

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

Date: December 4, 2014 @ 5:45 p.m.

December Meeting Minutes

Date: December 4, 2014

Agenda - 5:53 p.m.

- I. Call to Order
 - a. Members present: Diane Anderson, Lisa Ota, Shirley Cheung, Amy Fiandach, Jeff Vilardi, Meghan Bonnie
 - b. Members not present: Neil Harding, Phillip Hasha, Autumn Soda, Joni Tamayo-Wilson
 - c. Guests: Blue Hottendorf
 - d. Motion to approve last meeting's minutes:
 - i. George: call for vote
 - ii. Amy: second
 - iii. Approved
 - e. Open Forum
 - i. Blue:
 1. PTSO organizing holiday lights trolley ride; Governing Board invited
 2. PTSO Holiday Bazaar fundraiser on 12/15 and 12/16

- II. Stakeholders Reports
 - a. Teachers/Staff -
 - i. Amy:
 1. Staff has a positive outlook regarding the new (drafted) admissions policy
 - b. Principal –
 - i. Jeff:
 1. Staffing:
 - a. Special Education position: Previous SpEd teacher is currently on leave with pay
 - i. They were hired through DOE with a State of Hawaii Teaching License and vetted with DOE background check. Interview went well; all three references were positive. Jeff submitted "Recommendation for Hire" to DOE. When contacted, DOE gave permission for SpEd teacher to start 11/07/14. SpEd teacher saw students 11/10/14 - 11/17/14. They were arrested on Tuesday, 11/18/14 on indictment in Arizona from allegations 7 years prior

- ii. Voyager followed all guidelines and protocol prior to SpEd teacher start date, and legal was consulted after the arrest.
 - iii. Relying on DOE was not dependable
 - iv. Tabled for next Governing Board meeting; discuss re-entry or transmission if SpEd teacher is exonerated
 - b. RTI position unfilled
 - i. K-2 and Special Education are feeling the strain of RTI vacancy
- 2. Habits of Mind
 - a. Most students are receiving Habits of Mind instruction on a daily basis
- 3. Hawaii Hope
 - a. 100 computers have been donated to Voyager. Currently waiting for hard drives to be loaded with software.
 - i. 4-5 desktop computers to each classroom
- 4. Arts Integration Professional Development in Washington, D.C.
 - a. February 4-6, 2015: Evan Andersen and Jeff will attend the conference
 - i. Evan will be the instructional leader
- 5. \$5000 stipend available, as Anne Everingham was not selected for National Board Certification
 - a. Money transferred to offset parent donations
- 6. Safety Committee:
 - a. All classrooms have safety buckets
 - b. Every teacher has received an Emergency Procedure Guide reference flipchart
- 7. Employee Absences and Vacation Tracking:
 - a. Lynn checking with Ceridian to add sick/vacation balances to pay stubs
 - i. Diane: New policy needed in writing:
 - 1. Balance inquiries should be settled within a certain time frame
- 8. Winterfest on Friday, 12/19/14 at 9:00 a.m.

Principal's Midyear Report

- 9. Principal's Goals
 - a. RTI (3-Tier) by the end of the school year
 - i. Makalapua academy (grades 3-5) are the "poster-child" for other academies
 - 1. After devoting a specific time block for RTI, 4 days a week, Makalapua teachers meet regularly to discuss trends of student needs for Tier II intervention. Tier II groups are changeable, as 3rd, 4th, and 5th graders travel

between teachers that address their specific needs in small group, intensive instruction. Each teacher gives rigorous, individualized instruction in a specific domain.

- a. Meghan: Makalapua teachers have been able to easily collaborate and the process is fluid
 2. Teachers share student progress and SMART goals through Google Drive, so information is documented, stored, and timestamped for accountability. Drive folders are essential for data tracking, and can be readily available to share with anyone at anytime- leading the way for Tier III if necessary. Drive folders are also easily maintained for future years, if needed.
 - b. Parent Communication
 - i. Communication has improved through newsletters, coffee talks, pupu hours (2 parents at most recent event), eBlasts, Twitter, SchoolReach, Voyager website
 - ii. "Parents are comfortable"
 - c. PLC
 - i. Improved structure: Each academy is at a different point, but the process is being learned
 - ii. Ultimate Goal: Create common assessments that are "organically true"
 - d. Time
 - i. Academy Rep meetings allow for differentiation to meet specific academy needs
10. Highlights and Accomplishments
- a. Site Council
 - i. student surveys; music or Mandarin class
 - b. Safety Committee Formed
 - i. CPR Training: 12/20/14 for 6 staff members
 - ii. Safety buckets in each classroom
 - c. Technology
 - i. iPad class sets, Promethean boards (12/19/14), computers
 - d. Monthly coffee talk and pupu hour
 - e. Clean audit
 - f. Partnerships with Lutheran
 - i. Staff parking and math for Ka'apeha
 - g. Habits of Mind
 - h. Donors Choose
11. Concerns
- a. Continued safety concerns: ACs, roof, blacktop

- b. Admissions Policy
 - i. K-2 academy feels strain of current admission policy
 - ii. 6-8 academy impacts already examined

III. Finances

a. Diane:

- i. Recommend to approve revised budget
 - 1. \$12,000 more in unrestricted fund balance (\$146K to \$168K)
 - a. Still fraction of \$500K goal
- ii. Accept revised SY 2014-2015 budget
- iii. Accept unaudited October financial statement

IV. Governance:

a. January, all policies revised and posted

- i. Meeting on 01/10/14 (8:30 a.m. - 12:00 p.m.) Governing Board invited to attend for a quick approval for working document
 - 1. Jeff: recommend to move Governing Board meeting to January 15th to accommodate
 - a. Approved

V. New Business:

a. Jeff

- i. Voyager Debit/Credit Card
 - 1. Currently purchases need to be reimbursed. A debit/credit card would make purchases more convenient
 - a. Receipts would still be submitted
- ii. School Closures and 12 Month Employee Non-Work Days
 - 1. Currently: 18 days/year (1.5 days per month)
 - a. Keeps campus unnecessarily open at times
 - b. Proposal: Increase to vacation additional 11 days
 - i. Friday after Thanksgiving and the first two weeks of Winter Break
 - c. Summer Break Schedule: Office open Monday-Thursday (10 hour days)
 - 2. George: Table discussion until a full Board can vote (See addendum below)

Adjourned 7:28 p.m.

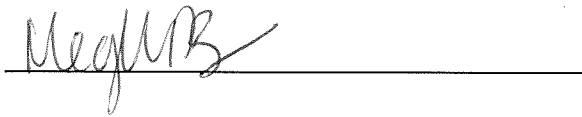
Next meeting is January 15, 5:45 p.m. at Voyager, Room 206.

Addendum:

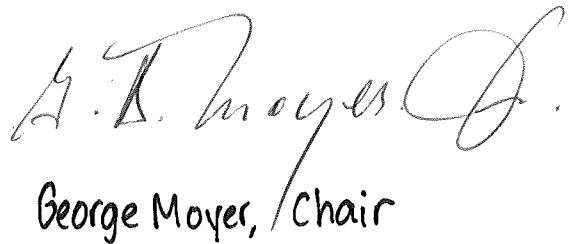
December 9, 2014: Governing Board unanimously approved Jeff's request to use total accrued vacation days in advance. Jeff is authorized to use a total of 18 accrued days of vacation in advance this school year ending June 30, 2015. George will continue to approve all vacation requests and maintain a record of same.

Tabled for 01/15/15 Governing Board meeting: Board will consider Jeff's proposal for use of non-accrued days ("flex time")

Respectfully Submitted by:

A handwritten signature in cursive script, appearing to read "Meghan Bonnie", is written over a horizontal line.

Meghan Bonnie, Secretary

A handwritten signature in cursive script, appearing to read "George Moyer", is written above the printed name "George Moyer, Chair".