

Voyager, A Public Charter School
Voyager Governing Board of Directors Meeting

Date: January 15, 2015 @ 5:45 p.m.

January Meeting Minutes

Date: January 15, 2015

Agenda - 5:48 p.m.

- I. Call to Order
 - a. Members present: Diane Anderson, Lisa Ota, Shirley Cheung, Amy Fiandach, Jeff Vilardi, Meghan Bonnie, Neil Harding, Autumn Soda, Joni Tamayo-Wilson
 - b. Members not present: Phillip Hasha
 - c. Motion to approve December meeting's minutes as amended:
 - i. Autumn: motion
 - ii. Amy: second
 - iii. Approved
 - d. Communications:
 - i. George:
 1. HGEA responded re: bargaining agreement
 2. January 13, 2015: Approval of Admissions Policy
 3. Preorder 2015 Voyager Concert Shirts for Governing board members

- II. Stakeholders Reports
 - a. Parents -
 - i. Autumn:
 1. Winterfest 2014: Parents were happy, everyone fit on the blacktop, parking was not a problem
 2. PTSO Holiday Trolley Rides: Parents gave positive feedback about this opportunity
 - b. Teachers/Staff –
 - i. Amy:
 1. Good start to the New Year
 2. Smart Board installation has begun: 1 of the 4 is installed
 3. Winterfest was a success
 - c. Principal –
 - i. Jeff:
 1. Any questions on Principal's Report?
 2. Classroom computers- Hawaiian Hope has not delivered the computers yet due to a family emergency at Hawaiian Hope
 3. Arts Integration Professional Development with Evan Anderson in Washington, D.C: February 4-6.
 4. New iPad set with keyboards: come with standard 1 year warranty

5. Donors Choose: Has provided \$7000 in tangible items and \$1700 in cash
6. Subfinder: Webbased system to track absences/vacation days in a "live" format for faculty
 - a. Teachers can electronically submit an absence and Subfinder will transmit automated calls/emails to find a preferred substitute
 - b. Cost: ~\$1750/year (\$1000 upfront (training included), ~\$175 per month, summer free)
7. Special Education teacher on suspension
 - a. DOE has emailed to inform last day to hire someone is the end of March. A replacement can potentially be found
 - i. Currently, even without a replacement, all Special Education and IEP needs are being met

III. Finances

a. Joni:

- i. Profit: good, but still awaiting some expenses that haven't come in yet
- ii. Finance Policies: All required policies are currently on the website, but additional policies can be added, if needed
- iii. Property and Insurance Liability: older policies need to be looked at, considering new location, technology upgrades, etc...
 - a. Landlord responsible for some repairs.
 - b. Joni will meet with colleague to relook at current policies and facility
- iv. Facilities: 3 new water leaks found. Water expenses will continue to be monitored
 - i. Voyager Debit/Credit Card for Jeff: \$1000/day limit, anything over \$500 needs approval. All transactions visible in bank statements and itemized receipts will be provided.

b. Jeff:

- i. EZSchoolPay: an online portal for parents to pay and view balances and transactions, notifying users of low balances and use.
 - a. Parents can submit payment for field trips, uniforms, lunches, and more online. Checks will still be accepted as a form of payment.
 - b. \$21K loss from meals (beyond Free & Reduced) is a current problem that can be improved with EZSchoolPay

II. Facilities

a. Neil

- i. Status of asbestos: confirmed. Full report available

1. Currently no estimate/quote available for removal of asbestos. Original notice from Department of Health left little notice to plan budget
 - a. Two companies are bidding now- need a third.
 2. Shirley: Lease requires tenant to inspect for any hazardous materials prior to move in. Upon move-in, tenant accepts presence of hazardous materials
 3. Department of Health will advise how to proceed
- ii. March 28, 2015: Spring School Cleanup Day with PTSO (approx: 9:00 am - 12:00 pm)
1. Volunteers will be cleaning, painting, and making small repairs
 2. Neil requests the Principal and faculty to provide input as to what they would like accomplished

III. Governance
a. Autumn

- i. Policies amended. Meeting tomorrow (1/16/15) with Jeff and later Site Council. Must be completed by the end of February for March 5 Governing Board approval.
 1. March 9-10 policies need to be posted, and read/checked for content

IV. Site Council:
a. Amy

- i. Spirit Week: January 26-30, 2015
- ii. Reviewed Commission feedback on Admissions Policy while looking at student numbers
 1. Maximum student population: 308
 2. Discussed possible class size cap: Kindergarten: 18, Grades 1-2: 20, Grade 3: 38 (team teaching), Grades 4-8: 20.
 - a. Academies discussing impacts in PLCs
 3. Older siblings of current Voyager students will still have priority
 4. Next year's student numbers will be more accurately gauged after 'Intent to Return' due date in early February
- iii. Brainstormed school needs in facilities, HR, safety, curriculum, and technology to later prioritize needs

V. Old Business:
a. Diane:

- i. Motion Voyager Governing Board to commend Principal Jeff Vilardi for the development and progress in effective implementation of many programs that allow Voyager to grow and improve in its culture
 1. Jeff: Parent survey data most important
 2. Vote: unanimous approval
- ii. Motion to discuss administrative flex hours

1. Amy: Second
- b. Jeff:
 - i. Motion to approve Subfinder \$2755 expense (\$1000 upfront, \$175.50/month, no contract)
 - ii. Autumn: second
 - iii. Vote: unanimous approval

VI. New Business:

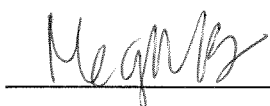
- a. George:
 - i. Conflict: Changes in Governing Board Meeting Schedule: New dates below
 1. February 12, 2015
 2. March 12, 2015
 3. April 9, 2015
 4. May: NO CHANGE
 5. June 6, 2015 (Saturday)
- b. Jeff:
 - i. Admissions Policy: Commission would not accept initial policy of open enrollment of K-2. Revision: after sibling and faculty priority, open enrollment K-8. Maximum student population : 308
 - ii. Non-Accrual Time Off
 1. Jeff requests an additional 11 vacation days (unpaid and non-accrual) to offset evenings and meetings taking place past the normal workday
 2. 18 days currently allotted
 3. 11 non-accrual days: 1 day after Thanksgiving and two weeks at Christmas
 4. Additional days will not be used on student days when school is in session
 5. Amy: Motion to move into Executive session to discuss the 11 days

VII. Executive Session


Adjourned 8:15 p.m.

Next meeting is February 12, 5:45 p.m. at Voyager School, Room 206.

Respectfully Submitted by:



Meghan Bonnie, Secretary


George Moyer, Chair