

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

Date: August 12, 2014 @ 5:45 p.m.

July Meeting Minutes

Date: August 12, 2014

Agenda - 5:45 p.m.

- I. Call to Order
 - a. Members present: Diane Anderson, Phillip Hasha, George Moyer, Lisa Ota, Joni Tamayo-Wilson, Shirley Cheung, Amy Fiandach, Jeff Vilardi, Neal Harding, Autumn Soda, Meghan Bonnie
 - b. Members not present: All Present
 - c. Minutes – To be reviewed later in meeting.
 - d. Communications –
 - i. Principal: 2014 Enrollment Date set, but no plan for the next school year. Planned to be similar to current schedule
 - ii. Conflict of Interest Form must be completed before leaving tonight's meeting

- II. Stakeholders Reports
 - a. Parents –
 - i. Autumn:
 1. Asked Blue to be the parent board representative. Blue responded with a nice email about back to school picnic
 2. Parents are generally happy with the new school year
 3. Communication is positive- especially re: Hurricane Protocol Communication
 - b. Teachers/Staff -
 - i. Amy and Meghan:
 1. Teachers are satisfied with improved communication from administration
 2. Amy and Meghan will share governing board information with staff during Wednesday staff meetings
 - c. Principal –
 - i. Jeff:
 1. Grateful for positive feedback re: communication
 2. 6-8 Staff Restructuring: praised by families
 3. Specialists now working in AM for improved sense of belonging
 - a. assigned parking space
 - b. attend Wednesday staff meetings

4. Wednesdays: Students will have 40 minutes "PAT" or Physical Activity Time directed by teachers
5. Roadmap to Success: shared with staff objectives designed to meet goals;
 - a. 3 areas of focus-academic excellence, community involvement, collaborative and positive climate at Voyager.

III. Finances

i. Joni:

1. Federal Impact Aid Fund now at \$26,000 from \$18,000. Can only be used for preselected items.
 - a. priority: equip classrooms with technology starting as early as September
 - i. multipoint CPU with 4 monitors to effectively use funds
 - b. Paperwork has been filed by Jeff
 2. \$8,000 for office computers mostly used. Office now has all software and hardware needed.
 3. \$4100 (approximately) has been paid to Mary Beth Barr for vacation buyback and retrograde salary increase
 4. Current net income: \$6400 - less than expected after water bill was fixed from \$1200 to \$12,000.
- b. 2015 Concert will be solely run by PTSO
- i. Money earned will be clearly and specifically targeted for technology
 - ii. 2014 Concert earned \$3900 earmarked to no one
- c. Autumn: PTSO Members needed: \$10 to join
- d. Jeff- 7/18 finance meeting reviewed. Voyager is on positive upward growth after years of hard work.
- e. Cash Flow and Variances: 90% funded because of staffing level changes at this moment, it may change. Look again after enrollment ends.
- f. Lunches: Families are satisfied, although price is higher. Jeff has personally called each family who owed money for lunches and has received some payments. New lunch policy: each student is awarded a maximum of 2 IOUs up to \$10. After, students will not be served and parents will be called. Currently, there are 0 IOUs from students.
- g. Enrollment: currently at about 283. Fliers have been posted, sign on Wilder Ave, website. Autumn- suggests eblast to parents to refer Voyager to friends and family. Jeff will do this. Once enrollment is solid, the forecast can be made more accurate.
- h. Audit from committee will be approved from monthly report. Unanimous vote to approve.

IV. Facilities

i. Phillip:

- a. \$43,000 in budget, including carry over from last year
 - i. Elevator: estimated \$10,500 to fix, needed for ADA compliance

1. Roof leak may be under Section 6 of the lease because it's a structural problem. Landlord will be contacted.
- b. HVAC- current units need to be inspected for condition. \$1200 for each inspection, already budgeted.
 - i. Dr. Harding: ACs need to be chemically cleaned
- c. Other needs: fix electric box, timer switches for lights
- d. Facilities will reassess priorities and have a solid plan next month.
- e. Parent Volunteer Day will be presented to PTSO for small maintenance/cleaning/painting around the school
 - i. "Fall Fix-Up", "Back To School Beautification"

V. Governance

Working on a number of things. General Standards and Procedures for Board need to be on the website for transparency. Autumn received no emails regarding feedback from complaint and conflict resolution forms. Motion to approve not needed, they will be approved as amended. By Laws and Policies to line up with the contract and must be public. Autumn- will give Jeff amended policies including the date of revision and approval. Complaint policy must be revised to include general public and parent complaints- not just personnel. Contract requires internal control and finance policies that must be proposed by school, in infancy stages and Lynn is currently working on this. 7 mandated policies per page 13 of the charter contract. Autumn will cc Jeff on all Governance emails. Governance information has been returned to the correct and original location on website.

VI. Site Council

- a. Jeff-
 - i. Site Council composed of:
 1. Jeff Villardi: principal
 2. Amy Fiandach: board rep
 3. Blue Hottendorf & Joni Tamayo-Wilson: parent reps
 4. Fallon Donaldson & Keanu Rowe: student reps
 5. Lynn Chan: classified staff
 6. Evan Anderson & Anne Everingham: teacher reps
 7. Chablis from Kama'aina: community rep
 - ii. Discuss possibility of making exceptions to the enrollment policy to address the small 6-8 academy size and improve retention
 - iii. Breakfast and Morning Routine
 - iv. Improving the safety and efficacy of dismissal
 - v. Fundraising
- b. Jeff- will report each month

VII. Old Business

- a. owe Admissions Policy- already submitted by Jeff
- b. Sept. 4- committees must get together for meetings within the next few weeks

VIII. New Business

- a. Information and data from the Board should be more accessible: Google Drive a possible option
 - i. Jeff- will set up a folder for Governance Board
 - 1. suggested to use the date in document name
 - b. George: special Saturday morning meeting to discuss by laws
 - i. Sent by Autumn 8/1/14
 - ii. Board Development and Training with succession planning
 - iii. How do we know we're being effective?
- A. Accreditation: a 2 year process, will cost around \$15,000. Now is the time that we are no longer in deficit. Western Association of Schools and Colleges is possible agency to go through. This will benefit school as we evaluate and assess everything about the school, being critical of our practices. The purpose: guarantees public that a quality education is being offered at Voyager, and we may be more likely to be awarded special grants. Jeff suggests starting this in 2015-2016 school year.
- B. Motion to approve last meeting's minutes:
 - a. Autumn: motion
 - b. George: 2nd
 - c. Approved
- C. Jeff- Hiring process: Jeff has no access to F-Drive. We need a procedure before hire for criminal background checks to effectively hire new staff. Reference contract section 10.6 on background checks. Jeff will contact Sue for access to F-Drive before creating new documents. Begin discussion for new alternative to F-Drive: an electronic offsite server was mentioned

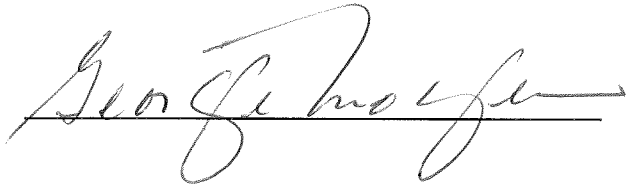
Adjourned 7:37 p.m.

Next meeting is September 4, 5:45 p.m. at Voyager, Room 206.

Respectfully Submitted by:

Meghan Bonnie, Secretary

ATTEST:

A handwritten signature in cursive script, reading "George Moyer", written over a horizontal line.

George Moyer, Chair