confidential. No one at our school will see how you respond to the questions. A separate organization, Panorama Education, will manage all data collection to ensure confidentiality.

This survey will allow us to capture the voice of our students, families, and staff through research backed questions and studies that help guide improvement in schools. Continuous improvement is critical for the long-term growth of our students. Research shows that topics like school climate, relationships, engagement, and school safety are critical levers for promoting student and school-wide success. Measuring and implementing community feedback is part of our Cognia accreditation process, and will help guide our future strategic planning process.

The survey will take approximately 10-15 minutes to complete, and will be an invaluable source of information so that we can continue to build a strong community focused on academic excellence, and the well-being of our students. Surveys that will be completed are in the board drive for your review. Please check out the short video below from Voyager students that highlights why your participation in our survey is so important.

**[Voyager Student Video on Culture and Climate Survey](#)**

## **Strategic Plan**

This year we will be completing a new 5-year strategic plan. We are in the process of getting quotes from consultants to help facilitate focus groups of stakeholders (board members, parents, students, and staff) to provide input on our vision, mission, values, and strategic goals. We will also be utilizing the School Improvement Team members that represent all stakeholder groups and board members to review and analyze all data collected, and provide input into the draft strategic plan that will be shared with the full board for approval. We anticipate that the focus groups will be held during the month of January, new strategic plan drafted in February, and presented to the board in March.

### **Enrichments:**

- Started the week of September 11th and will end the week of December 8th
- 196 Students enrolled
- 19 different enrichment options including outside vendors as well as Voyager staff
- There was a \$15 K increase in Fall 23 revenue as compared to Fall 22. The growth is attributed to more Voyager staff run enrichment programs held after school.

### **School Lunch:**

The School Nutrition Manager worked with our caterer K&W and updated the menu based on student feedback on meals. The following new items were added to the lunch menu.

- Charcuterie Box
- Fish Sticks
- Corn Dog Nuggets
- Breakfast for lunch

Average orders each week are: 350 Hot Lunches

### **Before & After Care – Run by the YMCA**

- Before Care: 64 students
- After Care: 191 students
- The above numbers do not include staff students who attend
- Weekly check-ins with the Senior Youth Director about the YMCA program here at Voyager

## **Board Committees**

### **Governance**

The governance committee met to review the goals for the upcoming school year and discuss updates to the employee handbook. The parent / student handbook, employee handbook, and Operations and Board Policy manual were updated after the last Board meeting to reflect the approved changes associated with compliance policies for the Parents' Bill of Rights. The committee also reviewed additional items to clarify the leave section of the employee handbook. The revised section is included in the board packet for your review.

***Board approval is requested to approve the recommended modifications to the employee handbook to clarify the language for the PTO and leave policy.***



## Foundation

Fundraising for the new Performing Arts kicked off at the Fall Festival with sales for commemorative bricks for a new walkway in front of the building. Information was also shared with all families in the weekly newsletter and through Class Tag updates. To date, there have been 38 commemorative bricks sold. Sales will continue through construction. The fundraising committee is also working on an Arts Benefit Gala to be held on Saturday, November 4<sup>th</sup>. The event will include dinner, live music, dancing, and an auction. Tickets went on sale on September 29, 2023. A limited number of tickets remain for sale. Proceeds from both fundraisers will be used to support the new Performing Arts Center needs.

The contractor anticipates that the city will have all permits approved early in November. Demolition of the current house is anticipated to be completed in November as well with construction to follow as soon as possible.



# Updates from School Principals

## **Principal Building Updates - also please add student/staff recognitions at top of document**

Goal 3: Financial: Maintain and Strengthen Fiscal Responsibility

- Objective 3.1: Maintain financials that meet or exceed required statutory and bond holder requirements
- Objective 3.2: Strengthen communication of fiscal transparency
- Objective 3.3: Build financial reserves to address future and ongoing capital investments, technology needs, and diversifying academic Programs

## **Elementary Update**

The elementary school is working diligently to meet the physical, emotional and academic needs of every student while striving to provide the staff with the resources they need. It is imperative that we utilize our financial resources to the best of our ability. Listed below are some of the things the elementary school has accomplished as we seek to strengthen fiscal responsibility:

- We have worked to ensure every teacher has the upgraded digital resources they need to provide a quality learning environment for all students.
  - Laptops: Every classroom teacher received a new laptop in August, 2022.
  - Newline Interactive Boards: Each classroom, elective class and EC classrooms received new interactive boards during the fall of 2022.
  - Chromebooks: 58 Chromebooks have been ordered for our 3rd grade students. We replaced 2 sets of Chromebooks during the 2022-2023 school year. We are replacing 2 more sets of Chromebooks during this school year and we hope to replace the last class set of Chromebooks during the 2024-2025 school year.
- Project Based Learning is very important at Voyager. We have allocated \$500 per grade level to help teachers purchase supplies and resources they may need to ensure the PBL ideas are interactive, data driven and student created.
- Each building principal gives input into the yearly budget for Voyager. The principals obtain input from the various grade levels of their building as they seek to build their budget suggestions.
- We have created a system where teachers create a Wants and Needs Assessment for the year. This is done during the summer or as school is opening in August. We review the various lists and obtain the items teachers need. Throughout the school year, as teachers need teaching resources, they submit a request to the principal. The principal then reviews the request and creates a purchase order for those items and verifies that money is available for that purchase (in that specific budget line item). Each grade level has been given a set allotment of funds for the school year. We receive a monthly expense report to help us track our spending to ensure we stay within the suggested allotment. I

have created a spreadsheet where all expenses are tracked per grade level. This spreadsheet allows me to update each grade level as to how they are doing with their yearly spending to ensure we obtain the supplies they need while not going over budget.

- We seek to get as many things donated as possible to help stretch our current budget.
- Schools host various fundraising events each school year. This money can then be used to obtain items specific to the elementary school. Voyager Academy Elementary and Middle School partnered together with Step It Up to host our fall fundraiser. The two schools profited \$59,000 (to be divided evenly between the two schools). This money was used to purchase the remaining needed interactive boards. For the 2023-2024 school year we plan to utilize our fundraising money in the following ways:
  - Purchase decodable libraries for each grade level. This will help us with our promotion of the Science of Reading.
  - Purchase additional set of staging for the elementary music department
  - Install new Voyager Wall Art
  - Create and Install a PBL Showcase Display
  - Purchase of additional iPads

## Middle School Update

The middle school continues to strive to meet the needs of our students and our staff. Teachers need resources in order to provide quality lessons. It is important that we utilize our financial resources to the best of our ability. Listed below are some of the things the middle school has accomplished as we seek to strengthen fiscal responsibility:

- Digital resources support teacher instruction.
  - Laptops: we have laptops/carts in grades 4 and 5 with Bring Your Own Device in grades 6-8. We do have loaners if students are in need.
  - Newline Interactive Boards: Each classroom, elective class and EC classrooms received new interactive boards during the fall of 2022. The Interactive Board continues to be a success.
  - We have ipads to use as needed.
  - We also purchased 3 digital cameras to support our Yearbook Staff.
- Project Based Learning is very important at Voyager. We have allocated \$500 per grade level to help teachers purchase supplies and resources they may need to ensure the PBL ideas are interactive, data driven and student created.
- Each building principal gives input into the yearly budget for Voyager. The principals obtain input from the various grade levels of their building as they seek to build their budget suggestions.
- We have created a system where teachers create a Wants and Needs Assessment for the year. This is done as school is opening in August. We review the various lists and obtain the items teachers need. Throughout the school year, as teachers need resources, the teacher submits a request to the principal. Requested items should be listed on the budget that is created in the spring.
- We seek to get donated items to help stretch our current budget.
- Schools host various fundraising events each school year. This money can then be used to obtain items specific to the middle school. Voyager Academy Elementary and Middle

School partnered together with Step It Up to host our fall fundraiser. The two schools profited and divided it evenly between the two schools. For the 2023-2024 school year we plan to utilize our fundraising money in the following ways:

- Computers, printer for Tech Lab
- Create and Install a PBL Showcase Display similar to elementary
- Purchase items requested by teacher for example - specific programs
- SEL books for teachers
- 2 canopies to cover 2 picnic tables for shade at lunch

### **High School Board Report**

The high school does everything within its means to meet the needs of teachers and students, as informed by wants/needs requests made in the Spring each year. The following are among the fiscal categories used to gather those requests, which are subject to approval by the high school principal. After all is approved, it is sent to the Managing Director.

- Instructional supplies and equipment (general)
- Instructional supplies and equipment (by department)
  - o English
  - o Math
  - o Social Studies
  - o Science
  - o World Language
  - o Performing Arts
  - o Health/PE
  - o Instructional technology
- Other building related expenses:
  - o Office supplies
  - o Cleaning supplies
  - o Building maintenance costs