

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

Date: November 6, 2014 @ 5:45 p.m.

October Meeting Minutes

Date: November 2, 2014

Agenda - 5:54 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: Lisa Ota, Shirley Cheung
 - c. Guests: Blue Hottendorf
 - d. Motion to approve last meeting's minutes:
 - i. George: motioned
 - ii. Amy: second
 - iii. Approved
 - e. Communications:
 - i. Charter Commission sent summary
 1. Jeff and George will look at summary before Monday deadline
 - ii. Response from Voyager Foundation
 1. Foundation out of bankruptcy
 2. Meeting for update and mutual future is requested
 3. Halekulia is back at Word of Life
 - iii. Blue:
 1. Families feel as though not enough communication from Governing Board
 - a. Possible newsletter
 - i. Meeting minutes are public and posted on website
 - ii. "Highlights of 2014" newsletter OR link to Governing Board Meeting Minutes on PTSO newsletter
 - iii. Ultimate Goal: transparency
 1. George: Too much information can be redundant
 2. Parents who wish to share during open forum can sit in during meetings
 3. Jeff will eblast this opportunity
- II. Stakeholders Reports
 - a. Parents:
 - i. Autumn:

1. Ice Palace: success
 2. Parent Communication
 - a. Autumn and Blue: Positive
 - b. Website has resources
 - c. SchoolReach is great
 3. Concert:
 - a. Unity in Diversity
 - b. Seeking sponsorship
 - c. Central Pacific Bank donated \$7500
 - d. PTSO provides letters and phone calls to corporate sponsors if needed
 - e. PTSO still looking for donations
 - i. tent rentals
 - ii. safety systems
 - iii. stages
 4. Specific Donors Choose
 - a. Helps parents when thinking of how/if to donate
 5. Board Members: donations show positive growth
- b. Teachers/Staff -
- i. Amy and Meghan:
 1. Big Island Trip Fundraising
 2. Staff Satisfaction Surveys
 - a. Staff reporting:
 - i. Underpaid
 - ii. Lack of learning opportunities
 1. PD: not many
 - a. Commission paying for February trip (Jeff + 1 teacher) to Kennedy Center in Washington D.C.
 - b. SY 2013-2014 had many direct Language Arts PD opportunities for teachers
 - iii. Lack of sense of belonging
 - iv. Lack of resources
 - b. Data will be saved on Google Drive
- c. Principal –
- i. Jeff:
 1. Staffing:
 - a. Lunch Monitor Opening
 - i. Grandparents from Voyager filled this position
 - b. Day Time Janitor position filled
 - i. Karen will now fill time slot at night

- c. Special Education filled- applicant starts tomorrow
- 2. Donors Choose
 - a. Music program fully funded
- 3. Extracurricular Programs
 - a. 45/279 students are enrolled
- 4. Hawaii Hope
 - a. 100 computers with Windows Software are to be donated to Voyager
 - i. 4-5 desktop computers to each classroom
- 5. Federal Impact Aid
 - a. \$10,000: 4 Promethean Boards
 - i. Kirk will install boards and booms
 - b. 4 Teachers must be trained and have experience
 - i. 1 per academy + Special Education
 - ii. Additional funds will buy additional 7 laptops for full set of 15 to have 22
 - c. 20-24 iPads and bluetooth keyboards for all
 - d. Internal security system in place
- 6. Staff Parking:
 - a. Lutheran High School agreed for a partnership with Voyager
 - b. No cost as of yet
- 7. Safety Committee:
 - a. \$1400 saved on September and October parking
 - i. Used for safety buckets for classrooms
 - 1. Staff needs to be trained
 - ii. Evacuation destinations:
 - 1. Lutheran parking lot
 - 2. UH Lab grassy area
 - b. Money needed to train staff
 - c. Blacktop major concern
 - i. Quote received (\$7500) but ACs are higher priority
- 8. Employee Absences and Vacation:
 - a. Ineffective honor system
 - i. Can ultimately hurt Voyager financially
 - ii. Xcel tracking system outdated
 - iii. No payroll company used
 - 1. Needed for long term protection and financial responsibility -
 - 2. SICK and LEAVE need to be printed on pay stub
 - 3. Diane: volunteers to talk to commission for information on what other schools do for method of reporting leave accrument

- i. -currently no record/inaccurate system

III. Finances

a. Joni:

- i. Enrollment currently at 279. Budget was planned for 278
- ii. Federal Impact Aid: \$30,000 received
 - 1. Only another \$30,000 will be received
 - a. Budgeted at \$80,000
- iii. Audit: paying old site rent no longer needed
 - 1. Unqualified audited financials
- iv. Policies
 - 1. Missing items/resources (technology)
 - a. Items have tracking
 - 2. Unrestricted Fund Balance
 - 3. Voyager General Liability Policy
 - 4. Water Policy:
 - a. Water bill is still high
 - b. Jeff has called the Water Department, and they will come to inspect

IV. Facilities: Phillip:

- a. Possibly add motion sensors for exterior lights
- b. Recommendation: prioritize AC over blacktop
 - i. Voyager has lease over building for the next 8 years
 - 1. AC presents major health concerns
 - 2. \$125,000 loan to fix all ACs and lighting retrofits(\$6500/year)
 - a. paying back would cut budget in ½ (14K/ year)
 - 3. Diane: Voyager cannot take on debt
 - a. Lutheran can provide "Tenant Improvement" and can apply for a loan, then raising rent costs
 - i. Strategies for a plan will be devised and brought to Lutheran, taking upfront costs and fees into consideration
 - 4. Blacktop: quoted \$7500 to resurface and paint

V. Governance

a. Autumn

- i. Governance Committee is going through bylaws and Board Manual to revise diligently and make changes
- ii. Meeting on 11/10/14

VI. Site Council

a. Jeff- met 11/04/14

i. Enrollment Policy and Admission Policy:

- a. Current Voyager students applying for the following school year will be "accepted"
 - b. Siblings of currently enrolled students receive first preference on open slots (K-8)
 - c. Children of staff receive second preference on remaining open slots, not to exceed 10% of student population
 - d. If there are more applicants by the deadline than the remaining open slots, a lottery will be held
2. Nine children's families expressed interest in places with available spaces
- a. opening up possibility for higher enrollment
3. Unanimously voted for Board approval

VII. Future Agenda:

a. Enrollment

i. WASCA: 3 year process

- 1. 1st apply to be a candidate

b. Board Recruitment

- i. Think of contacts for possible membership
- ii. Board contribution: 100%
 - 1. Important to make a contribution: monetary, attend special events
- iii. Mini-retreat for strategic planning?

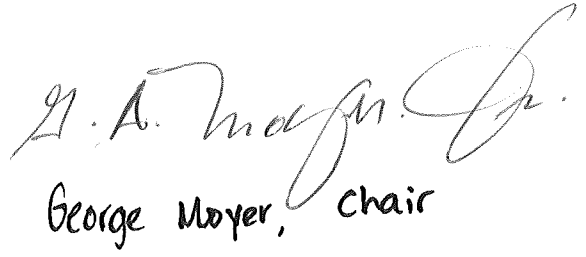
Adjourned 7:42 p.m.

Next meeting is December 4, 5:45 p.m. at Voyager, Room 206.

Respectfully Submitted by:



Meghan Bonnie, Secretary



George Moyer, Chair