

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

Date: September 4, 2014 @ 5:45 p.m.

August Meeting Minutes

Date: September 4, 2014

Agenda - 5:45 p.m.

- I. Call to Order
 - a. Members present: Diane Anderson, Phillip Hasha, Lisa Ota, Joni Tamayo-Wilson, Shirley Cheung, Amy Fiandach, Jeff Vilardi, Neal Harding, Autumn Soda, Meghan Bonnie
 - b. Guests present: Blue Hottendorf
 - c. Members not present: George Moyer
 - d. Motion to approve last meeting's minutes:
 - i. Autumn: motioned
 - ii. Amy: second
 - iii. Approved
 - e. Communications –
 - i. Principal: 2014 Enrollment Date set, but no plan for the next school year. Planned to be similar to current schedule

- II. Stakeholders Reports
 - a. Teachers/Staff -
 - i. Amy and Meghan:
 1. Amy: "Habits of Mind" will be a replacement for FIE. For the first year of implementation, two habits will be introduced to the students per month.
 - b. Principal –
 - i. Jeff:
 1. Has received positive feedback from families about SchoolReach and eblasts
 2. Currently 3 staff openings
 - a. Mandarin teacher resigned. Looking for a replacement specialist teacher (possibly Japanese, music)
 - b. One lunch monitor position open
 - c. PM Janitor, in addition to current staff
 - i. 3:00-7:00 pm
 - ii. funds available
 - iii. cleaning company is a possible source per Phillip
 3. Back to School night: over 75% of parents attended

- a. Recharge Night- discussed if there was still a need for this, typically focused on fundraising and opportunity for parents to connect
 - b. Jeff proposes "Coffee Talk"- an informal parent gathering between the principal and families for Q&A
- 4. PAT time is a success: teachers are engaging their classes with various activities including yoga, hiphop dance, Johnson & Johnson's "Activity Works"
- 5. Extracurricular activities will be coming soon
 - a. Voyager teachers will create a personal LLC, then run after-school classes at Voyager for students.
 - b. Parents would pay a class fee ahead of time- roughly \$145 for 9 weeks (\$15/class)
 - c. Staff would likely pay a small percentage back to Voyager to offset utility costs
- 6. Federal Impact Aid Fund received, increasing bandwidth is needed (current: 7x5; needed: 100x5)
- 7. Jeff reached out to Lutheran High School to obtain 12 parking spaces for Voyager staff.
 - a. September is a trial period, and is at no cost
 - b. Lutheran will assess after the trial period to consider future parking at a rate of the previous off campus parking site
- 8. Advanced Math for 6-8 Academy
 - a. Jeff contacted area schools (Punahou, Lutheran, UH Lab) to inquire of possibly accommodation for Voyager's advanced math students.
 - i. UH Lab is willing to provide their curriculum
 - ii. Lutheran is open to a partnership, but there may be a fee
- 9. Principal's Goals: "Roadmap for Success"
 - a. 1. Voyager will have Response to Intervention (RTI) Tier 1-3 instruction by the end of the year
 - b. 2. Increased communication with parents and community, including through the use of social media (Facebook, Twitter)
 - c. 3. PLCs will be implemented by academy and data-driven instruction
 - i. Building common formative assessments and providing more systematic and effective instruction
 - d. Quality Principal Factors were determined at the Site Council Meeting on 9/4/2014

III. Finances
 a. Joni:

- i. July's statement may reflect a variance in numbers regarding amortizing assets vs. liabilities, but these will decrease over time
- ii. Enrollment currently at 282. Budget was planned for 278
- iii. Fund balance should be equal to about 25% of Total Expenses (approximately \$500,000). This balance is needed for sustainability and the \$140K balance from SY 2013-14 has been earmarked for this. This is required through the charter contract as an indicator for sustainability, though Voyager will not be expected to meet this goal quickly. Positive progress towards 25% is what will be looked at, questioning how can we try to achieve 25% and still be realistic?
 - 1. Savings will be a cushion
 - 2. July's utility expenses (water and electric) were higher than usual. These will be monitored.
 - 3. Philip suggested to call the water company and ask about an inspection for a potential leak
- iv. A+ after school program: Will they pay an intersession fee for the 2014-2015 school year?
 - 1. A+ only paid \$500 to Voyager for the summer break, although utility costs were much higher, students attending were not all Voyager students
 - 2. A+ does not have guaranteed use of Voyager's site without an agreement. New meeting needed.
- v. Elevator, roof leak, and circuit board are still in need of repair. Inspector is scheduled to investigate. Jeff will report in the coming days.
 - 1. Can insurance cover the inspector?
- vi. Board Expense Line Item: Used for related expenses and does not use any Voyager money. Board members donate money (not a tax write-off) to attend an annual charter school dinner
- vii. Finance Policies: Working with Lynn to look at the current policies, and compare these with the policies of other schools- specifically delinquent lunch accounts
 - 1. Final amounts will be available in October after the official student count date
- viii. Parent Pledge: Can be tied into recharge sessions, and has raised funds in the past. Earmarking when fundraising and building rapport with parents ahead of time are key elements to success
 - 1. SY 13/14: \$6,000 (letter was not sent home this year)
 - 2. SY 12/13: \$10,000
 - 3. SY 11/12: \$13,000

- IV. Facilities
 - i. Phillip:
 - a. Necessary to understand the roof problem/leak first
 - b. Energy audit not currently a priority
 - c. Increased time and energy will be focused on the HVAC units. Units need to be chemically cleaned to run effectively. Teacher contract outlines need for good air quality.
 - i. Cleaning: \$8,000 for all units
 - 1. Each unit will take about ½ a day to completely clean, and that upkeep will last for one year. Quarterly maintenance is estimated at \$35 and could prolong the life (3-5 years) of the aging units
 - d. Electric boxes on the roof need to be fixed- potential fire hazard
 - i. \$6,300 available in budget
 - e. Other needs: Lock on roof gate needed for access where no fence is installed
 - i. low priority as it was determined to be structurally sound
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- V. Governance
 - a. Autumn
 - i. The committee is now meeting virtually, and is currently in progress of working on the board manual. After, committee will look at the bylaws, considering emails sent to Autumn with suggestions. Autumn will edit bylaws in a different colored or highlighted font for review. When approved, the font will be changed to black and posted on the website.
 - ii. Terminology in some policies and procedures does not match or is unclear. This will need to be reviewed carefully and cross-referenced with the website.
 - iii. Requested the Finance Committee to finish required documents for the website.
 - iv. At the next meeting, Autumn will bring the Mission Statement and Vision from Charter Contract to ensure it communicates what we want
 - v. Autumn will send Jeff most current policies (including Conflict Resolution and Public Complaint Policies) that are ready for posting to the website.
 - 1. Policies should be more clear to the public and be in compliance
 - 2. Revision dates should be public
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- VI. Site Council
 - a. Amy-
 - i. Specialist opening after 9/19/14: Mandarin teacher resigned
 - 1. Mandarin is a position that is hard to fill with few qualified applicants. Music and Japanese have been considered as alternatives, and would still be in compliance with charter contract (integration of arts). Music can be offered for a trial year and assess later with stakeholder feedback and data regarding its success

- a. Possible kickback from no longer providing Mandarin class is minimal. Only six 6-8 students have chosen Mandarin this school year, and lower grades are easy to adapt to change
- b. Options for the 2015-2016 school year include returning to Mandarin if the position can be filled, keeping music, adding a 6th special so that Mandarin and music can both be offered
- ii. Enrollment Policy: Goal to retain and keep 6-8 numbers high
 - 1. Topic was tabled due to Specialist opening discussion

VII. New Business

- a. Google Drive: Jeff- will set up a folder for Governance Board
- b. Janitor position and application:
 - i. new application documents created are aligned with DOE and DOE guidance will be used when interviewing and hiring new staff
- c. Accreditation: Jeff suggests investigating in SY 2015-2016
 - i. A large task that includes not only academics, but facilities as well. Accreditation is a target to look forward to in the future.
 - ii. HAIS and WASC are both organizations to go through. WASC services WA, OR, CA, and HI. HAIS works with WASC but is local
 - 1. HAIS: Roberta Bishop is a possible future contact
- d. Principal Evaluation:
 - i. In DOE, superintendent evaluates principals using a checklist. For Voyager, the process will involve a lot of feedback and has been designed to be more meaningful
 - ii. Quality Factors: build clear expectations and have open discussions about the job description, hopefully leading to the development of a better job description.
 - iii. Conversations should be open, objective, and candid to encourage transparent discussion.
 - iv. Portfolio:
 - 1. First evaluation: June 2015
 - 2. Each month, principal reflects on goals, actions, and data towards progress
 - a. Jeff has 13 original goals from his strategic plan, and the three previously indicated in the minutes (#6,7,11 from Roadmap for Success) will be the focus of his evaluation
 - b. Data will drive progress
 - 3. December 2014: Jeff will report "Condition of School" to the board for the 1st evaluation
 - a. detailed report, evaluating fiscal responsibility
 - i. specificity on line items

- v. Evaluation process is designed to judge data, not the principal. It focuses on questions, feedback, and data to monitor Jeff's growth, Voyager's growth, and ultimately the students' growth

Adjourned 7:54 p.m.

Next meeting is October 2nd, 5:45 p.m. at Voyager, Room 206.

Respectfully Submitted by:

Meghan M Bonnie

Meghan Bonnie, Secretary

G. A. Moyer, Jr.

George Moyer, Chair