

Voyager, A Public Charter School
Governing Board Members Meeting Minutes

Date: June 26, 2014

Agenda - 6:00 p.m.

I. Call to Order

- a. Members present: Diane Anderson, Phillip Hasha, George Moyer, Lisa Ota, Tirsa Smith, Judy Slawsky, Joni Tamayo-Wilson, Shirley Cheung, Amy Fiandach, Jeff Villardi, Neal Harding

Members not present: Autumn Soda, Meghan Bonnie. This is the last meeting for Tirsa and Judy. Diane mentioned that we are donating our time (gifts). Every donation is large. Judi has been with us for 12 years and served as the finance chair, treasurer, chair of the board,... a huge donation, really appreciate it. Tirsa joined same time as Diane. If we didn't have Tirsa, we wouldn't have the number crunching during those hard years.

New attendees – Jeff Villardi, Dr. Neal Harding, Amy Fiandach

- b. Minutes – Circulated 5/22 minutes as amended. Motion – Lisa; Tirsa – Second.
Approved
- c. Communications – none

II. Stakeholders Reports

- a. Parents – none. Need to clarify the reason for why a parent rep? Parent rep to represent the parents. The Board and/or Governance will work with parents to clarify their (parents) role on the Board.
- b. Teachers/Staff - none
- c. Principal – A new vendor was selected to provide breakfast/lunch service. The price remains about the same but we anticipate the food quality will be better.

We need additional clarification and approval process for teachers from Switzerland teaching at Voyager including background checks, etc. Who oversees these processes?? Jeff would like to offer a process for this partnership and provide at the next Board meeting.

III. Finances

- i. Jeff Villardi is our new principal and will be signing checks going forward.
Motion and seconded. Approved.
- b. Monthly reports – Tirsa: Pretty much on track. Positive as of May 2014. Clarified with Lynn that the carryover was \$19,000 of 2013-2014. End of June 2014 projection is \$120,000 positive. Recommendation Payment of ~\$4,000 to pay to Mary Beth, retro vacation pay. Board approved this payment
Diane sent an inquiry regarding a reserve equal to 25% of fund balance and the fees to the Commission – no response yet.
- c. Update of 2014-15 budget was discussed

IV. Facilities

Lynn spoke to Rotary Club of Honolulu Sunrise about charter schools in Hawaii.

- a. Playground – has been cleared. Basketball hoop will be cleared. This space will be available to whatever use for the school.
- b. Library – Curtains have been ordered through [Amazon.com](https://www.amazon.com), but installation costs (\$1500) are extra.

Amy mentioned that Deb had church group assist in moving the books from the library

- c. Rm. 206 – Duct tape to the wall. All the wiring was done. No condensation when the switch is on... done. When shut off the light switch, then AC and computers were shut down. Amy will notify if there are further issues.
- d. Propose about a discretionary fund for the principal for things that break and do an emergency repair. Tirsia mentioned the budgeted items under section 6631. \$5000 over needs to be approved by the Board. Over \$10000 must go through procurement. Facilities should meet with Principal to outline the R&M costs going forward. a/c units are over 19 years old. Close to \$40,000 to review... 15 A/C unit replaced at \$350 a piece is an initial estimate. Roof is another issue; electrical box. George provided a list of priority due to health and safety. What is the procedure to move forward? Lisa – need to have back-up paperwork. Keep in mind. Procurement process.
Jeff and Phillip review the lease agreement. Just want to make sure that we are responsible for repairing.

V. Governance

Working on a number of things. By Laws and Policies to line up with the contract. Cooperating with Federal and State laws as well. Worked on Voyager Conflict and Complaint procedure and want the Board to vote on that. George – where are the policies stored? Diane – All policies should be on the website by July 1st. Working on the binder of all the By Laws for all the Board. Lisa can send out what we do have. C&C to streamline and reporting for teacher to send to union channels and to where the Board will not be too involved. Board will review and discuss at the next meeting. By Laws – may need to look at the compositions of the members and who they are representing. Look at length of the terms. Safety issues – policy on Natural disasters but not on vandalism, bullying, etc. Went through all the different policies and reviewed. There needs to be some tightening up on handbooks for teachers and parents. Jeff read them and they are not aligned. We want to be aligned per the Commission. Governing documents and school policies, Charter Contract, By Laws, Detail Implementation Plan has been replaced by the Charter Contract.

VI. Old Business

- a. Approve new board member – Dr. Neil Harding – approved
- b. Board Roster/Committees
 - i. Chair – George Moyer
 - ii. Vice Chair – Lisa Ota
 - iii. Secretary – Meghan Bonnie (Meeting Minutes / amend)
 1. Jeff/Deb – post notice, minutes to website; post Board manual

- iv. Treasurer (Finance chair) – Joni Tamayo-Wilson, Diane Anderson
 - v. Facilities Chair – Phillip Hasha, Neal Harding
 - vi. Governance Chair – Autumn Soda, Shirley Cheung, Lisa Ota
 - vii. Functioning Site Council – Jeff Villardi, Amy Fiandach
Create this new Site Council committee which is headed by Jeff. Will be bringing to the table for technology, site issues, academy and parent concerns, safety, curriculum, dress code, etc.
- c. Finalized Board Committee for 2014-15 – Neal – motion; Lisa seconded. Approved
 - d. Transitional items – Fourth Thursday of every month. Once in November and December. Propose move the meeting to the 1st Thursday of every month. Approved

Please inform George on Committee meeting schedule.

First meeting will be August 7th.

- e. Board evaluation and items for future –

+	Delta
Out of the Red because we: - Moved to school location - Examined budget/finance	Clarify roles of board members and stakeholders
Board Members' experience/expertise	New Board – Lacking background knowledge/ institutional knowledge
Board meetings are efficient	More formal training of Board Members: - State offices connect - Charter vs. Public - By Laws Binder
Robust Board recruit	
Principal search process	
Assessment of the Administrative staff - Board interest	Assessment of the Administrative staff – still up in the air
Passion/commitment of board	

VII. New Business

- A. This was Diane Anderson's last meeting as chair. Her many contributions throughout the year on behalf of Voyager were recognized.

New chair George Moyer provided transition notes and leadership principles to the Board. George mentioned that there may be two special board meetings, this year; one in the fall and one in the spring dealing with strategic planning, and enrollment policy. Lisa Ota, Vice Chair will lead this effort.

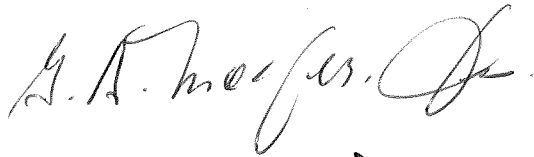
- B. Jeff – Academic excellence, parent community, positive culture on the campus. I am looking at a strategic plan. I created one and created an evaluation on quarterly audits that meets the students needs as an individual. Working towards 12 smart roles. I was able to work on 5 of the

roles. I am hopeful by the end of August that the Strategic Plan will be provided to Board and to hold us accountable on this Site Level. A little bit of culture and climate change but the second we come to agreement, I follow through and am accountable. I believe we can do this but do need checks and balances with the Board. This is my year-long goal. Establish procedures (SOPs) and this Board can do a lot more pieces of what we want to do. I can handle this site council; that's what I can do.

George – Board Member list. There may be two extra meetings on strategic planning and enrollment process.

Adjourned 7:33 p.m.

Next meeting is August 7, 5:45 p.m. at Voyager.

A handwritten signature in black ink, appearing to read "G. Moyer, Jr." with a stylized flourish at the end.

George Moyer (Chair)