



VOYAGER PUBLIC CHARTER SCHOOL

Governing Board Meeting Agenda

March 15, 2018 VPCS, Room 205

Board Members

1. Chuck Harris *Community Rep*
2. Amy Fiandach *Teacher Rep*
3. Meghan Bonnie *Teacher Rep*
4. Kristi Dagdagan *Parent Rep*
5. Bryan Yucoco *Parent Rep*
6. _____ *Community Rep*
7. Donna Estomago *Community Rep*
8. Evan Anderson ¹ *Principal*

¹ *Non-voting member*

Officers

1. Chairperson..... Chuck Harris
2. Vice Chairman..... _____
3. Secretary Meghan Bonnie
4. Treasurer..... Chuck Harris

Standing Committees & Chairs

1. GovernanceAmy F
2. Facilities Evan A
3. Finance Chuck H
4. Excellence in Education..... Donna E
5. School Leader & Org Brian S

Time	Item	Discussion Lead
5:00 pm	Call to Order ... Roll call/Determination of quorum	Chairman
	1) Review of key Voyager School and Board Metrics (Dashboard)	Chairman
5:05	Review of Minutes of February 15, 2018 Meeting	
5:10	Facility and Financial Status	
	1) Finance Committee Report	Chuck Harris
	2) Discussion of Draft SY 2018-2019 Budget (Draft)	Chuck Harris
	3) Facilities Committee Report	Evan Anderson
	4) Safety Policy Discussion	Evan Anderson
5:30	Academic Performance	
	1) Excellence in Education Committee Report	Donna Estomago
5:35	Operations & Organization	
	1) School Leader & Organization Committee Report	Brian Yucoco
5:40	Board Performance Assessment & Improvement	
	1) Governance Committee Report	Amy Fiandach
5:45	Unfinished Business	
	1) None	
5:45	New Business	
	1) Choose Groups to facilitate elections (<i>Resolution 2017/18-12</i>)	Chuck Harris
	2) Adopt revised Charter for Special Committee (<i>Resolution 2017/18-13</i>)	Chuck Harris
	3) Review and Discussion of SY 2018/2019 Board goals framework	Chuck Harris
	4) Discussion of Special Committee for future facilities options	Evan Anderson
	5) Discussion of community rep recruiting for Board	Amy Fiandach
6:05	Adjournment of Main Session	
6:05	Call to Order of Executive Session¹	
	1. None	
6:05	Adjournment of Executive Session	<i>Next Meeting: <u>Thursday, April 19, 2018</u></i>

¹ "Executive Session" is a non-public meeting of the VPCS Board to discuss matters where confidentiality is a concern. A two-thirds majority vote is required to convene a non-public Executive Session



VOYAGER PUBLIC CHARTER SCHOOL

Governing Board Dashboard SY 2017-2018

Board Attendance

	Board Term		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
	Start	End												
Chuck Harris	Jul '15	Jun '19	X	X	X	X	X	X	X	X				
Amy Fiandach	Jul '14	Jun '18	X		X		X	X	X	X				
Meghan Bonnie	Jul '14	Jun '18		X		X	X	X	X					
Kristi Dagdagan	Jul '16	Jun '18	X	X	X	X	X	X	X	X				
Bryan Yucoco	Jul '16	Jun '18	X	X	X	X	X	X	X	X				
Donna Estromago	Aug '17	Jun '19			X		X		X	X				
Evan Anderson	Jul '17	N/A	X	X	X	X	X	X		X				
Brian Stepp	Aug '17	Jun '19		X	X	X								

Committee Composition

Finance	Facilities	Governance & Policy	Excellence in Education	School Leader & Organization	Future Facilities (Special Comm)
Chuck Harris	Evan Anderson	Amy Fiandach	Donna Estromago	Bryan Yucoco	Chuck Harris
Evan Anderson	Kristi Dagdagan	Sue Deuber	Evan Anderson		Evan Anderson
Lynn Chan	Ali Yasuoka	Anne Everingham	Trish Donaldson		Matt Bittick
	Lynn Chan	Danielle Spirandelli	Christine Farmer		
	Deb Nishihira		Blue Kaanehe		
	Natalie Dotseth				

SY 2017-2018 Resolutions

- | | |
|----------------|---|
| 2016-17-1 ... | Approve Charter Contract |
| 2017-18-1 ... | <Not Used> |
| 2017-18-2 ... | Approve non-accrual days to Principal Vilardi |
| 2017-18-3 ... | Enter into MOU with HSTA to shift Professional Development times |
| 2017-18-4 ... | Adopt Revised By-Laws (General update) |
| 2017-18-5 ... | Adopt revised Admissions Policy of August 14, 2017 |
| 2017-18-6 ... | Cover attendance fees for Governing Board training |
| 2017-18-7 ... | Adopt financial audit |
| 2017-18-8 ... | Adopt revised By-Laws (Revised Standing Committees) |
| 2017-18-9 ... | Adopt Governing Board Policy on Committee duties and responsibilities |
| 2017-18-10 ... | Adopt revised VPCS Admissions Policy |
| 2017-18-11 ... | Establish Special Committee for Future Facilities Options |

Near-term Board Calendar

April	May	June
<ul style="list-style-type: none"> Approve draft budget for SY 2018-19 (Finance Comm) 	<ul style="list-style-type: none"> Review Draft Board Calendar for SY 2018/2019 Board Approval of FINAL Budget for SY 2018/2019 Projected enrollment due to Charter Commission 	<ul style="list-style-type: none"> Approve SY 2018-19 Board Calendar

Draft Minutes from Previous Meeting

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

Date: February 15, 2018 @ 5:00 p.m.

DRAFT February Meeting Minutes

Date: February 15, 2018

Agenda - 5:17 p.m.

- I. Call to Order
 - a. Members present: Chuck Harris, Amy Fiandach, Bryan Yucoco, Donna Estomago, Kristi Dagdagan
 - b. Members not present: Meghan Bonnie, Brian Stepp
 - c. Guests: Trish Donaldson
 - d. Review of Minutes of January 2018 Meeting
 - i. Approved as amended

- II. Dashboard Review
 - a. Bryan Stepp has missed three consecutive meetings at this time and, per the by-laws, is no longer a member of the Governing Board.
 - b. Dashboard was reviewed
 - i. Discussion of goal setting for committees that will inform the dashboard and committee work
 - ii. Ideal goal setting will include 2-3 goals for each committee
 - iii. Suggestion of using the Governance Committee Matrix to inform the Dashboard
 - iv. Framework for Academic Status that will be added to the Dashboard has been initiated by the Chairperson Chuck Harris and Principal Evan Anderson

- III. Facility and Financial Status
 - a. Finance Committee Report, Chuck Harris
 - i. Overall Revenues are slightly short (actual 294 students vs 308 budgeted)
 - ii. Potential covers for shortfalls include:
 1. Computer Technician (position unfilled) and Books/Curriculum
 - b. Facilities Committee Report, Evan Anderson
 - i. Budget proposal for 2018/2019 will include facilities improvements
 - ii. Seeking new providers for a variety of contracts: Office supplies, Elevator Repair and Cleaning
 - iii. Discussion of Shelter in Place as well as awareness and planning that will be in place in the near future
 - iv. Pest Control is in place with results (AC units running, rodents are being eliminated)
 - v. Emergency Communication Systems will be explored

1. Board members offered resources for exploration

IV. Board Performance Assessment & Improvement

a. Staff Reports

- i. none

b. Governance Committee Report

- i. Discussion to consider adding additional community members as an ongoing effort.
- ii. Governance most recently updated the recruitment needs and suggested that those could be sent out via personal and professional networks as well as shared with all stakeholders
- iii. Chairperson Chuck Harris shared a concern with fulfilling 5 community members, as they would constitute the majority and possibly not share the overall view of all stakeholders.
- iv. The board is agreeable with continued recruiting to a total of five community representatives.
- v. Request from Governance Committee for School Administration to review the current school policies
- vi. Parent and Teacher Elections as well as a Governing Board Evaluation will be explored at subsequent Governance Committee Meetings

c. Excellence in Education Committee members

- i. Discussion of essential believe of what Voyager students need and know as well as how excellence is measured.
- ii. The committee itself includes stakeholder input from school administration, community members and a Voyager parent. One additional community member has been recruited to attend the next meeting.
- iii. Suggestion to have students serve on the committee and the bylaws were referenced to allow for them to serve.

V. Unfinished Business

- a. None

VI. New business

a. Special Committee to review Lease Renewal and potential School Expansion

- i. Motion by Chairperson Chuck Harris to form a Special Committee
- ii. The focus is on facilities pending the anticipated end of the 5 year lease at 2428 Wilder Avenue.
- iii. Feedback was provided from multiple board members and guest that the tasking options included feedback from stakeholders (community, parents, students, staff) that has been shared over many years.

- iv. Motion by Chairperson Chuck Harris to approve establishing a Special Committee to evaluate Future Facilities' options of Voyager Public Charter School.
- v. Motioned unanimously approved by all present members.
 - 1. Chuck Harris Yes
 - 2. Donna Estomago Yes
 - 3. Kristi Dagdagan Yes
 - 4. Bryan Yuoco Yes
 - 5. Amy Fiandach Yes

Adjourned 6:40 p.m.

Next meeting is Thursday, March 15 , 2018 at 5:00 p.m.

Location: Voyager School Room 205

Respectfully Submitted by:

Chuck Harris, Board Chair

Meghan Bonnie, Secretary

Voyager Public Charter School Governing Board member roster

Member Name	Role	Committee Participation	Term Dates
Chuck Harris	Chairman	Finance and Facilities	07/2015 - 06/2017
Evan Anderson	Principal	Finance and Facilities	n/a
Brian Yucoco	Parent Representative	School Leader & Organization	07/2016 - 06/2018
Kristi Dagdagan	Parent Representative	Facilities	07/2016 - 06/2018
Brian Stepp	Community Member	School Leader & Organization	08/2017-07/2019
Donna Estomaga	Community Member	Excellence in Education	08/2017-07/2019
Amy Fiandach	Teacher Representative	Governance	07/2014 - 06/2016 07/2016 - 06/2018
Meghan Bonnie	Teacher Representative Secretary		07/2014 - 06/2016 07/2016 - 06/2018

Finance Committee Report

March 7, 2018

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 January 31, 2018) are attached as Exhibit A – VPCS Statement of Financial Position and Exhibit B – VPCS Income Statement.

Draft Budget for SY 2018-2019: The Draft Budget for the 2018-2019 and priorities used in developing it are attached as Exhibit C – Voyager SY 2018-2019 Budget (Draft).

Requests for Approval: None

Sincerely,



Chuck Harris
VPCS Board Finance Committee Chair

**Voyager - A Public Charter School
Statement of Financial Position
As of January 31, 2018**

02/28/18

	Jan 31, 18	Jan 31, 17
ASSETS		
Current Assets		
Checking/Savings		
1065 · First Hawaiian Bnk Savings	1,486,473.13	1,409,790.27
1066 · First Hawaiian Bank - checking	35,991.72	51,197.16
1067 · Cash - Restricted	2,000.00	2,000.00
1080 · Petty Cash on Hand	30.00	30.00
Total Checking/Savings	1,524,494.85	1,463,017.43
Accounts Receivable		
1200 · Accounts Receivable	4,147.22	4,361.81
Total Accounts Receivable	4,147.22	4,361.81
Other Current Assets		
1202 · Student Meals Receivable	1,857.90	1,222.58
1204 · Receivable from DOE-ER FICA Tax	39,849.35	56,808.75
1205 · Miscellaneous Receivables	687.20	93.29
1300 · Prepaid Expenses	618.76	1,954.87
Total Other Current Assets	43,013.21	60,079.49
Total Current Assets	1,571,655.28	1,527,458.73
Fixed Assets		
1601 · Furniture and Equipment	114,655.38	63,992.09
1605 · Leasehold Improvement	57,030.21	32,305.24
Total Fixed Assets	171,685.59	96,297.33
Other Assets		
1400 · Deposits		
HECO Deposit	745.00	655.00
Lease Deposit	19,895.28	19,895.28
Payroll Deposit - PCSC	375.06	375.06
Total 1400 · Deposits	21,015.34	20,925.34
Total Other Assets	21,015.34	20,925.34
TOTAL ASSETS	1,764,356.21	1,644,681.40

**Voyager - A Public Charter School
Statement of Financial Position
As of January 31, 2018**

02/28/18

	Jan 31, 18	Jan 31, 17
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable	25,069.76	28,782.57
Other Current Liabilities		
2010 - Grants Payable	2,000.00	2,000.00
2100 - Payroll Liabilities	92,916.07	82,046.50
2300 - Accrued Vacation	55,296.29	61,541.91
2400 - Deferred Revenue	23,554.42	23,498.93
2401 - Deferred State & FED Allocation	728,467.34	689,271.13
Total Other Current Liabilities	902,234.12	858,358.47
Total Current Liabilities	927,303.88	887,141.04
Long Term Liabilities		
2500 - Deferred Rent	61,000.00	48,000.00
Total Long Term Liabilities	61,000.00	48,000.00
Total Liabilities	988,303.88	935,141.04
Equity		
1110 - Retained Earnings	673,741.77	552,152.15
3000 - Opening Bal Equity	46,625.28	46,625.28
Net Income	55,685.28	110,762.93
Total Equity	776,052.33	709,540.36
TOTAL LIABILITIES & EQUITY	1,764,356.21	1,644,681.40

Voyager - A Public Charter School
Monthly & YTD Stmt. of Income & Expense Budget-to-Actual
For the Period Ended January 31, 2018

	<u>Jan 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>Jul '17 - Jan 18</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	180,302.33	181,953.00	-1,650.67	1,262,116.33	1,273,671.00	-11,554.67	2,183,445.00
4135 - Collective Bargaining Increase	3,141.93	3,598.00	-456.07	21,993.51	25,186.00	-3,192.49	43,171.00
Total 4100 - State Allocations	<u>183,444.26</u>	<u>185,551.00</u>	<u>-2,106.74</u>	<u>1,284,109.84</u>	<u>1,298,857.00</u>	<u>-14,747.16</u>	<u>2,226,616.00</u>
4200 - Federal Allocations							
4132 - Title II		917.00	-917.00		6,419.00	-6,419.00	11,000.00
4210 - Federal Impact Aid (FIA)	5,521.80	5,288.00	233.80	38,652.62	37,016.00	1,636.62	63,459.00
Total 4200 - Federal Allocations	<u>5,521.80</u>	<u>6,205.00</u>	<u>-683.20</u>	<u>38,652.62</u>	<u>43,435.00</u>	<u>-4,782.38</u>	<u>74,459.00</u>
4400 - Contributions							
4407 - Other Contributions		17.00	-17.00		115.00	-115.00	200.00
4470 - Fundraising - Other		2.00	-2.00	0.02	15.00	-14.98	25.00
4480 - Family Donation/Pledge		8.00	-8.00	53.00	60.00	-7.00	100.00
4481 - Restricted Family Donation		42.00	-42.00	350.00	290.00	60.00	500.00
Total 4400 - Contributions		<u>69.00</u>	<u>-69.00</u>	<u>403.02</u>	<u>480.00</u>	<u>-76.98</u>	<u>825.00</u>
4500 - Lunch/Breakfast Money Income							
4510 - Student Lunch/Brkft Collections	4,119.85	4,167.00	-47.15	25,407.46	29,169.00	-3,761.54	50,000.00
4520 - NSLP Reimbursement	4,147.22	3,667.00	480.22	25,589.59	25,669.00	-79.41	44,000.00
Total 4500 - Lunch/Breakfast Money Income	<u>8,267.07</u>	<u>7,834.00</u>	<u>433.07</u>	<u>50,997.05</u>	<u>54,838.00</u>	<u>-3,840.95</u>	<u>94,000.00</u>
4600 - Other School Income							
4605 - Parent Ohana Subsidy		233.00	-233.00	1,000.00	1,635.00	-635.00	2,800.00
4625 - Field Trip Income	1,202.00	1,916.00	-714.00	18,609.65	13,420.00	5,189.65	23,000.00
4630 - Parent Collected Income							
4631 - Supply Fee/Math Book Income	40.00	1,917.00	-1,877.00	23,817.00	13,415.00	10,402.00	23,000.00
4632 - Uniform Income	15.00	1,083.00	-1,068.00	10,623.00	7,585.00	3,038.00	13,000.00
4633 - Yearbook Income		75.00	-75.00		525.00	-525.00	900.00
Total 4630 - Parent Collected Income	<u>55.00</u>	<u>3,075.00</u>	<u>-3,020.00</u>	<u>34,440.00</u>	<u>21,525.00</u>	<u>12,915.00</u>	<u>36,900.00</u>
4645 - A+ Inter-Sessions Rental Fee	1,055.16	841.00	214.16	6,780.76	5,895.00	885.76	10,100.00
Total 4600 - Other School Income	<u>2,312.16</u>	<u>6,065.00</u>	<u>-3,752.84</u>	<u>60,830.41</u>	<u>42,475.00</u>	<u>18,355.41</u>	<u>72,800.00</u>

Voyager - A Public Charter School
Monthly & YTD Stmt. of Income & Expense Budget-to-Actual
For the Period Ended January 31, 2018

	<u>Jan 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>Jul '17 - Jan 18</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>Annual Budget</u>
4700 · Other Income							
4701 · Miscellaneous Income	88.51	42.00	46.51	88.51	290.00	-201.49	500.00
4705 · NSF/Late Pickup Fees		10.42	-10.42	50.00	72.90	-22.90	125.00
4710 · Interest Income	119.96	100.00	19.96	869.09	700.00	169.09	1,200.00
Total 4700 · Other Income	<u>208.47</u>	<u>152.42</u>	<u>56.05</u>	<u>1,007.60</u>	<u>1,062.90</u>	<u>-55.30</u>	<u>1,825.00</u>
Total Income	<u>199,753.76</u>	<u>205,876.42</u>	<u>-6,122.66</u>	<u>1,436,000.54</u>	<u>1,441,147.90</u>	<u>-5,147.36</u>	<u>2,470,525.00</u>
Expense							
6000 · Personnel & Payroll Expense							
6010 · Admin. Personnel	26,122.97	25,763.00	359.97	179,714.45	180,341.00	-626.55	309,156.00
6010.03 · Admin. Benefit-Accrue Vacation	750.00	750.00		5,250.00	5,250.00		9,000.00
6015.00 · Recess Supervisors	2,287.50	1,283.00	1,004.50	12,952.50	8,975.00	3,977.50	15,390.00
6020 · Instructional							
6021 · Classroom Teachers	68,856.77	69,228.67	-371.90	460,585.09	484,595.65	-24,010.56	830,739.00
6022 · Specials Teachers	12,004.60	12,631.00	-626.40	71,548.82	88,412.00	-16,863.18	151,567.00
6025 · Substitute Teachers	6,261.12	2,083.33	4,177.79	36,137.95	14,583.35	21,554.60	25,000.00
6030 · Specials-Educational Asst		166.67	-166.67	335.14	1,166.65	-831.51	2,000.00
Total 6020 · Instructional	<u>87,122.49</u>	<u>84,109.67</u>	<u>3,012.82</u>	<u>568,607.00</u>	<u>588,757.65</u>	<u>-20,150.65</u>	<u>1,009,306.00</u>
6023 · Resource Teachers	18,477.64	17,053.00	1,424.64	126,342.39	119,371.00	6,971.39	204,636.00
6023.02 · Resource Teachers-Accrued Vacat	125.00	125.00		875.00	875.00		1,500.00
6035 · Teacher Differential Pay - add'	544.40	1,083.33	-538.93	7,080.86	7,583.35	-502.49	13,000.00
6050 · Contracted Staff							
6056 · Part-time Counselor	5,070.00	4,166.67	903.33	28,755.00	29,166.65	-411.65	50,000.00
Total 6050 · Contracted Staff	<u>5,070.00</u>	<u>4,166.67</u>	<u>903.33</u>	<u>28,755.00</u>	<u>29,166.65</u>	<u>-411.65</u>	<u>50,000.00</u>
6070 · Landscaping/Groundskeeping 'EE'	821.25	1,041.67	-220.42	7,003.20	7,291.65	-288.45	12,500.00
6072 · Maintenance/Janitorial 'EE'	918.00	1,500.00	-582.00	4,396.50	10,500.00	-6,103.50	18,000.00
6074 · payroll - Computer Technician		833.33	-833.33	67.50	5,833.35	-5,765.85	10,000.00
Total 6000 · Personnel & Payroll Expense	<u>142,239.25</u>	<u>137,708.67</u>	<u>4,530.58</u>	<u>941,044.40</u>	<u>963,944.65</u>	<u>-22,900.25</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 January 31, 2018

	<u>Jan 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>Jul '17 - Jan 18</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>Annual Budget</u>
6200 · Academic Expenses							
6205 · Books/Curriculum							
6205.01 · Books/Curriculum - Others		567.00	-567.00	6,047.22	3,965.00	2,082.22	6,800.00
6205.02 · Curriculum-Art intergation		200.00	-200.00		1,400.00	-1,400.00	2,400.00
6205.03 · Book/Curriculum-School-wide		1,000.00	-1,000.00	1,741.56	7,000.00	-5,258.44	12,000.00
Total 6205 · Books/Curriculum		<u>1,767.00</u>	<u>-1,767.00</u>	<u>7,788.78</u>	<u>12,365.00</u>	<u>-4,576.22</u>	<u>21,200.00</u>
6211 · Classroom Equipment/Computer		1,666.67	-1,666.67	1,168.14	11,666.65	-10,498.51	20,000.00
6213 · School Furnishings	427.95	500.00	-72.05	3,890.20	3,500.00	390.20	6,000.00
6215 · Academic Supplies-classrm	500.00	433.33	66.67	2,500.00	3,033.35	-533.35	5,200.00
6215.10 · Acad Supp-Other		83.33	-83.33	539.83	583.35	-43.52	1,000.00
6216 · Testing Materials		42.00	-42.00		290.00	-290.00	500.00
6225 · Computer & Software	9.54	166.00	-156.46	1,294.19	1,170.00	124.19	2,000.00
6235 · School (Student) Events	37.87	333.33	-295.46	917.87	2,333.35	-1,415.48	4,000.00
Total 6200 · Academic Expenses	<u>975.36</u>	<u>4,991.66</u>	<u>-4,016.30</u>	<u>18,099.01</u>	<u>34,941.70</u>	<u>-16,842.69</u>	<u>59,900.00</u>
6250 · Other School Expenses							
6251 · Parent Ohana Subsidy Expenses		233.33	-233.33		1,633.35	-1,633.35	2,800.00
6253 · Field Trips	2,997.88	1,916.67	1,081.21	18,232.34	13,416.65	4,815.69	23,000.00
6255 · Parent-Paid School Supplies		2,000.00	-2,000.00	26,465.09	14,000.00	12,465.09	24,000.00
6256 · Uniform Expense	805.76	733.00	72.76	8,016.49	5,135.00	2,881.49	8,800.00
6257 · Yearbook Expenses		75.00	-75.00		525.00	-525.00	900.00
Total 6250 · Other School Expenses	<u>3,803.64</u>	<u>4,958.00</u>	<u>-1,154.36</u>	<u>52,713.92</u>	<u>34,710.00</u>	<u>18,003.92</u>	<u>59,500.00</u>
6300 · Meals Service							
6301 · Breakfasts	1,360.00	1,125.00	235.00	7,840.00	7,875.00	-35.00	13,500.00
6302 · School Lunches	8,127.25	8,042.00	85.25	50,183.25	56,290.00	-6,106.75	96,500.00
Total 6300 · Meals Service	<u>9,487.25</u>	<u>9,167.00</u>	<u>320.25</u>	<u>58,023.25</u>	<u>64,165.00</u>	<u>-6,141.75</u>	<u>110,000.00</u>
6400 · Operating Expenses							
6410 · Insurance	618.74	665.00	-46.26	4,331.18	4,655.00	-323.82	7,980.00
6420 · Equipment Rental & Leasing	1,103.68	1,166.67	-62.99	7,281.68	8,166.65	-884.97	14,000.00
6430 · Operating Supplies							

Voyager - A Public Charter School
Monthly & YTD Stmt. of Income & Expense Budget-to-Actual
For the Period Ended January 31, 2018

	<u>Jan 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>Jul '17 - Jan 18</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>Annual Budget</u>
6431 - Janitorial Supplies	667.42	575.00	92.42	3,012.87	4,025.00	-1,012.13	6,900.00
6433 - Postage		37.50	-37.50	125.40	262.50	-137.10	450.00
6434 - Office Supplies & Expenses	423.76	833.33	-409.57	4,870.10	5,833.35	-963.25	10,000.00
6436 - Office Equipment & Maint.		125.00	-125.00	695.74	875.00	-179.26	1,500.00
Total 6430 - Operating Supplies	<u>1,091.18</u>	<u>1,570.83</u>	<u>-479.65</u>	<u>8,704.11</u>	<u>10,995.85</u>	<u>-2,291.74</u>	<u>18,850.00</u>
6440 - Staff Development & Stipends							
6441.05 - Staff Dev- Others-Title Ila Exp		916.00	-916.00		6,420.00	-6,420.00	11,000.00
6443 - Staff Development		833.33	-833.33	11,208.93	5,833.35	5,375.58	10,000.00
6444 - PD materials		83.33	-83.33	27.18	583.35	-556.17	1,000.00
6460 - Travel/Conferences				1,422.03		1,422.03	
Total 6440 - Staff Development & Stipends		<u>1,832.66</u>	<u>-1,832.66</u>	<u>12,658.14</u>	<u>12,836.70</u>	<u>-178.56</u>	<u>22,000.00</u>
6450 - Printing		41.00	-41.00		295.00	-295.00	500.00
6470 - Misc. Other Operation Expenses							
6471 - Bank or Other Service Charges	38.00	42.00	-4.00	225.50	290.00	-64.50	500.00
6473 - Dues and Subscriptions		292.00	-292.00	1,578.92	2,040.00	-461.08	3,500.00
6474 - Other Operating Expenses		20.83	-20.83		145.85	-145.85	250.00
Total 6470 - Misc. Other Operation Expenses	<u>38.00</u>	<u>354.83</u>	<u>-316.83</u>	<u>1,804.42</u>	<u>2,475.85</u>	<u>-671.43</u>	<u>4,250.00</u>
Total 6400 - Operating Expenses	<u>2,851.60</u>	<u>5,630.99</u>	<u>-2,779.39</u>	<u>34,779.53</u>	<u>39,425.05</u>	<u>-4,645.52</u>	<u>67,580.00</u>
6600 - Facilities							
6610 - Rent/Lease Expenses							
6611.08 - Rent - Wilder Ave	20,942.40	20,855.00	87.40	146,596.80	145,987.00	609.80	250,262.00
6611.09 - Real Property Tax -Wilder Ave.		25.00	-25.00	150.00	175.00	-25.00	300.00
6611.10 - Rent- Offsite Storage Fee	100.00			575.00			
6612.08 - Parking Expense - Off Campus	1,225.13	1,008.00	217.13	7,350.78	7,060.00	290.78	12,100.00
Total 6610 - Rent/Lease Expenses	<u>22,267.53</u>	<u>21,888.00</u>	<u>379.53</u>	<u>154,672.58</u>	<u>153,222.00</u>	<u>1,450.58</u>	<u>262,662.00</u>

Voyager - A Public Charter School
Monthly & YTD Stmt. of Income & Expense Budget-to-Actual
For the Period Ended January 31, 2018

	<u>Jan 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>Jul '17 - Jan 18</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		32,083.35	-32,083.35	55,000.00
6631 - Building & Equipment - R & M	3,377.48	2,625.00	752.48	13,897.65	18,375.00	-4,477.35	31,500.00
6634 - Elevator Repair & Maint.	821.16	350.00	471.16	2,463.48	2,450.00	13.48	4,200.00
6638 - Security/Camera Equip leasing	151.83	166.67	-14.84	1,062.81	1,166.65	-103.84	2,000.00
6646 - Trash	633.50	650.00	-16.50	5,110.00	4,550.00	560.00	7,800.00
Total 6630 - Facilities - Repair & Maint.	<u>4,983.97</u>	<u>8,375.00</u>	<u>-3,391.03</u>	<u>22,533.94</u>	<u>58,625.00</u>	<u>-36,091.06</u>	<u>100,500.00</u>
6640 - Utilities							
6641 - Electricity	2,286.16	3,166.67	-880.51	21,739.27	22,166.65	-427.38	38,000.00
6642 - Water	1,323.78	1,458.33	-134.55	10,604.75	10,208.35	396.40	17,500.00
6643 - Telephone	274.35	282.00	-7.65	1,946.77	1,974.00	-27.23	3,384.00
6644 - Internet	581.14	600.00	-18.86	4,072.27	4,200.00	-127.73	7,200.00
Total 6640 - Utilities	<u>4,465.43</u>	<u>5,507.00</u>	<u>-1,041.57</u>	<u>38,363.06</u>	<u>38,549.00</u>	<u>-185.94</u>	<u>66,084.00</u>
Total 6600 - Facilities	31,716.93	35,770.00	-4,053.07	215,569.58	250,396.00	-34,826.42	429,246.00
6800 - Contracted Services							
6810 - Professional Consultants							
6811 - Audit/Accounting		916.67	-916.67	10,994.00	6,416.65	4,577.35	11,000.00
6813 - Webpage Design & Mait	221.61	125.00	96.61	221.61	875.00	-653.39	1,500.00
Total 6810 - Professional Consultants	<u>221.61</u>	<u>1,041.67</u>	<u>-820.06</u>	<u>11,215.61</u>	<u>7,291.65</u>	<u>3,923.96</u>	<u>12,500.00</u>
6820 - Outside Services							
6821 - Janitorial Service	3,328.44	2,833.33	495.11	22,204.19	19,833.35	2,370.84	34,000.00
6822 - Payroll Service Fees	311.73	325.00	-13.27	2,713.27	2,275.00	438.27	3,900.00
6825 - Hawaii Employee Coucil Fee	483.75	208.00	275.75	1,451.25	1,460.00	-8.75	2,500.00
6826 - Pre-employment Screening Servic		83.33	-83.33	1,319.75	583.35	736.40	1,000.00
Total 6820 - Outside Services	<u>4,123.92</u>	<u>3,449.66</u>	<u>674.26</u>	<u>27,688.46</u>	<u>24,151.70</u>	<u>3,536.76</u>	<u>41,400.00</u>

Voyager - A Public Charter School
Monthly & YTD Stmt. of Income & Expense Budget-to-Actual
For the Period Ended January 31, 2018

	<u>Jan 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>Jul '17 - Jan 18</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>Annual Budget</u>
6830 - State Services							
6831.01 - Admin Fee - DHRD WC & AG CB Fee				1,367.00			
6832 - DOE - MOA		83.33	-83.33		583.35	-583.35	1,000.00
6834 - Hawaii Charter School Network		516.67	-516.67	2,992.50	3,616.65	-624.15	6,200.00
Total 6830 - State Services		<u>600.00</u>	<u>-600.00</u>	<u>4,359.50</u>	<u>4,200.00</u>	<u>159.50</u>	<u>7,200.00</u>
Total 6800 - Contracted Services	<u>4,345.53</u>	<u>5,091.33</u>	<u>-745.80</u>	<u>43,263.57</u>	<u>35,643.35</u>	<u>7,620.22</u>	<u>61,100.00</u>
Total Expense	<u>195,419.56</u>	<u>203,317.65</u>	<u>-7,898.09</u>	<u>1,363,493.26</u>	<u>1,423,225.75</u>	<u>-59,732.49</u>	<u>2,439,814.00</u>
Net Ordinary Income	<u>4,334.20</u>	<u>2,558.77</u>	<u>1,775.43</u>	<u>72,507.28</u>	<u>17,922.15</u>	<u>54,585.13</u>	<u>30,711.00</u>
Other Income/Expense							
Other Expense							
8100 - Depreciation Expense	1,332.00			9,324.00		9,324.00	
8101 - Amortization	1,071.00			7,498.00		7,498.00	
Total Other Expense	<u>2,403.00</u>			<u>16,822.00</u>		<u>16,822.00</u>	
Net Other Income	<u>-2,403.00</u>			<u>-16,822.00</u>		<u>-16,822.00</u>	
Net Income	<u><u>1,931.20</u></u>	<u><u>2,558.77</u></u>	<u><u>-627.57</u></u>	<u><u>55,685.28</u></u>	<u><u>17,922.15</u></u>	<u><u>37,763.13</u></u>	<u><u>30,711.00</u></u>

Facilities Committee Report

Facilities/Safety Committee Report
March 2018

Committee meeting: March 5, 2018, 3:30-4:45pm

Attendees: Evan Anderson, Lynn Chan, Trisha Donaldson, Amy Fiandach, Natalie Dotseth, Kristi Dagdagan (via phone).

Topics discussed:

- 1) Shelter-in-Place emergency procedure (drill scheduled for 3/9)
 - a) Supplies needed for “get inside/stay inside/stay tuned”
 - b) Drill will require relocation to areas w/ indoor access to bathrooms (Caf and 205)
 - c) “Comfort Kits” to include snack, water and comfort item (48 hr requirement)

- 2) Student walk-out protocol and planning (esp. Safety concerns)
 - a) Nationwide walkout: Wednesday, March 14th 10:00am
 - b) Assembly with safety theme (see something/say something, emotional check-in)

- 3) Facility repair/improvement update
 - a) Spall repair commencing
 - b) Playground construction on call for beginning of April

**Excellence In Education
Committee Report**

Meeting Date:	February 28, 2018	Materials to bring to meeting:			★	
Team: (mark with an X)	Ho'okahua (K-2)	Makalapua (3-5)	Ka'apeha (6-8)		SPED/Intervention	Specialists
	All Faculty/Staff	Parent Meeting	Office/Support	X	Committee Meeting	

Members in Attendance (below):	Meeting Norms (below):
<ul style="list-style-type: none"> ★ Donna Estemago, Chairperson (absent) ★ Evan Anderson, Principal ★ Trish Donaldson, Assistant Principal ★ Christine Farmer, Parent ★ Blue Kaanehe, Community Member ★ 	<p>★ Not created at this time.</p> <p>Excellence in Education Committee</p> <ul style="list-style-type: none"> ● 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
Questions that should guide our work: To be developed	<p>Reminders to Group:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Bring research to next meeting ★ Next Meeting Date:

Estimated Time	Agenda Item	Minutes
<i>Example: 10 minutes</i>	<i>Example: Study Trip Volunteers</i>	<i>Example: Take notes below.</i>
45 min		<p>Welcome to new member, Blue Kananehe</p> <p>Christine Farmer shared her recent reading from the "There's Another Way" book and shared her practical application to her own life.</p> <p>Discussion of the Baldrige journey and how we might work towards consistent refinement.</p> <p>How can we gain feedback to determine what stakeholders believe Excellence in Education is to them?</p> <ul style="list-style-type: none"> ● Surveys ● Town Hall Meetings ● Small Group Meetings ● Exit Surveys, Staff and Students

Decision was made to move forward with the Baldrige Application process.

Next step:

1. Familiarize ourselves with Baldrige www.nist.gov/baldrige
2. Connect with ASQ <https://asq.org/about-asq/contact-us>
3. (Evan) Reach out to ASQ, Glen Hamamura & Kaleo:
Reach out to other organizations (Castle Med Center and Hawaii Bank) & Training, Add Baldrige Application to the Budget for SY2018-20
4. Bring research, survey suggestion and questions to our next meeting

Action Items/Questions for Governing Board:



Governance Committee Report

Governance Committee Meeting

March 2018

1. Governing Board Recruitment
 - a. New member recruitment is ongoing, Please refer anyone interested to email me at afiandach@voyagerpcs.com
 - b. Two potential board members have been invited to this meeting or the next

2. Governing Board Policy Review
 - a. Review of previous recommendation for administration to review current policies, identifying those policies potentially needing to be revised

3. Governing Board Calendar
 - c. GB calendar is informed by committee work.
 - d. As committees are meeting please continue to update calendars.
 - e. Governance Committee calendar updated and shared with Governing Board

4. Governance Committee follow up
 - f. Remaining meetings for the current school year March 14, April 11. May 9
 - g. Remaining priorities
 - i. Governing Board evaluation-Sue to take lead with June/July meeting as target date

Resolutions to Consider

RESOLUTION

VOYAGER PUBLIC CHARTER SCHOOL GOVERNING BOARD

MARCH 15, 2018

Resolution: VPCS 2017/18-012

Subject: Board Elections for SY 2018-2019

Whereas The terms for the two teacher representatives and two parent representatives on the Governing Board of Voyager Public Charter School (“Voyager”) end on June 30, 2018; and

Whereas the by-laws of Voyager state the Governing Board will determine the group or association responsible for facilitating the election of Governing Board positions from respective constituent groups.

NOW, THEREFORE, IT IS RESOLVED, the Governing Board of Voyager Public Charter School names Evan Anderson, Principal, as responsible for facilitating the election of the two parent representatives for SY 2018-2019 and Amy Fiandach, Teacher Representative, as responsible for facilitating the election of the two teacher representatives for SY 2018-2019. The Governing Board requests Mr. Anderson and Ms. Fiandach facilitate the elections and report the selection of Board candidates not later than April 30, 2018.

Approve Reject Abstain

Chuck Harris
Donna Estomago
Amy Fiandach
Kristi Dagagan
Bryan Yucoco
Megan Bonnie

[Remainder of this page intentionally left blank]

March 15, 2018

Resolution #: VPCS 2017/18 – 012

IN WITNESS WHEREOF, the Governing Board of Voyager Public Charter School has duly executed this resolution on March 15, 2018.

Name: Chuck Harris
Title: Governance Chair

Charter for
Special Committee to evaluate Future Facilities' options of Voyager Public Charter School

The Governing Board of Voyager Public Charter School establishes a special committee to evaluate and provide recommendations on the options for future facilities for Voyager Public Charter School.

Composition The Special Committee shall consist of no fewer than four (4) members and shall include the Principal, at least one (1) teacher, and at least one (1) parent of a child currently enrolled at Voyager.

Overview of tasking Provide facility options for the following scenarios:

1. Option 1 ... maintain K-8 structure with a maximum of 310 students. Provide at least three options beyond the 2428 Wilder Avenue location.
2. Option 2 ... maintain K-8 structure and expand capacity from 310 to 500 students. Provide at least three options.
3. Option 3 ... expand to K-12 structure and expand capacity from 310 to 500 students. Provide at least three options.

Deliverables	Mar 2018	Report of special committee composition
	May 2018	List of essential and desired facility attributes for each of the scenarios listed above
	Sep 2018	Draft report of findings to include: <ul style="list-style-type: none">• Sites considered• Estimated costs (including a breakdown of up-front costs)
	Nov 2018	Final report and recommendations to Board

RESOLUTION
VOYAGER PUBLIC CHARTER SCHOOL GOVERNING BOARD
MARCH 15, 2018

Resolution: VPCS 2017/18-013

Subject: Adopt revised charter for Special Committee for Future Facilities Options

Whereas Voyager Public Charter School (“Voyager”) currently occupies the three-story school building at 2428 Wilder Avenue that contains approximately 25,000 square feet of space under a lease with Our Redeemer Evangelical Lutheran Church of Hawaii; and

Whereas in February 2018, the Governing Board established a Special Committee to research and report on options for future facilities options and established an initial charter for the Special Committee; and

Whereas the Board desires to update the charter to include having the Special Committee research options that allow for the addition of a Pre-Kindergarten program.

NOW, THEREFORE, IT IS RESOLVED, the Governing Board of Voyager Public Charter School adopts the attached revised charter to the special committee to review Voyager’s facilities’ options.

Approve Reject Abstain

Chuck Harris
Donna Estomago
Amy Fiandach
Kristi Dagagan
Bryan Yucoco
Megan Bonnie

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March 15, 2018

Resolution #: VPCS 2017/18 – 013

IN WITNESS WHEREOF, the Governing Board of Voyager Public Charter School has duly executed this resolution on March 15, 2018.

Name: Chuck Harris
Title: Governance Chair

Revised Charter for
Special Committee to evaluate Future Facilities' options of Voyager Public Charter School

The Governing Board of Voyager Public Charter School establishes a special committee to evaluate and provide recommendations on the options for future facilities for Voyager Public Charter School.

Composition The Special Committee shall consist of no fewer than four (4) members and shall include the Principal, at least one (1) teacher, and at least one (1) parent of a child currently enrolled at Voyager.

Overview of tasking Provide facility options for the following scenarios:

1. Option 1 ... maintain K-8 structure with a maximum of 310 students. Provide at least three options beyond the 2428 Wilder Avenue location.
2. Option 2 ... maintain K-8 structure and expand capacity from 310 to 500 students. Provide at least three options.
3. Option 3 ... expand to K-12 structure and expand capacity from 310 to 500 students. Provide at least three options.
4. **Option 4 ... expand to Pre-K-8 structure and expand capacity from 310 to 350 students. Provide at least three options.**

Deliverables	Mar 2018	Report of special committee composition
	May 2018	List of essential and desired facility attributes for each of the scenarios listed above
	Sep 2018	Draft report of findings to include: <ul style="list-style-type: none">• Sites considered• Estimated costs (including a breakdown of up-front costs)
	Nov 2018	Final report and recommendations to Board

Goals Framework

STRATEGIC FRAMING QUESTIONS FOR VOYAGER GOVERNING BOARD SY 2018-2019 GOALS

Key questions to consider in developing committee-level goals

Financial

- Does the school currently meet all the financial metrics required by its charter?
- What can be done to improve the school's financial position?
- Should the board consider establishing a 501(c)(3) foundation?

Marketing

- Should the school be doing more to attract new students?

Operations

Organization

- Is the leader succession plan up to date and relevant?
- Has the Board provided feedback to the school leaders on their performance?
- Is staff turnover higher than peer schools?
- What improvements should be made regarding the culture and atmosphere for the staff?
- What board positions need to be filled by the end of the school year?

Academic

- Is the school meeting the minimum metrics per its charter?
- What weak areas need focus?

Facilities

- What options does the school have besides the existing facilities?

Strategic

- Are there opportunities to grow the school's student base?
-