

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

Date: October 2, 2014 @ 5:45 p.m.

September Meeting Minutes

Date: October 2, 2014

Agenda - 5:50 p.m.

- I. Call to Order
  - a. Members present: Diane Anderson, Phillip Hasha, Lisa Ota, Joni Tamayo-Wilson, Shirley Cheung, Amy Fiandach, Jeff Vilardi, Neal Harding, Autumn Soda, Meghan Bonnie
  - b. Members not present: George Moyer
  - c. Motion to approve last meeting's minutes:
    - i. Diane: motioned
    - ii. Autumn: second
    - iii. Approved
  - d. Communications:
    - i. none
  
- II. Stakeholders Reports
  - a. Parents:
    - i. Autumn:
      1. Fall Fixup
        - a. Neil will schedule and forward the information to Jeff and Blue
          - i. Possibly during Fall Break (October 6-10)
  - b. Teachers/Staff -
    - i. Amy and Meghan:
      1. AC: Four total units have broken so far. Teachers are working together and accommodating.
      2. Safety Policy: fire drill and lockdown- being looked at carefully for necessary revisions
      3. Habits of Mind: successfully being implemented according to original plan. Teachers report it's going well.
- c. Principal –
  - i. Jeff:
    1. Using SchoolReach, newsletter, calendar, Nippon menu to efficiently communicate with families
    2. Grades 4/5 Big Island Trip:
      - a. Jeff commends the 4/5 teachers for much improved parent communication from last year's overnight trip

- i. Parents very happy about information meeting in September for April trip
- 3. Staffing:
  - a. Music Class: Jacob Kenyon started teaching music on 9/22/14
    - i. 6-8 academy was given student survey to adjust now that Mandarin is not offered
      - 1. Keyboard (5), ukulele, and guitar class now available
    - ii. \$210 away from DonorsChoose project to fund musical instruments for Voyager
    - iii. Jeff has received very positive feedback about music class from younger students
  - b. Two lunch monitor lunch positions potentially filled by a retired couple- awaiting background check
  - c. Resignations:
    - i. Christy Hasha (grades 1/2) is moving to Tennessee, last day on 10/03/14
      - 1. Research shows losing a teacher midyear can negatively impact the classroom climate. The best replacement to minimize this is to hire Brenda Barker (Special Education and RTI-contingent with SpEd needs). Parent meeting and Q&A session hosted prior to transition to introduce her to classroom families
    - ii. Vela Fiaui (skills trainer, contracted with an outside agency) found another assignment. Her replacement has been found, and awaiting parent meeting.
  - d. Vacant Position:
    - i. Special Education and RTI: Brenda Barker's former position open
- 4. Habits of Mind: implementation started
- 5. Extracurricular activities available: starting 10/13/14
  - a. meeting parent concerns of Voyager's previous lack of extracurricular activity options
- 6. Enrollment: 279
  - a. One student recently enrolled
  - b. Budgeted at 278
- 7. Staff Parking:
  - a. Lutheran High School agreed for a partnership with Voyager
  - b. Will not cost more than prior parking at Varsity
- 8. Advanced Math for 6-8 Academy
  - a. Partnership with Lutheran High School for accelerated math for 2015-2016 school year.
    - i. They are flexible to negotiate fair enrollment fees
- 9. Medical Emergency:

- a. A student suffered from a seizure on campus. Lori Morimoto and Deb Nishihira reacted quickly and did an excellent job
  - b. Reinforces need for a working elevator
10. Safety Concern:
- a. Suicide attempt on third floor lanai. James Muneno successfully restrained the student and contacted help. Student needed required medical evaluations before returning to school.
    - i. Jeff thanks the Governing Board for approving the extended schedule for our counselor, Mr. Howe
11. Safety Committee:
- a. Formed to look at safety policies (Safety Manual and Staff Handbook) in place that need to be revised/rewritten for the new site and reflect current needs
  - b. Meets on the second Tuesday of every month (3:30-4:30). First meeting 10/14/14. Consists of parents and teachers: Governing Board invited as guests to attend meetings
12. JPO (Junior Police Officers): led by Brandon Afong
- a. AM and PM crew responsibilities: raise and lower flags, greet staff by name, assist with student arrival and dismissal
  - b. JPO has sped up the dismissal process: 15 minutes maximum
    - i. Autumn: dismissal is considerably better
  - c. JPOs complete an application that includes a teacher recommendation
  - d. Brandon is an amazing role model and the students are proud
13. Coffee Talk:
- a. First Coffee Talk took place on 10/01/14.
    - i. Joni: describes the tone as “relaxed”. Parents had a lot to say, showed positive feelings, and seemed committed.
    - ii. Jeff then brought concerns to Academy Rep meeting to address parent needs. Future topics include: bullying, drug/alcohol, safety, celebrate Voyager as #1 charter school on the island.
    - iii. Diane: Jeff’s communication generates efficiency by making our community stronger, rather than mandating processes.
  - b. Next Coffee Talk: 10/29/14

III. Finances

a. Joni:

- i. Enrollment currently at 279. Budget was planned for 278
- ii. Federal Impact Aid: \$25,000 released and earmarked for pilot program
- iii. Collective bargaining: released 10% and is now in budget

- iv. Parking: Thanks to Jeff, no parking expense for September (~\$700)
- v. Offsets:
  - 1. School meals: currently at deficit
  - 2. PTSO: \$2700 for teacher supplies
  - 3. From previous report: \$25,000 expense
    - a. Diane: the foundation hadn't sent the bill, which is void after 6 months. Emerged from chapter 11 without the site. No bill comes to us.
    - b. Adds \$25,000 to operating budget
- vi. Elevator: Not an insurance issue. Lutheran School will not pay. Expense is under 'Facilities', unless an unforeseen problem arises.
- vii. Finance Policy:
  - 1. Lynn put policies on website
  - 2. Additional policies to be worked on:
    - a. Parent Debt: (example: supplies, meals, t-shirts)
    - b. Missing items: (example: school computers)
- viii. Sustainability Indicators:
  - 1. 25% operating revenue - fundraiser?
  - 2. After audit, \$140,000 surplus + \$25,000 that was just released
- ix. Future topics:
  - 1. General Liability Policy
  - 2. Monitoring water use

#### IV. Facilities

##### i. Phillip:

- a. Roof: sent bid, but went with a different commercial company with a 1 year warranty. They arrive 10/03/14.
- b. Elevator: company coming next week.
- c. Will brainstorm new solutions to decrease overall cost over coming years (example: changing overhead lights for energy offset)
  - i. Make necessary repairs now. No cosmetic fixes, just those necessary for student health and safety. Through really understanding problems, we can streamline costs and budget appropriately.
    - 1. 4 new ACs needed.
  - ii. Must meet safety code to avoid future fines. \$450 already spent on random elevator inspections.

#### V. Governance

##### a. Autumn

- i. Governance Committee is going through bylaws to revise diligently.
- ii. Lisa: Policy #7: more restrictive than DOE's policy.

1. Carter's concern is that it infringed on a child's right to public education. Although it is directed at parents, a child has the right to a parent who is knowledgeable of their IEP and can attend meetings.
2. What needs to be changed to avoid future problems and be supported? To honor child's right while protecting school campus?
  - a. School phones now able to record calls
  - b. Neil: Can time be allocated to properly address this concern and work to find a solution at a future meeting?
    - i. Jeff: Second
    - ii. Diane: A Small group can work together to research possible solutions?

VI. Site Council

a. Jeff- met 10/02/14

i. Enrollment Policy and Admission Policy:

1. Site Council looked at data to brainstorm solutions and better understand the issue of filling older grades as students leave.
2. Looked at last year's data: Jeff called all 55 families (K-7) to understand why they left Voyager
  - a. 49% moved (off-island), 22% unknown (potentially unsatisfied), 16% private/gifted/tech school, 7% neighborhood school, 4% no sports program, 2% no music program
    - i. Demographics? Military families?
  - b. Veteran Voyager teachers also provided insight
3. New policy must be legal and reflect our needs. Voyager wants to serve the maximum number of students while staying true to our core principles
4. Autumn: We need at least 2-3 years of data collection to have accurate information. Four years ago, enrollment was opened for one year to K-8 to replace missing students. FIE was taught at the time, and teachers reported challenges for older students who didn't understand the methodology
  - a. Diane: Methodologies should be universal to educate all children
5. Current Policy (2009): Enrollment dependent on capacity
  - a. specific wording needed for next meeting
6. Other ideas discussed:
  - a. The possibility of phasing out the 6-8 academy
  - b. Admitting siblings of current students (suggested by Evan Anderson)
    - i. Joni: Parents at 10/02/14 Coffee Talk expressed desire for older siblings to attend Voyager

- ii. Site Council will make a future proposal to the Governing Board, when more thoroughly discussed and researched. More data needs to be collected and reviewed, and all options will be looked at.
  - 1. Goal: Site Council will submit a proposal to the Board by January 2015 for Board decision by the March 2015 deadline
  - 2. Amy: Will share the following concerns with Site Council- percentage of military families, number of potential incoming older siblings, number of students that left by grade level, number of students that left Honolulu area. Site Council will communicate with all levels of stakeholders to benefit the maximum number of students
  - 3. Data on Voyager's 8th graders: high school or college graduation rates?
- iii. \$254,000 at maximum enrollment

VII. New Business:

a. Diane: Principal Evaluation:

- i. Charter Commission interested in assessment of principal's goals.
  - 1. Jeff: Goals were completed independently, not with the Board. Wanted to create goals and be consistent with Voyager beliefs. Utilizing portfolio assessment, similar to Voyager students.
- ii. Charter Commission signed off- good to go.

VIII. Future Agenda:

- a. Enrollment
- b. Board Recruitment
- c. Board Orientation

Adjourned 7:35 p.m.

Next meeting is November 6, 5:45 p.m. at Voyager, Room 206.

Respectfully Submitted by:



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Meghan Bonnie, Secretary



George Moyer, Chair