

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

Date: October 22, 2015 @ 5:00 p.m.

October Meeting Minutes

Date: October 22, 2015

Agenda - 5:00 p.m.

- I. Call to Order
  - a. Members present: Shirley Cheung, Jeff Vilardi, Meghan Bonnie, Neal Harding, Autumn Soda, Joni Tamayo-Wilson, Amy Fiandach, Phillip Hasha, Tom Rubel, Chuck Harris
  - b. Members not present:
  - c. Motion to approve last meeting's minutes as amended:
    - i. Phil: Motion
    - ii. Autumn: Second
    - iii. Approved
- II. Communications
- III. Stakeholders Reports
  - a. Parents
    - i. Autumn
      1. Will email to invite parent reps to attend the meetings
      2. Not a lot of news.
  - b. Teachers/Staff
    - i. Amy & Meghan
      1. Staff was trained in the use of StudyIsland.com resources and assessments
      2. Technology delivered: Apple TV in many classrooms
  - c. Site Council
    - i. Amy & Jeff
      1. Quality Principal Factors were drafted on October 15 meeting
      2. Potentially: a PSA/instructional video that gives instruction to Voyager families re: dismissal process. Video can be reviewed at Recharge Sessions and posted on school website.
  - d. Principal
    - i. Jeff:
      1. 2014-2015 Voyager PCS Strive HI Results released: Voyager is a Recognition School (Top 5% of schools in Hawaii)
        - a. Voyager is one of 32 schools, and one of two charter schools that has received this recognition

2. Enrollment: 301 students (Last student enrolled on 10/15/2015 deadline, though the enrollment may not be confirmed, because of last-minute enrollment)
  - a. Special Education numbers have increased
3. PTSO Regal Foods fundraiser raised \$8000
  - a. Earmarked for facilities: interested in carpets
4. New AC units will cost an estimated \$11,000
  - a. One has already been replaced
5. 2015-2016 Principal Goals (three total)
  - a. Feedback Cycles
    - i. Feedback from parents, students, staff
  - b. Charter School Community Involvement
    - i. In both Charter School Network and Charter School Commission's monthly meetings
  - c. Time and Task Management
    - i. Delegate tasks/responsibilities to Voyager Staff

IV. Finances

a. Joni:

- i. Audit covers most information
- ii. Savings account should be considered for certain positions (Article 6) and be mindful of near-term indicators
  1. Article-6 teachers are paid by DOE based on student SpEd enrollment. If student enrollment no longer requires those positions, salary should be available to retain those teachers
- iii. Phil and Autumn: How will 2015-16 budget be calculated? Based on 300 or 280 enrollment?
  1. Safety and facility issues need to be addressed, while still trying to build on fund balance
- iv. Recommendation for approval:
  1. 50% of the surplus 2014-15 carryover for the 2015-16 budget can be used for facilities if needed
    - a. Phil: What will be prioritized? Facilities, or specifically health/safety? (carpet, lights, etc...)
    - b. Neal: Facilities Committee created a 3 year prioritized plan
    - c. Joni: If approved, Facilities Committee should propose a roll-out plan
  2. \$60,000 used to build a surplus for fund balance and \$60,000 to be used for anticipated facility needs
    - a. Unanimously approved
- v. Bad Debt:

1. \$1500 incurred and due 3 or 4 years ago, and it has been approved to write-off this debt in this SY 2015-16
- vi. Salary Increases for office staff: approved
  1. Salary frozen for a few years, and new increase reflects accurate pay-step per bargaining agreements
- vii. September Report: future financial goals, separate savings account

V. Facilities:

a. Neal:

- i. Air Conditioning units still #1 priority: At \$11K each, this will consume a large percentage of facilities budget
- ii. Roof Fencing: repair, not replacement (estimated \$3000-\$5000)
  1. Neal will seek bids
- iii. Playground play area: rubber, wood chips are possibilities
- iv. PTSO fundraisers earmarked for facilities
- v. Safety committee will meet on Tuesday, October 28
  1. Joni: Can Safety Committee discuss bids/estimates and timeframes to effectively plan?

VI. Financial Audit:

- a. Review of revisions: highlighted in yellow (passed out hard copies)
  - i. Deferred rent liability: only significant change
- b. Financial Performance Indicators: Voyager is strong, and future audit problems are not anticipated
- c. Financial Performance Framework Analysis
- d. Voyager intends to start a new foundation:
  - i. CPA recommends a connected nonprofit to receive donations/grants
    1. Section 509(a)(3) Supporting Organizations: A supporting organization is a charity that carries out its exempt purposes by supporting other exempt organizations, usually other public charities. This classification is important because it is one means by which a charity can avoid classification as a private foundation, a status that is subject to a more restrictive regulatory regime.
- e. No indications of fraud, but if anyone feels that fraudulent/suspicious entries were made or need to be reported, please submit to auditors ASAP.
  - i. Joni: Any questions, please submit before the 11/15/15 deadline.
- f. Deadline: November 15, 2015. Voyager is ahead of schedule
- g. Clean Report.
  - i. Motion to Approve C.W. and Associates: Independent Auditor's Report: Amy
    1. Second: Autumn
    2. Vote: Unanimously Approved

VII. Governance:

- a. Autumn:
  - i. Met on 10/20/2015
    - 1. Reviewed policies and suggest the following changes:
      - a. Complaint Policy: Section B, #3
        - i. Carry same sentence into #4 to assert staff/faculty union rights are addressed
      - b. Complaints should be done in writing, and remove “in person or verbal means” to have instances recorded for reference
      - c. #4: Complaints about the principal should be made to the ‘Board Chair’
      - d. Philip: Motion to make these changes
        - i. Neal: Second
        - ii. Approved
    - 2. Finance policies were not reviewed. Will review at a later time.
    - 3. Reviewed all by-laws ‘word by word’
      - a. Last updated: 12/31/2012
      - b. Need to maintain terminology
    - 4. Ongoing recruitment plan
      - a. More community members needed to improve ratios of parent/faculty
    - 5. All policies are on website, with the exception of the Voyager Governing Board bylaws
      - a. Parent complaint policy on website needs to be updated
    - 6. Principal Evaluation and Hiring Procedures will need to be written, and will be started at the next meeting

VIII. Old Business

- a. Joni:
  - i. Third Thursday of the month, at 5:00 pm, for future meetings. Location TBD
  - ii. Commission training was valuable
    - 1. Joni and Jeff recently attended a Charter School Commission “Open House” panel for new charter schools

IX. New Business

- a. Joni:
  - i. Conflict of Interest (effects on parents/teachers)
    - 1. Joni currently Treasurer and Chair, and feeling conflict of interest, and seeking to step down from one position

X. Executive Session

- a. Motion was made for the Board to move into Executive Session at 7:20pm as stated on the Agenda.
- b. Executive Session adjourned at 8:40pm.

Adjourned 8:40 p.m.

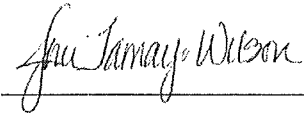
Next meeting will be held on Thursday, November 19th at 6:00pm at Voyager School.

Respectfully Submitted by:



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Meghan Bonnie, Secretary



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Joni Tamayo-Wilson, Governing Board Chair