

Finance Committee Report

December 2, 2017

From: VPCS Finance Committee
To: VPCS Governing Board

Subj: Financial Report to the Governing Board

The Finance Committee provides the following report to the Governing Board of Voyager Public Charter School.

Current Financial Statements: The current Financial Statements for Voyager Public Charter School (as of October 31, 2017) are attached as Exhibit A – VPCS Statement of Financial Position and Exhibit B – VPCS Income Statement.

General Update: The Finance Committee reports the following as general information to the Board:

- Federal Impact Aid for the 2017-2018 School Year has not yet been received. This is typically received in November or December. The amount the school will receive is yet unknown.
- The school received the 30% allocation of State Funds on November 30, 2017. The school has now received 90% of the 2017-2018 School Year funding for 294 students.
- The Finance Committee expects to have a draft SY 2018-2019 budget for review by the Board at the February Board Meeting.

Requests for Approval: None

Sincerely,



Chuck Harris
VPCS Board Finance Committee Chair

Voyager - A Public Charter School
Statement of Financial Position
As of October 31, 2017

	<u>Oct 31, 2017</u>	<u>Oct 31, 2016</u>
ASSETS		
Current Assets		
Checking/Savings		
1065 · First Hawaiian Bnk Savings	1,502,324.15	1,185,481.66
1066 · First Hawaiian Bank - checking	37,444.56	57,183.77
1067 · Cash - Restricted	2,500.00	2,000.00
1080 · Petty Cash on Hand	30.00	183.00
Total Checking/Savings	<u>1,542,298.71</u>	<u>1,244,848.43</u>
Accounts Receivable		
1200 · Accounts Receivable	4,013.95	3,823.49
Total Accounts Receivable	<u>4,013.95</u>	<u>3,823.49</u>
Other Current Assets		
1202 · Student Meals Receivable	2,435.61	1,342.59
1204 · Receivable from DOE-'ER FICA Ta	36,143.61	31,784.98
1205 · Miscellaneous Receivables	354.20	93.29
1300 · Prepaid Expenses	2,474.98	4,636.09
Total Other Current Assets	<u>41,408.40</u>	<u>37,856.95</u>
Total Current Assets	1,587,721.06	1,286,528.87
Fixed Assets		
1601 · Furniture and Equipment	118,651.38	67,703.09
1605 · Leasehold Improvement	60,243.21	33,348.85
Total Fixed Assets	<u>178,894.59</u>	<u>101,051.94</u>
Other Assets		
1400 · Deposits		
HECO Deposit	655.00	655.00
Lease Deposit	19,895.28	19,895.28
Payroll Deposit - PCSC	375.06	375.06
Total 1400 · Deposits	<u>20,925.34</u>	<u>20,925.34</u>
Total Other Assets	<u>20,925.34</u>	<u>20,925.34</u>
TOTAL ASSETS	<u><u>1,787,540.99</u></u>	<u><u>1,408,506.15</u></u>

Voyager - A Public Charter School
Statement of Financial Position
As of October 31, 2017

LIABILITIES & EQUITY**Liabilities****Current Liabilities**

Accounts Payable	27,336.02	18,299.42
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Other Current Liabilities

2010 - Grants Payable	2,000.00	2,000.00
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2100 - Payroll Liabilities	95,878.91	81,384.17
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2150 - Due to Charter School Commission Office	132,175.27	348.27
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2300 - Accrued Vacation	52,671.29	58,304.91
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2400 - Deferred Revenue	23,269.74	25,114.76
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2401 - Deferred State & FED Allocation	647,646.75	547,255.77
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Total Other Current Liabilities	953,641.96	714,407.88
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Total Current Liabilities	980,977.98	732,707.30
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Long Term Liabilities

2500 - Deferred Rent	61,000.00	48,000.00
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Total Long Term Liabilities	61,000.00	48,000.00
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Total Liabilities	1,041,977.98	780,707.30
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Equity

1110 - Retained Earnings	673,741.77	552,152.15
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3000 - Opening Bal Equity	46,625.28	46,625.28
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Net Income	25,195.96	29,021.42
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Total Equity	745,563.01	627,798.85
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TOTAL LIABILITIES & EQUITY	1,787,540.99	1,408,506.15
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Voyager - A Public Charter School
Monthly & YTD Stmt. of Income & Expense Budget-to-Actual
 For the Period Ended October 31, 2017

	<u>Oct 17</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>Jul - Oct 17</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>Annual Budget</u>
Ordinary Income/Expense							
Income							
4100 - State Allocations							
4110 - Base Per Pupil Allocation	179,429.67	181,953.00	-2,523.33	717,718.68	727,812.00	-10,093.32	2,183,445.00
4135 - Collective Bargaining Increase	3,141.93	3,598.00	-456.07	12,567.72	14,392.00	-1,824.28	43,171.00
Total 4100 - State Allocations	<u>182,571.60</u>	<u>185,551.00</u>	<u>-2,979.40</u>	<u>730,286.40</u>	<u>742,204.00</u>	<u>-11,917.60</u>	<u>2,226,616.00</u>
4200 - Federal Allocations							
4132 - Title II		917.00	-917.00		3,668.00	-3,668.00	11,000.00
4210 - Federal Impact Aid (FIA)		5,288.00	-5,288.00		21,152.00	-21,152.00	63,459.00
Total 4200 - Federal Allocations		<u>6,205.00</u>	<u>-6,205.00</u>		<u>24,820.00</u>	<u>-24,820.00</u>	<u>74,459.00</u>
4400 - Contributions							
4407 - Other Contributions		17.00	-17.00		64.00	-64.00	200.00
4470 - Fundraising - Other		2.00	-2.00		9.00	-9.00	25.00
4480 - Family Donation/Pledge		8.00	-8.00		36.00	-36.00	100.00
4481 - Restricted Family Donation	200.00	42.00	158.00	350.00	164.00	186.00	500.00
Total 4400 - Contributions	<u>200.00</u>	<u>69.00</u>	<u>131.00</u>	<u>350.00</u>	<u>273.00</u>	<u>77.00</u>	<u>825.00</u>
4500 - Lunch/Breakfast Money Income							
4510 - Student Lunch/Brkft Collections	3,941.05	4,167.00	-225.95	14,004.05	16,668.00	-2,663.95	50,000.00
4520 - NSLP Reimbursement	4,013.95	3,667.00	346.95	14,124.22	14,668.00	-543.78	44,000.00
Total 4500 - Lunch/Breakfast Money Income	<u>7,955.00</u>	<u>7,834.00</u>	<u>121.00</u>	<u>28,128.27</u>	<u>31,336.00</u>	<u>-3,207.73</u>	<u>94,000.00</u>
4600 - Other School Income							
4605 - Parent Ohana Subsidy		233.00	-233.00		936.00	-936.00	2,800.00
4625 - Field Trip Income	9,790.00	1,916.00	7,874.00	15,209.65	7,672.00	7,537.65	23,000.00
4630 - Parent Collected Income							
4631 - Supply Fee/Math Book Income		1,917.00	-1,917.00	23,777.00	7,664.00	16,113.00	23,000.00
4632 - Uniform Income		1,083.00	-1,083.00	9,597.00	4,336.00	5,261.00	13,000.00
4633 - Yearbook Income		75.00	-75.00		300.00	-300.00	900.00
Total 4630 - Parent Collected Income		<u>3,075.00</u>	<u>-3,075.00</u>	<u>33,374.00</u>	<u>12,300.00</u>	<u>21,074.00</u>	<u>36,900.00</u>
4645 - A+ Inter-Sessions Rental Fee		841.00	-841.00	4,941.90	3,372.00	1,569.90	10,100.00
Total 4600 - Other School Income	<u>9,790.00</u>	<u>6,065.00</u>	<u>3,725.00</u>	<u>53,525.55</u>	<u>24,280.00</u>	<u>29,245.55</u>	<u>72,800.00</u>

Voyager - A Public Charter School
Monthly & YTD Stmt. of Income & Expense Budget-to-Actual
 For the Period Ended October 31, 2017

	<u>Oct 17</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>Jul - Oct 17</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>Annual Budget</u>
4700 - Other Income							
4701 - Miscellaneous Income		42.00	-42.00		164.00	-164.00	500.00
4705 - NSF/Late Pickup Fees		10.42	-10.42	50.00	41.64	8.36	125.00
4710 - Interest Income	125.22	100.00	25.22	503.90	400.00	103.90	1,200.00
Total 4700 - Other Income	<u>125.22</u>	<u>152.42</u>	<u>-27.20</u>	<u>553.90</u>	<u>605.64</u>	<u>-51.74</u>	<u>1,825.00</u>
Total Income	<u>200,641.82</u>	<u>205,876.42</u>	<u>-5,234.60</u>	<u>812,844.12</u>	<u>823,518.64</u>	<u>-10,674.52</u>	<u>2,470,525.00</u>
Expense							
6000 - Personnel & Payroll Expense							
6010 - Admin. Personnel	26,287.97	25,763.00	524.97	101,389.79	103,052.00	-1,662.21	309,156.00
6010.03 - Admin. Benefit-Accrue Vacation	750.00	750.00		3,000.00	3,000.00		9,000.00
6015.00 - Recess Supervisors	2,053.50	1,283.00	770.50	6,798.75	5,126.00	1,672.75	15,390.00
6020 - Instructional							
6021 - Classroom Teachers	67,749.15	69,228.67	-1,479.52	254,119.10	276,909.64	-22,790.54	830,739.00
6022 - Specials Teachers	10,520.08	12,631.00	-2,110.92	38,296.02	50,519.00	-12,222.98	151,567.00
6025 - Substitute Teachers	4,960.20	2,083.33	2,876.87	19,561.34	8,333.36	11,227.98	25,000.00
6030 - Specials-Educational Asst		166.67	-166.67	335.14	666.64	-331.50	2,000.00
Total 6020 - Instructional	<u>83,229.43</u>	<u>84,109.67</u>	<u>-880.24</u>	<u>312,311.60</u>	<u>336,428.64</u>	<u>-24,117.04</u>	<u>1,009,306.00</u>
6023 - Resource Teachers	18,067.51	17,053.00	1,014.51	70,909.47	68,212.00	2,697.47	204,636.00
6023.02 - Resource Teachers-Accrued Vacat	125.00	125.00		500.00	500.00		1,500.00
6035 - Teacher Differential Pay - add'	1,395.48	1,083.33	312.15	3,669.48	4,333.36	-663.88	13,000.00
6050 - Contracted Staff							
6056 - Part-time Counselor	4,500.00	4,166.67	333.33	15,840.00	16,666.64	-826.64	50,000.00
Total 6050 - Contracted Staff	<u>4,500.00</u>	<u>4,166.67</u>	<u>333.33</u>	<u>15,840.00</u>	<u>16,666.64</u>	<u>-826.64</u>	<u>50,000.00</u>
6070 - Landscaping/Groundskeeping 'EE'	995.25	1,041.67	-46.42	4,324.65	4,166.64	158.01	12,500.00
6072 - Maintenance/Janitorial 'EE'	729.00	1,500.00	-771.00	1,939.50	6,000.00	-4,060.50	18,000.00
6074 - payroll - Computer Technician		833.33	-833.33		3,333.36	-3,333.36	10,000.00
Total 6000 - Personnel & Payroll Expense	<u>138,133.14</u>	<u>137,708.67</u>	<u>424.47</u>	<u>520,683.24</u>	<u>550,818.64</u>	<u>-30,135.40</u>	<u>1,652,488.00</u>

Voyager - A Public Charter School
Monthly & YTD Stmt. of Income & Expense Budget-to-Actual
For the Period Ended October 31, 2017

	<u>Oct 17</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>Jul - Oct 17</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>Annual Budget</u>
6200 - Academic Expenses							
6205 - Books/Curriculum							
6205.01 - Books/Curriculum - Others		566.00	-566.00	5,350.00	2,264.00	3,086.00	6,800.00
6205.02 - Curriculum-Art intergation		200.00	-200.00		800.00	-800.00	2,400.00
6205.03 - Book/Curriculum-School-wide		1,000.00	-1,000.00	1,741.56	4,000.00	-2,258.44	12,000.00
Total 6205 - Books/Curriculum		<u>1,766.00</u>	<u>-1,766.00</u>	<u>7,091.56</u>	<u>7,064.00</u>	<u>27.56</u>	<u>21,200.00</u>
6211 - Classroom Equipment/Computer	196.04	1,666.67	-1,470.63	1,168.14	6,666.64	-5,498.50	20,000.00
6213 - School Furnishings	52.35	500.00	-447.65	2,915.60	2,000.00	915.60	6,000.00
6215 - Academic Supplies-classrm		433.33	-433.33	1,500.00	1,733.36	-233.36	5,200.00
6215.10 - Acad Supp-Other	314.13	83.33	230.80	536.83	333.36	203.47	1,000.00
6216 - Testing Materials		42.00	-42.00		164.00	-164.00	500.00
6225 - Computer & Software	157.07	166.00	-8.93	680.62	672.00	8.62	2,000.00
6235 - School (Student) Events		333.33	-333.33	150.00	1,333.36	-1,183.36	4,000.00
Total 6200 - Academic Expenses	<u>719.59</u>	<u>4,990.66</u>	<u>-4,271.07</u>	<u>14,042.75</u>	<u>19,966.72</u>	<u>-5,923.97</u>	<u>59,900.00</u>
6250 - Other School Expenses							
6251 - Parent Ohana Subsidy Expenses		233.33	-233.33		933.36	-933.36	2,800.00
6253 - Field Trips	988.25	1,916.67	-928.42	4,559.25	7,666.64	-3,107.39	23,000.00
6255 - Parent-Paid School Supplies		2,000.00	-2,000.00	26,465.09	8,000.00	18,465.09	24,000.00
6256 - Uniform Expense		733.00	-733.00	7,210.73	2,936.00	4,274.73	8,800.00
6257 - Yearbook Expenses		75.00	-75.00		300.00	-300.00	900.00
Total 6250 - Other School Expenses	<u>988.25</u>	<u>4,958.00</u>	<u>-3,969.75</u>	<u>38,235.07</u>	<u>19,836.00</u>	<u>18,399.07</u>	<u>59,500.00</u>
6300 - Meals Service							
6301 - Breakfasts	1,200.00	1,125.00	75.00	4,240.00	4,500.00	-260.00	13,500.00
6302 - School Lunches	7,766.25	8,042.00	-275.75	27,616.00	32,164.00	-4,548.00	96,500.00
Total 6300 - Meals Service	<u>8,966.25</u>	<u>9,167.00</u>	<u>-200.75</u>	<u>31,856.00</u>	<u>36,664.00</u>	<u>-4,808.00</u>	<u>110,000.00</u>

Voyager - A Public Charter School
Monthly & YTD Stmt. of Income & Expense Budget-to-Actual
 For the Period Ended October 31, 2017

	<u>Oct 17</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>Jul - Oct 17</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>Annual Budget</u>
6400 - Operating Expenses							
6410 - Insurance	618.74	665.00	-46.26	2,474.96	2,660.00	-185.04	7,980.00
6420 - Equipment Rental & Leasing	863.87	1,166.67	-302.80	3,455.48	4,666.64	-1,211.16	14,000.00
6430 - Operating Supplies							
6431 - Janitorial Supplies		575.00	-575.00	1,793.59	2,300.00	-506.41	6,900.00
6433 - Postage		37.50	-37.50	27.40	150.00	-122.60	450.00
6434 - Office Supplies & Expenses	546.05	833.33	-287.28	2,792.87	3,333.36	-540.49	10,000.00
6436 - Office Equipment & Maint.		125.00	-125.00	695.74	500.00	195.74	1,500.00
Total 6430 - Operating Supplies	546.05	1,570.83	-1,024.78	5,309.60	6,283.36	-973.76	18,850.00
6440 - Staff Development & Stipends							
6441.05 - Staff Dev- Others-Title Ila Exp		918.00	-918.00		3,672.00	-3,672.00	11,000.00
6443 - Staff Development - General	5,584.65	833.33	4,751.32	9,700.93	3,333.36	6,367.57	10,000.00
6444 - PD materials		83.33	-83.33		333.36	-333.36	1,000.00
Total 6440 - Staff Development & Stipends	5,584.65	1,834.66	3,749.99	9,700.93	7,338.72	2,362.21	22,000.00
6450 - Printing		41.00	-41.00		172.00	-172.00	500.00
6470 - Misc. Other Operation Expenses							
6471 - Bank or Other Service Charges	25.00	42.00	-17.00	127.50	164.00	-36.50	500.00
6473 - Dues and Subscriptions	116.66	292.00	-175.34	1,528.92	1,164.00	364.92	3,500.00
6474 - Other Operating Expenses		20.83	-20.83		83.36	-83.36	250.00
Total 6470 - Misc. Other Operation Expenses	141.66	354.83	-213.17	1,656.42	1,411.36	245.06	4,250.00
Total 6400 - Operating Expenses	7,754.97	5,632.99	2,121.98	22,597.39	22,532.08	65.31	67,580.00
6600 - Facilities							
6610 - Rent/Lease Expenses							
6611.08 - Rent - Wilder Ave	20,942.40	20,855.00	87.40	83,769.60	83,422.00	347.60	250,262.00
6611.09 - Real Property Tax -Wilder Ave.		25.00	-25.00	150.00	100.00	50.00	300.00
6611.10 - Rent- Offsite Storage Fee	100.00			275.00			
6612.08 - Parking Expense - Off Campus	1,225.13	1,008.00	217.13	3,675.39	4,036.00	-360.61	12,100.00
Total 6610 - Rent/Lease Expenses	22,267.53	21,888.00	379.53	87,869.99	87,558.00	311.99	262,662.00

Voyager - A Public Charter School
Monthly & YTD Stmt. of Income & Expense Budget-to-Actual
 For the Period Ended October 31, 2017

	<u>Oct 17</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>Jul - Oct 17</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>Annual Budget</u>
6630 - Facilities - Repair & Maint.							
Playstructure and Fence		4,583.33	-4,583.33		18,333.36	-18,333.36	55,000.00
6631 - Building & Equipment - R & M	773.65	2,625.00	-1,851.35	8,629.58	10,500.00	-1,870.42	31,500.00
6634 - Elevator Repair & Maint.	821.16	350.00	471.16	1,642.32	1,400.00	242.32	4,200.00
6638 - Security/Camera Equip leasing	151.83	166.67	-14.84	607.32	666.64	-59.32	2,000.00
6646 - Trash	649.22	650.00	-0.78	3,256.56	2,600.00	656.56	7,800.00
Total 6630 - Facilities - Repair & Maint.	<u>2,395.86</u>	<u>8,375.00</u>	<u>-5,979.14</u>	<u>14,135.78</u>	<u>33,500.00</u>	<u>-19,364.22</u>	<u>100,500.00</u>
6640 - Utilities							
6641 - Electricity	3,526.02	3,166.67	359.35	13,039.83	12,666.64	373.19	38,000.00
6642 - Water	1,660.75	1,458.33	202.42	6,522.63	5,833.36	689.27	17,500.00
6643 - Telephone	271.71	282.00	-10.29	1,112.57	1,128.00	-15.43	3,384.00
6644 - Internet	581.14	600.00	-18.86	2,328.85	2,400.00	-71.15	7,200.00
Total 6640 - Utilities	<u>6,039.62</u>	<u>5,507.00</u>	<u>532.62</u>	<u>23,003.88</u>	<u>22,028.00</u>	<u>975.88</u>	<u>66,084.00</u>
Total 6600 - Facilities	<u>30,703.01</u>	<u>35,770.00</u>	<u>-5,066.99</u>	<u>125,009.65</u>	<u>143,086.00</u>	<u>-18,076.35</u>	<u>429,246.00</u>
6800 - Contracted Services							
6810 - Professional Consultants							
6811 - Audit/Accounting		916.67	-916.67	6,282.00	3,666.64	2,615.36	11,000.00
6813 - Webpage Design & Mait		125.00	-125.00		500.00	-500.00	1,500.00
Total 6810 - Professional Consultants		<u>1,041.67</u>	<u>-1,041.67</u>	<u>6,282.00</u>	<u>4,166.64</u>	<u>2,115.36</u>	<u>12,500.00</u>
6820 - Outside Services							
6821 - Janitorial Service	2,797.07	2,833.33	-36.26	13,281.62	11,333.36	1,948.26	34,000.00
6822 - Payroll Service Fees	333.26	325.00	8.26	1,248.69	1,300.00	-51.31	3,900.00
6825 - Hawaii Employee Coucil Fee	483.75	208.00	275.75	967.50	836.00	131.50	2,500.00
6826 - Pre-employment Screening Servic	61.75	83.33	-21.58	838.75	333.36	505.39	1,000.00
Total 6820 - Outside Services	<u>3,675.83</u>	<u>3,449.66</u>	<u>226.17</u>	<u>16,336.56</u>	<u>13,802.72</u>	<u>2,533.84</u>	<u>41,400.00</u>
6830 - State Services							
6832 - DOE - MOA		83.33	-83.33		333.36	-333.36	1,000.00
6834 - Hawaii Charter School Network		516.67	-516.67	2,992.50	2,066.64	925.86	6,200.00
Total 6830 - State Services		<u>600.00</u>	<u>-600.00</u>	<u>2,992.50</u>	<u>2,400.00</u>	<u>592.50</u>	<u>7,200.00</u>
Total 6800 - Contracted Services	<u>3,675.83</u>	<u>5,091.33</u>	<u>-1,415.50</u>	<u>25,611.06</u>	<u>20,369.36</u>	<u>5,241.70</u>	<u>61,100.00</u>
Total Expense	<u>190,941.04</u>	<u>203,318.65</u>	<u>-12,377.61</u>	<u>778,035.16</u>	<u>813,272.80</u>	<u>-35,237.64</u>	<u>2,439,814.00</u>
Net Ordinary Income	<u>9,700.78</u>	<u>2,557.77</u>	<u>7,143.01</u>	<u>34,808.96</u>	<u>10,245.84</u>	<u>24,563.12</u>	<u>30,711.00</u>

Voyager - A Public Charter School
Monthly & YTD Stmt. of Income & Expense Budget-to-Actual
 For the Period Ended October 31, 2017

	<u>Oct 17</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>Jul - Oct 17</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>Annual Budget</u>
Other Income/Expense							
Other Expense							
8100 · Depreciation Expense	1,332.00		1,332.00	5,328.00		5,328.00	
8101 · Amortization	1,071.00		1,071.00	4,285.00		4,285.00	
Total Other Expense	<u>2,403.00</u>		<u>2,403.00</u>	<u>9,613.00</u>		<u>9,613.00</u>	
Net Other Income	<u>-2,403.00</u>		<u>-2,403.00</u>	<u>-9,613.00</u>		<u>-9,613.00</u>	
Net Income	<u><u>7,297.78</u></u>	<u>2,557.77</u>	<u>4,740.01</u>	<u>25,195.96</u>	<u>10,245.84</u>	<u>14,950.12</u>	<u>30,711.00</u>

Facilities Committee Report

**Facilities and Safety Committee Report
December 5th, 2017 (Meeting Cancelled--Next meeting 1/9/18)**

UPDATES:

- Tree removed, play structure construction to begin 12/13.
 - Successful evacuation/relocation drill held 11/21
 - Fire Inspection: Did not pass, due to missing fire alarm inspection/tag. Contracted with Island Signal and Sound for inspection at a cost of \$628. All fire extinguishers re-tagged and mounted in classrooms, including new extinguisher in office. Fire alarm test scheduled for 12/20 at 8am. Evan will call for fire dept. reinspection once fire alarm is tagged.
 - Air Quality Assessment: Contracting with Russel Okoji of ERA for Dec-Jan. (cost: \$1,500 +GET)
 - AED device costs--Approximately \$1,000. Will recommend purchase for next year (staff are trained).
 - Epi-pen training--postponed until future staff meeting.
 - Roofing repair estimates:
 - Surface Shield (patch seams of basketball court only): \$3,000
 - M&R Roofing (patch seams of basketball court): TBA--returning w/ manager's estimate this week.
- Bids for different scopes of work:
- Kapili Roofing (repair/replace entire rooftop, including bball court surface): \$70,000
 - MRC Roofing (repair front portico roof--recommend scheduling after spall repair): \$2,000

For this year, we will proceed with the best seam repair bid. Will look to build overall roof repair cost into future budgets, especially with rooftop fence replacement pending.

- Emergency Communication systems: App vs. hardware decision still pending
- Elevator maintenance contract--awaiting 2nd bid.

Governance Committee Report

Voyager Staff Governing Board Report-December 2017

Staff Highlights

Voyager staff and students enjoyed the first of many pep rallies.

Scholastic Book Fair raised money for teachers to buy books for their classrooms.

Winterfest practice is underway. The performance is December 15th and all Governing Board members are invited to attend. More details to follow.

Substitute trainings are underway with additional substitutes added to the Voyager team. Student behavior is still a concern during Moonshot (PD for teachers), although with substitute training there is hope of an improvement.

Dismissal has improved from last year in terms of time and procedures being followed.

4th and 5th grades will be attending Camp Erdman next week.

Hawaii Revised Statutes
§ 302D "Public Charter Schools"

[View Previous Versions of the Hawaii Revised Statutes](#)

2016 Hawaii Revised Statutes

TITLE 18. EDUCATION

302D. Public Charter Schools

- 302D-1 Definitions.
- 302D-2 REPEALED.
- 302D-3 State public charter school commission; establishment; appointment.
- 302D-3.2 Fees.
- 302D-3.5 Rules.
- 302D-4 Chartering authority application for eligible entities.
- 302D-5 Authorizer powers, duties, and liabilities.
- 302D-6 Principles and standards for charter authorizing.
- 302D-7 Authorizer reporting.
- 302D-8 Conflict of interests.
- 302D-9 Exclusivity of authorizing functions and rights.
- 302D-10 Services purchased from authorizer; itemized accounting.
- 302D-11 Oversight of public charter school authorizers.
- 302D-12 Charter school governing boards; powers and duties.
- 302D-13 Start-up and conversion charter schools; establishment.
- 302D-14 REPEALED.
- 302D-14.5 Approved charter applications; start-up period; pre-opening charter schools.
- 302D-15 Appeals; charter applications, renewals, or revocations.
- 302D-16 Performance framework.
- 302D-17 Ongoing oversight and corrective actions.
- 302D-18 Renewals, revocations, and nonrenewals.
- 302D-19 School closure and dissolution.
- 302D-20 Charter transfers.
- 302D-21 Annual board report.
- 302D-22 REPEALED.
- 302D-23 Minimum educational data reporting standards.
- 302D-24 Occupancy and use of facilities of department schools.
- 302D-25 Applicability of state laws.
- 302D-26 Civil service status; employee rights.
- 302D-27 Administration of workers' compensation.
- 302D-28 Funding and finance.
- 302D-28.5 Financial insolvency.
- 302D-29 Weighted student formula
- 302D-29.5 Facilities funding.
- 302D-30 Responsibilities of the department; special education services.
- 302D-31 Athletics.
- 302D-32 Annual audit or financial review.
- 302D-33 Criminal history record checks.
- 302D-34 Enrollment.
- 302D-35 Use of vacant department facilities.

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2016 Hawaii Revised Statutes

TITLE 18. EDUCATION

302D. Public Charter Schools

302D-12 Charter school governing boards; powers and duties.

Universal Citation: [HI Rev Stat § 302D-12 \(2016\)](#)

§302D-12 Charter school governing boards; powers and duties. (a) No person may serve on the governing board of a charter school if the person is an employee or former employee of any charter school under the jurisdiction of that governing board, a relative of an employee or former employee of any charter school under the jurisdiction of that governing board, or any vendor or contractor providing goods or services to any charter school under the jurisdiction of that governing board, unless:

(1) The person is a former employee of a charter school under the jurisdiction of that governing board and at least one year has passed since the conclusion of the former employee's employment with that charter school;

(2) The person is a relative of a former employee of a charter school under the jurisdiction of that governing board and at least one year has passed since the conclusion of the former employee's employment with that charter school;

(3) The person is a vendor or contractor and at least one year has passed since the conclusion of the vendor or contractor's service to a charter school under the jurisdiction of that governing board; or

(4) The person serving on the governing board shall not cause more than one-third of the voting members of the governing board to be made up of:

(A) Employees or former employees of any charter school that is under the jurisdiction of that governing board; provided that this subparagraph shall not include persons who are covered under paragraph (1);

(B) Relatives of employees or of former employees of any charter school that is under the jurisdiction of that governing board; provided that this subparagraph shall not include persons who are covered under paragraph (2); and

(C) Vendors or contractors who are providing goods or services to any charter school that is under the jurisdiction of that governing board; provided that this subparagraph shall not include persons who are covered under paragraph (3).

(b) In selecting governing board members, consideration shall be given to persons who:

(1) Provide the governing board with a diversity of perspective and a level of objectivity that accurately represent the interests of the charter school students and the surrounding community;

(2) Demonstrate an understanding of best practices of nonprofit governance; and

(3) Possess strong financial and academic management and oversight abilities, as well as human resource and fundraising experience.

(c) No employee or former employee of a charter school, relative of an employee or former employee of a charter school, or any vendor or contractor providing goods or services to a charter school may serve as the chair of the governing board of that charter school unless at least one year has elapsed since the conclusion of the employee's employment with the school or the conclusion of a vendor's or contractor's service to the school; provided that an authorizer may grant an exemption from the provisions of this subsection based upon a determination by the authorizer that an exemption is in the best interest of the charter school.

(d) A nonprofit organization that has been approved by an authorizer to operate and manage a conversion charter school and serve as the conversion charter school's governing board shall establish the nonprofit organization's board of directors as the governing board and shall not be selected pursuant to subsections (a), (b), and (c); provided that:

(1) The nonprofit organization may also appoint advisory groups of community representatives for each conversion charter school managed by the nonprofit organization; provided that these groups shall not have governing authority over the conversion charter school and shall serve only in an advisory capacity to the nonprofit organization;

(2) The board of directors of the nonprofit organization, as the governing board of the conversion charter school that it operates and manages, shall have the same protections that are afforded to all other governing boards in its role as the conversion charter school governing body;

(3) Any conversion charter school that is managed and operated by a nonprofit organization shall be eligible for the same federal and state funding as other public schools; provided that nothing in this section shall prohibit a nonprofit organization from making a contribution toward the operation of a conversion charter school; and

(4) If, at any time, the board of directors of the nonprofit organization governing the conversion charter school votes to discontinue its relationship with the charter school as the charter contract holder, the conversion charter school's administrators, teachers, or community may submit a charter application to the authorizer, in accordance with section 302D-13 to continue as a conversion charter school without the participation of the nonprofit organization.

(e) Section 78-4 shall not apply to members of governing boards; provided that no governing board member shall be allowed to serve on more than two governing boards simultaneously. For purposes of this subsection, a governing board that governs more than one charter school shall be considered one board.

(f) The governing board shall be the independent governing body of its charter school and shall have oversight over and be responsible for the financial, organizational, and academic viability of the charter school, implementation of the charter, and the independent authority to determine the organization and management of the school, the curriculum, virtual education, and compliance with applicable federal and state laws. The governing board shall ensure its school complies with the terms of the charter contract between the authorizer and the school. The governing board shall have the power to negotiate supplemental collective bargaining agreements with the exclusive representatives of their employees.

(g) Governing boards and charter schools shall be exempt from chapter 103D, but shall develop internal policies and procedures for the procurement of goods, services, and construction, consistent with the goals of public accountability and public procurement practices. Governing boards and charter schools are encouraged to use the provisions of chapter 103D wherever possible; provided that the use of one or more provisions of chapter 103D shall not constitute a waiver of the exemption from chapter 103D and shall not subject the charter school to any other provision of chapter 103D.

(h) Charter schools and their governing boards shall be exempt from the requirements of chapters 91 and 92. The governing boards shall:

(1) Hold meetings open to the public;

(2) Post the notices and agendas of public meetings:

(A) At a publicly accessible area in the charter school's office so they are available for review during regular business hours; and

(B) On the charter school's internet website,

not less than six calendar days prior to the public meeting, unless a waiver is granted by the authorizer or authorizer's designee in the case of an emergency;

(3) Keep written minutes of all public meetings that shall include:

(A) The date, time, and place of the meeting;

(B) The members of the governing board recorded as either present or absent;

(C) The substance of all matters proposed, discussed, and decided;

(D) The views of the participants;

(E) A record, by individual member, of any votes taken; and

(F) Any other information that any member of the governing board requests be included or reflected in the minutes;

(4) Not be required to produce a full transcript or audio or video recording of any public meeting, unless otherwise required by law;

(5) Post the written minutes from public meetings:

(A) At a publicly accessible area in the charter school's office so the minutes are available for review during regular business hours; and

(B) On the charter school's internet website,

within sixty calendar days after the public meeting or five calendar days after the next public meeting, whichever is sooner; and

(6) Maintain a list of the current names and contact information of the governing board's members and officers:

(A) In the charter school's office so it is available for review during regular business hours; and

(B) On the charter school's internet website.

(i) All charter school employees and members of governing boards shall be subject to chapter 84.

(j) Governing boards shall be exempt from sections 26-34 and 26-36. The State shall afford the governing board of any charter school the same protections as the State affords the board in accordance with section 26-35.5.

(k) For purposes of this section:

"Employees" shall include but not be limited to:

(1) The chief executive officer, chief administrative officer, executive director, or otherwise designated head of a charter school; and

(2) Any person under an employment contract to serve as the chief executive officer, chief administrative officer, executive director, or designated head of a charter school.

"Relative" means a spouse, fiance, or fiancée of the employee; any person who is related to the employee within four degrees of consanguinity; or the spouse, fiance, or fiancée of such person.

(l) Governing boards shall have the power to make and execute contracts and all other instruments necessary or convenient for the exercise of their duties and functions under this chapter. [L 2012, c 130, pt of §2; am L 2013, c 159, §7; am L 2014, c 99, §8; am L 2015, c 114, §4; am L 2016, c 113, §2]

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New Business

RESOLUTION

VOYAGER PUBLIC CHARTER SCHOOL GOVERNING BOARD

DECEMBER 11, 2017

Resolution: VPCS 2017/18-008

Subject: Adoption of Revised Governing Board By-Laws to revise Standing Committees

Whereas Section 3.11 of the Voyager Public Charter School (“Voyager”) Governing Board By-Laws dated May 1, 2017 establishes three standing committees: Finance, Facilities, and Governance; and

Whereas upon review of best practices of other charter schools, the Governance Committee observed a committee structure of the following five standing committees provides better oversight and recommendations to the Governing Board

- Governance,
- Facilities,
- Finance,
- Excellence in Education, and
- School Leader Succession and Evaluation; and

Whereas the Governance Committee of Voyager recommends Voyager revise the By-Laws of Voyager to establish the five standing committees listed above.

NOW, THEREFORE, IT IS RESOLVED, to approve and adopt the revision to the Voyager By-Laws to establish five standing Committees as listed above.

Approve Reject Abstain

Chuck Harris
Meghan Bonnie
Amy Fiandach
Kristi Dagagan
Bryan Yucoco
Brian Stepp
Donna Estromago

[Remainder of this page intentionally left blank]

December 11, 2017

Resolution #: VPCS 2017/18 - 008

IN WITNESS WHEREOF, the undersigned have duly executed this resolution on June 28, 2017.

Name: Amy Fiandach
Title: Governance Chair

Name: Kristi Dagdagan
Title: Parent Representative

Name: Bryan Yucoco
Title: Parent Representative

Voyager Public Charter School

Governing Board Bylaws

Article I Office

1.01 Generally

The principal office of the Voyager Public Charter School Governing Board shall be at such place as the Governing Board shall from time to time determine. The Governing Board may have other offices, either within or without the State of Hawaii, or as the activities of the Governing Board may require from time to time.

Article II Voyager Public Charter School Governing Board's Purpose, Powers and, Duties

2.01 Governing Board Powers and Duties

The Voyager Public Charter School Governing Board, as defined in Act 130, is the independent Governing Board of Voyager Public Charter School, party to the charter contract with the authorizer that:

- Is responsible for the financial, organizational, and academic viability of the charter school and implementation of the charter;
- Possess the independent authority to determine the organization and management of the school, the curriculum, and virtual education;
- Has the power to negotiate supplemental collective bargaining agreements with exclusive representatives of their employees and is considered the employer of charter school employees for purposes of Chapters 76, 78, and 89; and
- Ensures compliance with applicable state and federal laws.

2.02 Governing Board Purpose

The purpose of the Governing Board is to understand and support the mission, vision and purpose of Voyager Public Charter School. The Governing Board aims to assist Voyager Public Charter School in its mission to "raise the bar of public education" in Hawai'i.

Voyager Public Charter School Vision

- Students are enthusiastic partners in the learning process.
- Students' performance levels and self esteem rise and remain high.
- Working at or with Voyager Public Charter School is enjoyable and rewarding.
- Our community reaps the rewards of an improved education system as graduates excel in college, career, and service.
- Voyager Public Charter School becomes a role model that leads the transformation of education in Hawaii and the nation.

2.03 Powers

The members of the Governing Board have the fiduciary duty to oversee the business and affairs of Voyager Public Charter School and to exercise all the powers and perform all the acts which the Governing Board may legally exercise and perform.

Article III Governing Board Composition, Terms, and Organization

The Governing Board will be organized in compliance with relevant Hawaii Statutes.

3.01 Number and Qualifications

In selecting members, consideration will be given to persons who:

1. Provide the Governing Board with a diversity of perspective and a level of objectivity that accurately represent the interests of Voyager Public Charter School students and the surrounding community;
2. Demonstrate an understanding of best practices of nonprofit governance
3. Possess strong financial and academic management and oversight abilities, as well as human resource and fundraising experience; and
4. Possess expertise and qualifications in other areas determined to be relevant by the Governing Board

All positions are voluntary. There will be a minimum of seven voting members.

Composition includes:

- The School Principal who serves as ex officio members (non voting)
- 2 Parent/Guardian representatives
- 2 teacher/staff representatives
- A minimum of 3 community representatives

The Governing Board may vote to increase the total number of members to meet current needs.

Additional restrictions to the constitution of the Governing Board:

- No more than one -third of the members of a Governing Board can be employees or relatives of employees of Voyager Public Charter School under the jurisdiction of that Governing Board.
- No employee or relative of an employee of Voyager Public Charter School may serve as the chair of the Governing Board of that charter school unless the State Public Charter School Commission grants an exemption based upon a determination that it is in the best interest of the school.
- No parent of a student of Voyager Public Charter School may serve as the chair of the Governing Board of that charter school unless the State Public Charter School Commission grants an exemption based upon a determination that it is in the best interest of the school.
- Any employee of Voyager Public Charter School will recuse themselves when confidentiality is a concern in personnel matters.

3.02 Terms and Attendance

All Governing Board members will be elected to serve for one, 1-2 year term, with the exception of the Principal and who serves as ex officio member during the duration of the contract. Terms will be staggered within each constituent group so that there is continuity for the teacher, parent, and community members by including 1 year terms when necessary. The parents, teachers, and community members may be elected to serve no more than two consecutive, two year terms. Former members are able to serve again once there has been a minimum of a one term break in service.

Attendance of voting members at monthly Governing Board meetings is mandatory. Members and officers who miss two consecutive meetings or three total meetings in one school calendar year shall be removed unless the board votes to retain the board member. Attendance will be recorded on an annual Governing Board attendance roster with each member present signing in at the beginning of each meeting. Tardies in excess of 15 minutes will be considered an absence. Open positions are filled following the Governing Board's election procedures.

3.03 Elections

Elections will be held to fill available Governing Board positions from their respective constituent group. The Governing Board will determine the group or association that will be responsible for facilitating the election from each of these groups. The representatives of the community will be elected by the Governing Board. Each position will have a term of 1-2 years. Terms will begin at the July meeting of the Governing Board and conclude at the June meeting after 1-2 years time. Community members must not have an immediate family relation to a person on the Governing Board who is a member of one of the other represented constituent groups. Persons elected by the Governing Board as community members may not qualify for participation on the Governing Board as a member of another constituent group: parent, teacher, support staff, student or principal.

3.04 Conflict of Interest

The members of the Governing Board have an obligation to exercise their authority and to carry out the duties of their respective positions for the sole benefit of Voyager Public Charter School. Each member will be required to sign the Annual Disclosure/Conflict of Interest form ensuring that no member of the Governing Board shall vote on matters in which such member, or a parent, spouse, child, partner, employer, or similar related business entity has an interest in a property or business that would be affected by such action.

3.05 Quorum

A quorum will be defined as 50% of current voting membership, plus one member. Decision making can only occur when there is a quorum. The act of the majority of the members present at a meeting at which a quorum is present will be the act of the Governing Board.

3.06 Meetings

The Governing Board meets monthly and may hold special meetings. Special meetings may be called in the event of an emergency with 24 hour notice.

Draft agenda will be submitted to members by the Chair of the Board via the Board Secretary, 10 days prior to the meeting. The final agenda along with accompanying materials will be sent to members and posted on the website 6 days prior to the meeting. Agenda will include any items requiring a vote.

3.07 Telephone Meetings

Subject to the notice requirements in Section 3.09 of these bylaws, members of the Governing Board or any committee designated thereby may participate in a meeting of the Governing Board or of such committee by means of a conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other at the same time. Participation by such means will constitute presence in person at a meeting.

3.08 Action Without Meeting

Any action required or permitted to be taken at any meeting of the Governing Board or any committee designated thereby may be taken without a meeting if all the Governing Board members or all of the members of the committee, as the case may be, provide approval in writing or via electronic correspondence. Such consent will be filed with the minutes of the Governing Board or committee, as the case may be, and will have the same effect as a unanimous vote.

3.09 Notice of Members

Notice of the time and place of any meeting of the Governing Board outside the regularly scheduled meetings on the annual meeting calendar will be given to each member by the Secretary or by the person or one of the persons calling the meeting, not less than 48 hours before the date set for the meeting, by advising each member by telephone, by email, by word of mouth or by written notice of such meeting. Non-receipt of any such notice will not invalidate any business done at any meeting at which a quorum is present.

3.10 Public Notice

The Governing Board will make meeting notices and agendas available at least six calendar days before a public meeting on the Voyager Public Charter School website and SPCSC's website. Notices and agendas will be publicly accessible at the Voyager Public Charter School office or the SPCSC's office during regular business hours.

The Governing Board meeting minutes will be available 60 calendar days after the public meeting or five calendar days after the next public meeting, whichever is sooner. within 30 days of the meeting or within 5 days of approval. Notices and agendas will be publicly accessible at the Voyager Public Charter School office or the SPCSC's office during regular business hours.

3.11 Committees

~~The Governing Board may establish and dissolve standing committees (finance, facilities, governance), as well as ad hoc committees, to support the work of the Governing Board, provided that their duties are consistent with charter school laws.~~

~~The standing committees of the Governing Board are:~~

- ~~• Finance~~
- ~~• Facilities~~
- ~~• Governance and Policy~~
- ~~• Excellence in Education~~
- ~~• School Leader and Organization.~~

~~The Governing Board may establish and dissolve standing, as well as ad hoc, committees to support the work of the Governing Board, provided that their duties are consistent with Hawaii Revised Statutes.~~

~~No employee or relative of an employee of Voyager Public Charter School may serve as the chair of the School Leader and Organization Committee.~~

3.12 Presumption of Assent

A member present at a meeting of the Governing Board at which action on any Governing Board matter is taken will be presumed to have assented to the action taken unless such member's dissent will be entered in the minutes of the meeting or unless such member will file a written dissent to such action with the Secretary of the meeting before the adjournment thereof or will forward such dissent by registered mail to the Secretary of the Governing Board immediately after the adjournment of the meeting. Such right to dissent will not apply to a member who voted in favor of such action. Record will be kept of how individual Governing Board members vote and included in the minutes, as required by Act 130.

3.13 Removal of Governing Board Members and Filling of Vacancies

At a meeting of the Governing Board called expressly for that purpose, any member may be removed, with cause by vote of a majority of the members present then entitled to vote. The Governing Board may fill any vacancies which exist for the remainder of the term.

Article IV Officers

4.01 Generally

The officers of the Governing Board consist of the Chairperson, Vice Chairperson, Treasurer, and Secretary. Any two or more of the offices may be held by the same person, provided however, that the Governing Board will have two or more individuals as officers. The officers will be appointed annually by the Governing Board at its July meeting and will hold office until the next annual meeting and thereafter until their successors are duly appointed and qualified, subject, however to removal by the Governing Board. No parent, employee or relative of an employee may serve as the Chair of the Governing Board but they may serve in other offices.

The Governing Board will maintain a list of the current names and contact information of the Governing Board members and officers on the Voyager Public Charter School website and the SPCSC's website.

4.02 Vacancies

Vacancies which may occur in any office will be elected by the Governing Board for the remainder of the term of such office.

4.03 Removal of Governing Officers and Filling of Vacancies

Any officer or agent may be removed by the Governing Board whenever, in its judgement, the best interest of the Governing Board will be served thereby. At a meeting of the Governing Board called expressly for that purpose, any officer may be removed by a vote of a majority of the members then entitled to vote. The Governing Board may fill any vacancies which exist.

4.04 Chair of the Governing Board

The Chair of the Governing Board presides at all meetings of the Governing Board and shall perform such other duties as may be required by these bylaws or the Governing Board. Other than the general operation of the school which will continue to be run by the principal and subject to the oversight of the Governing Board, the Chair of the Governing Board will have general charge and care of the business and property of the Governing Board.

4.05 Vice Chair of the Governing Board

In the absence, disability or refusal to act by the Chair, the Vice Chair shall perform all of the duties of the Chair, and when so acting shall have all the powers of and be subject to all the restrictions upon the Chair. The Vice Chair of the Governing Board shall have such powers and perform such other duties as from time to time may be prescribed by the Chair, the Governing Board or the bylaws.

4.06 Treasurer

The Treasurer will serve as Chair of the Finance Committee and (in conjunction with Finance Committee) shall oversee the financial and accounting matters of the Governing Board, and exercise general oversight of Voyager Public Charter School funds. The Treasurer shall perform all other duties assigned by the Chair or the Governing Board.

4.07 Secretary

The Secretary shall keep the attendance roster and minutes of all meetings of the Governing Board. The Secretary shall keep or cause to be kept a register showing the names of the members and officers with their contact information. The Secretary shall give notice in conformity with state requirements and the by laws of all meetings of the Governing Board. The Secretary shall also perform all other duties assigned by the Chair or the Governing Board.

Article V Indemnification

5.01 No Liability

No member or officer of the Governing Board who serves without remuneration or expectation of remuneration shall be liable for damage, injury or loss caused by or resulting from the person's performance of, or failure to perform, duties of any position to which the person was appointed, unless the person was grossly negligent in the performance of, or failure to perform such duties.

5.02 Generally

The Governing Board shall indemnify each person who was or is a party or is threatened to be made a party to any threat, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative by reason of the fact that the person is or was a member or officer of the Governing Board.

**Article VI
Amendments**

6.01 Generally

The bylaws may be amended, altered, or repealed and new bylaws may be adopted by the affirmative vote of two-thirds of the voting members of the Governing Board, as provided by charter school law.

Certification

The undersigned Secretary and Chair of the Voyager Public Charter School Governing Board does hereby certify that the foregoing is a true, correct and complete copy of the bylaws of the Governing Board.

Chair of the Board

Date

Secretary

Date

RESOLUTION

VOYAGER PUBLIC CHARTER SCHOOL GOVERNING BOARD

DECEMBER 11, 2017

Resolution: VPCS 2017/18-009

Subject: Adoption of Duties and Descriptions of Standing Committees

Whereas Section 3.11 of the Voyager Public Charter School (“Voyager”) Governing Board By-Laws dated Dec 11, 2017 establishes five (5) standing committees: Finance, Facilities, Governance and Policy, Excellence in Education, and School Leader and Organization; and

Whereas upon review of best practices of other charter schools, the Governance Committee observed a committee structure of the following five standing committees provides better oversight and recommendations to the Governing Board

- Governance,
- Facilities,
- Finance,
- Excellence in Education, and
- School Leader and Organization; and

Whereas the Governing Board desires to establish a descriptive set of duties and responsibilities of the five standing committees listed above.

NOW, THEREFORE, IT IS RESOLVED, to approve and adopt Governing Board Policy 001 with the Duties and Responsibilities of the Standing Committees..

Approve Reject Abstain

Chuck Harris
Meghan Bonnie
Amy Fiandach
Kristi Dagagan
Bryan Yucoco
Brian Stepp
Donna Estromago

[Remainder of this page intentionally left blank]

December 11, 2017

Resolution #: VPCS 2017/18 - 009

IN WITNESS WHEREOF, the undersigned have duly executed this resolution on June 28, 2017.

Name: Amy Fiandach
Title: Governance Chair

Name: Kristi Dagdagan
Title: Parent Representative

Name: Bryan Yucoco
Title: Parent Representative

GOVERNING BOARD POLICY

VOYAGER PUBLIC CHARTER SCHOOL GOVERNING BOARD

Policy No. **001**

Title: Duties and Descriptions of Standing Committees of the Governing Board

Date: December 11, 2017

Background

The By-Laws of the Voyager Public Charter School (“Voyager”) Governing Board establish standing committees to assist the Board in managing the school’s operations and finances.

The Governing Board of Voyager has set the following general guidelines for the Board with respect to committee operations:

- All board members are expected to serve on at least one committee
- Committees meet monthly and submit reports to the Chair a minimum of one week before the monthly board meeting
- Non-board members may serve on committees however committee chairs must be a board member.
- Each Committee Chair is appointed by the board and is responsible for convening and facilitating meetings, ensuring that minutes/notes are taken at each meeting, and ensuring that committee documentation/recommendations are submitted to the Chair of the Board, as required
- Committees draft annual tasks with timelines that are shared with the board and then incorporated into the annual board calendar

Committee Duties and Responsibilities

The following are the specific duties and responsibilities of the standing committees:

Finance Committee

- Reviews and recommends proposed annual budget
- Revises budget mid-year as needed
- Conducts research and make recommendations for non-budgeted expenses
- Reviews monthly financial statements
- Reviews monthly bank statements
- Participates in the annual audit, as required
- Reviews the annual audit review and makes related recommendations to the Board
- Reviews leases and related facility documents
- Reviews bids and makes recommendations for expenses over \$10,000, in compliance with the procurement policy
- Supports school in facility improvements, lease negotiations

Facilities Committee

- Reviews leases and related facility documents
- Reviews bids and makes recommendations for expenses over \$10,000, in compliance with the procurement policy when related to facilities
- Supports school in facility improvements, lease negotiations

Governance and Policy Committee

- Develops, reviews, revises, and recommends policies to the Board
- Reviews by-laws and recommends revisions, as needed
- Manages recruitment, nominations, orientation, and training of new Board members
- Ongoing training of Board members
- Monitors Board practices to ensure compliance with legal requirements and current best practices
- Plans and develops tools and processes for the evaluation of the Governing Board in compliance with the bylaws as well as established policies and practices approved by the Board. Makes recommendation to the Board.

Excellence in Education Committee

- Communicates requirements and school status with regard to Act 130
- Upholds the contract by overseeing the regular tracking of contract performance goals and measures and reporting to the Board accordingly
- Provides governance input as needed in the accreditation process
- Keeps the Board apprised of, and involved in, accreditation activities, as required
- Ensures Board is serving as a steward of Voyager Public Charter School's goal to establishing a culture of Joy in Learning based around three Core Principles: All One Family, Unity in Diversity, and the Golden Rule
- Values and maintains commitment to continuous school improvement through a variety of measures including stakeholder feedback

School Leader and Organization Committee

- Plans and develops tools, processes and timelines for the annual evaluation of the School Leader
- Makes recommendations to the Board
- Develops School Leader succession plan
- Manages the hiring of a new School Leader when needed