

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

Date: April 9, 2015 @ 5:45 p.m.

April Meeting Minutes

Date: April 9, 2015

Agenda - 5:45 p.m.

- I. Call to Order
  - a. Members present: Diane Anderson, George Moyer, Lisa Ota, Shirley Cheung, Jeff Vilardi, Meghan Bonnie, Autumn Soda, Joni Tamayo-Wilson, Amy Fiandach
  - b. Members not present: Neil Harding, Phillip Hasha
  - c. Motion to approve last meeting's minutes as amended:
    - i. George: call for vote
    - ii. Diane: second
    - iii. Approved
  - d. Communications
    - i. Jeff:
      1. Hawaii Charter School Network named Voyager the 2014-2015 Charter School of the Year
        - a. Based mostly on last year's StriveHI scores
          - i. Meeting deadlines and collaborating with Commission
        - b. Emailed Mary Beth congratulations
        - c. Banquet on May 14
          - i. Ticket: \$150, Table: \$1500
          - ii. 2 tickets were awarded, Jeff will attend
- II. Stakeholders Reports
  - a. Parents
    - i. Autumn
      1. Board Recruitment: Diane, Philip, and Blue have responded with potential candidates
        - a. Wednesday, April 29: 8:30-9:30AM
          - i. Candidates can tour Voyager
  - b. Teachers/Staff -
    - i. Amy:
      1. HSA & Smarter Balance testing this month and next month
        - a. Smarter Balance: new Hawaii high stakes testing for grades 3-8
        - b. Students will test using all available technology
        - c. Teachers are currently undergoing training and certification
      2. 4th and 5th Grade Field Trip to Hawai'i Island
        - a. Chaperones have been background checked and have paid their own travel expenses

- c. Principal –
  - i. Jeff:
    - 1. Staffing
      - a. 3rd Special Education position
        - i. Will wait until SY 2015-2016
        - ii. Currently working well with ¾ of SpEd teachers
      - b. Openings posted on Voyager website and Craigslist
        - i. Openings: 1 lunch monitor and 1 middle school math teacher
        - ii. Applications currently accepted
        - iii. Jeff has interviewed and continues to interview potential candidates
      - c. New PE Teacher
        - i. Matt Stanger: temporary hire until June 2015
      - d. 4 resignations
        - i. 2 teachers: Christine Don (official) & Trisha Donaldson
          - 1. Principal intern, Lissette, will replace Christine
          - 2. Eren is slotted to 3rd grade
        - ii. 2 specialists: Kera Sanchez & Jacob Kenyon
          - 1. Current lunch monitor will replace Spanish teacher
          - 2. Evan Anderson will teach music and arts integration/Habits of Mind implementation
            - a. Current student teacher, Alissa, will replace Evan in Kindergarten position
      - e. If budget allows: Jeff wants to include 2 new instructional coaches for staff
    - 2. Lunch
      - a. Parents will be able to pay online
    - 3. Recharge Sessions
      - a. Jeff will lead for SY 2015-2016
    - 4. Habits of Mind
      - a. Title II money was granted for Habits of Mind. Jeff has purchased and received next year's resources.
        - i. Will distribute SY 2015-2016
      - b. Evan Anderson will guide implementation of Habits of Mind
    - 5. Donations
      - a. Cash for picnic tables, computers from Hawaiian Hope, unrestricted cash, Concert revenue (\$1500), HCF donation of \$10K
    - 6. Plus/Delta Day: April 29, 2015
      - a. Teachers will brainstorm on Google Forms
    - 7. Aesop training in progress
    - 8. Campus Clean Up Day

- a. Teachers are appreciative
- b. Blacktop work made a huge difference

### III. Finances

#### a. Joni:

##### i. February Financials

- 1. Lynn received CBA (collective bargaining agreement) in March- expect an increase in line item

##### ii. School Meals: taking a loss

- 1. Income as of February: -\$12,767 (budgeted to lose up to \$20K)
- 2. Ratio of loss is much greater for breakfast than for lunch
  - a. Discontinue breakfast for SY 2015-2016, saving \$4K

##### iii. Net Income: \$65K

- 1. Approaching 13% for fund balance
- 2. Positive variance over annual budget
- 3. Discussed facilities' needs: want to keep good budget moving forward but put some net income back into facilities

##### iv. SY 2015-2016 budget: Jeff

##### 1. Projections based on different enrollment estimates

- a. \$6315-6468 per pupil spending
- b. Enrollment projection: 300 students
  - i. Outgoing vs. incoming teachers will save \$25K
    - 1. Evan: same salary
    - 2. Evan's replacement: first year teacher and lowest on payscale
    - 3. Spanish teacher replaced by aide without certification/degree
    - 4. PE Coach and current music teacher not certified
  - ii. Full time interventionist: \$55K
  - iii. Salary contingencies: principal, office clerk, & SASA: \$14.5K
  - iv. National Board Certification: \$5K
  - v. Tenant Improvement Loan (~\$900/month)
  - vi. What can be reduced?
    - 1. 2nd interventionist
    - 2. full-time specialist (Evan), reduced to halftime
    - 3. R&M reduced

##### c. Potential expenditures

- i. Facilities maintenance
- ii. School nurse
- iii. Book room with leveled readers
- iv. Technology increases

- v. media development (recruiting and PR)
    - vi. playground
    - vii. Fund Balance: reaching 25%
    - viii. Outsourced PD for teachers, PTSO, Governing Board, Principal
    - ix. Stipends for additional work done by staff
    - x. Field Trips
  - d. Staff will have chance to multi-vote on these priorities
- IV. Facilities:
  - a. George:
    - i. Blacktop
      - 1. Facilities must make a bid and schedule work
      - 2. \$10-13K to redo asphalt- will last longer than patching
      - 3. Lisa received a 3rd parent complaint
        - a. "Student teacher was watching children when injury occurred"
          - i. Jeff: Student teachers are employees and have unsupervised times, but are not scheduled for duty alone
    - ii. Loan:
      - 1. Will wait and remain conservative
      - 2. R&N line may need to be increased (sliding scale)
        - a. \$50-60K a year, starting next year
      - 3. Blacktop and electrical box replacements
    - iii. Sinks
      - 1. Jeff: 15 sinks need to be replaced with auto-shutoff. OK to ask parents for funding
      - 2. George: suggests coming up with a priority list before going to parents
        - a. other items to include: auto-timers for lights
- V. Governance:
  - a. Autumn:
    - i. Board Recruitment
      - 1. Packets distributed with information for each member. Please reach out to people in the community with legal, financial, fundraising, PR/marketing, facility management, HR, and nonprofit board experience to apply
- VI. Site Council:
  - a. Jeff
    - i. Deltas: were later prioritized
      - 1. Extracurricular activities
        - a. Stable programs like sports, arts, music/band/choir for High School prep
      - 2. Professional Development

- 3. Fundraising/Money
- ii. Plus/Delta Dat: April 29
  - 1. Google forms used to drive plus/delta anonymous feedback from staff over a longer period of time to plan, problem solve, and consideration necessary
- iii. End of the Year Survey
  - 1. For parents and teachers
  - 2. Committed to looking at Voyager as a whole and Site Council's job
  - 3. Jeff will share data by June Board Meeting

VII. New Business:

a. George:

i. Principal Survey

- 1. Will be used as a part of the evaluation process
- 2. Distributed to parents, faculty, and staff
- 3. Ideally want 2 weeks of response time

b. Jeff:

i. Employment Agreement

VIII. Executive Session

Adjourned 7:15 p.m.

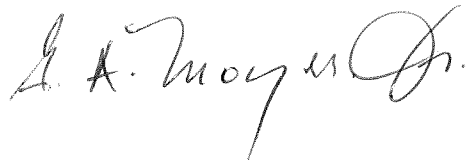
Next meeting is May 7, 5:45 p.m. at Voyager, Room 206.

Respectfully Submitted by:



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Meghan Bonnie, Secretary



George Moyer, Chair