

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

Date: February 12, 2015 @ 5:45 p.m.

February Meeting Minutes

Date: February 12, 2015

Agenda - 5:44 p.m.

- I. Call to Order
  - a. Members present: Diane Anderson, Lisa Ota, Shirley Cheung, Jeff Vilardi, Meghan Bonnie, Neil Harding, Phillip Hasha, Autumn Soda,
  - b. Members not present: Joni Tamayo-Wilson, Amy Fiandach
  - c. Guests: Blue Hottendorf
  - d. Motion to approve last meeting's minutes as amended:
    - i. George: call for vote
    - ii. Jeff: second
    - iii. Approved
  - e. Communications
    - i. George:
      1. Jan. 22: email sent about time off for Jeff
      2. Feb. 2: memo to Philip about Lutheran Church
    - ii. Diane:
      1. Email to HGEA about Jeff's time off approval- has not heard back
  - f. Open Forum
    - i. Blue:
      1. Voyager Concert is on March 7 at Bishop Museum on the Great Lawn. Concert is advertised in Hana Hou, parent magazines, Hawaii News Now, Clear Channel- 3,5,10 second PSAs. Mike Love and Nesian N.I.N.E are headlining. Reserved 14-16 food and non food vendors and overflow parking.
      2. Concert has raised \$10,000 so far
      3. Concert packing will be sent to Board providing information on scrips/etc
- II. Stakeholders Reports
  - a. Parents
    - i. Autumn
      1. Big Island trip for 4th and 5th grade trip- still fundraising
    - ii. Blue
      1. MLK parade successful (~80 attendees), but not as successful as in the past years. Next year- curriculum could be combined to build more excitement
        - a. Jeff: Parade was not well advertised

- b. Teachers/Staff -
  - i. Meghan:
    1. First 25 computers delivered from Hawaiian Hope- more to arrive soon
    2. Valentine Fundraiser- more than \$1,000 raised for Big Island field trip
    3. Spirit Week was a success- teachers and students enjoyed
- c. Principal –
  - i. Jeff:
    1. Professional Development
      - a. Not many opportunities were available for staff this school year, except for Habits of Mind.
        - i. Jeff took 1st year to observe and collect data about needed PD opportunities
      - b. Plan: Arts Integration, Quantum, TQL in 3 year cycle
        - i. Staff must be trained/retrained in charter agreement
    2. Coffee Talks
      - a. Parent participation in evening sessions not as high as anticipated
      - b. Jeff will continue to host morning sessions, and will videotape future sessions to post on website. Every session is valuable with parents.
      - c. Last month: Habits of Mind
      - d. Next month: Safety
    3. Intent to Return
      - a. Forms for staff have been sent out
      - b. Forms sent home for students
        - i. Good response from 6-8 academy so far
    4. NAEP
      - a. Randomly selected math and reading test for 8th graders
    5. Federal Impact Aid
      - a. All items- ipads, soundboards, promethean boards, etc... are all on campus. In process of setting up and installing
    6. Supplemental Teachers Agreement
      - a. Approved 14:1 vote
    7. Admissions Policy
      - a. 2 small changes
        - i. Remove gender from the form
        - ii. Can't ask for demographic information until acceptance is finalized
      - b. Commission has thanked Voyager for compliance

### III. Finances

- a. Diane:
  - i. Federal Impact Aid for technology has been received
  - ii. \$35,690 has been received and is already budgeted.
  - iii. School subsidy for cost of meals: \$9,000

- 1. Still being looked at
    - iv. Asbestos Report looked at
  - IV. Facilities:
    - a. Phillip:
      - i. February 21: Meeting with landlord
        - 1. Will show dire need for requested repairs and highlight that repairs are not cosmetic but for safety concerns
        - 2. Lutheran understands that Voyager can't take out a loan or have available cash
          - a. Open to a compromise
        - 3. ~\$18,000 out of \$40,000 facilities budget to pay for increased rent
          - a. Although it would reduce energy bills
          - b. Net total increase: \$12,000-14,000
      - ii. Voyager Clean Up Day
        - 1. Saturday, March 28: 9:00-12:00
        - 2. 25-30 volunteers needed
        - 3. Supplies: paper towels, windex, step stools, ladders
        - 4. Water spickets need to be identified
      - iii. Asbestos
        - 1. No action is required until repairs are needed
- V. Governance:
  - a. Autumn:
    - i. All policies #1-7 on the website have been formatted, read through, and finalized.
      - 1. Will send an email to Governing Board members to review and approve the policies (mandatory)
      - 2. Site Council waiting for Governing Board approval
      - 3. March 10: Charter Commission deadline
    - ii. Board Recruitment
      - 1. Packets distributed with information for each member. Letter distributed to parents by February 20. Please reach out to people in the community with legal, financial, fundraising, PR/marketing, facility management, HR, and nonprofit board experience to apply
        - a. 3 openings
        - b. Diane: necessary to have varied representation (not necessarily parents and teachers) to keep school's best interests at heart for long-term
      - 2. New Board Member Binder:
        - a. Autumn offers to put this together. What would you like to have seen when you joined the board? What information would have been useful?
          - i. New members should read bylaws and sign
    - iii. Board Manual

1. Coming together and will be available on Google Drive- NOT on paper
2. Table of Contents will be sent for review. If anything is missing, please contact Autumn with ideas.

VI. Site Council:

a. Jeff

i. Budget priorities

1. Met today to bring back staff and parent priorities
2. ACs, roof, blacktop, HR (another interventionist) were committee's top concerns
3. Bring Mandarin back as a class and keep Music so each academy can meet as a full PLC
4. Full time specialist/arts integration mentor
5. Safety: add shade on roof, repair/replace picnic tables
6. Outside sources, grants, fundraising: should be used for short term fixes or one time fees

ii. Curriculum

1. Less critical concern because of common core, but site licenses are important.

iii. Safety:

1. This year, no budget. Budget for 2015-2016 can provide benches, blacktop, roof, security, lighting, JPO funds, AED, first aid kits, CPR training, emergencies

iv. Special Education

1. Special Education allocation (Article 6) was reduced by one teacher from DOE- Voyager must pay for the 2nd teacher. Deb, Amy, Jeff wrote a rebuttal/appeal and today it was approved. Voyager will have another teacher

v. Subfinder

1. Aesop has bought out Subfinder. Aesop is a less expensive solution.

vi. SchoolMessenger has bought out SchoolReach

vii. Finalized versions of policies will be updated and ready for teachers to read/sign at the beginning of school year

VII. New Business:

a. George and Jeff will meet next Tuesday (02/17/15) to discuss contract

b. Phillip:

- i. Friday, February 27: Junior Achievement Event: bringing businesses into schools to teach entrepreneurial skills

Adjourned 7:15 p.m.

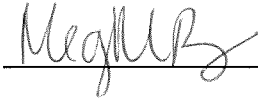
Next meeting is April 9, 5:45 p.m. at Voyager, Room 206.

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:



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Meghan Bonnie, Secretary



George Moyer, Chair