

**VOYAGER PUBLIC CHARTER SCHOOL**  
**Governing Board Meeting Minutes**  
August 26, 2021, VPCS – Virtual Meeting

**Call to Order - 5:02 pm**

1. Community comment segment (Parents & Public comments - 15 minutes)
  - A. The live stream link will be removed. Parent & Public may use the zoom link or call into the meeting.
2. Roll Call/Determination of quorum:
  - A. Members Present: Evan Anderson, Mandy Phan, Matt Choy, Joleen Lincoln, Kaleokalani Kuroda, Susan Hiwatashi, and Steve Sullivan
  - B. Members Not Present: N/A
  - C. Guests: PJ Foehr

**Consent Agenda**

1. Meeting minutes for July 2021
  - A. Matt moves to approve the July 2021 meeting minutes, Steve seconds Motion passes unanimously.

**Goals for the Meeting – Key Issues facing the Board and VPCS**

2. COVID-19 and Continuity of Services – Current happenings
  - A. Week of 8/23/21, five positive COVID cases were reported on campus. Cases are from one classroom cohort. Class is in quarantine.
  - B. Current steps for sending messages to inform:
    - Notifications sent to liaison at Department of Health; they are responsible for tracking home isolation of positive case
    - Notify close contacts: emails sent to individual students that were affected and need to quarantine (notice includes quarantine period)
    - Notify all adults considered to have been in close contact with the individual(s) who tested positive.
    - Issue broad communication: Inform Charter Commission, and all parents and school staff
  - C. Charter Commission keeps a weekly tally of cases reported. Information
  - D. VPCS to review the implementation of mitigation measures taken and training when there's a positive case reported on campus.
    - Evan to provide guidance to staff, reminding them of the school's multiple layers of COVID prevention then teachers can review their checklists
    - Send reminders to staff on how to keep air purifiers on through the day, how to point oscillating fan towards the open door, turn A/C on to maximum effectiveness, protocols for outdoor eating (lunch).
  - E. Mass COVID testing: Different options available. Will need to explore options. Consider factors:

costs/funding, operations of testing, will it be offered to staff and students.

### 3. Finance Committee, reserves, and discussion on Current Budget

- A. Committee Report included.
- B. Income Statement: Overview school year 20-21 net income \$20,840 (positive). Income lower from July's report due to a large amount was turned into deferred revenue because federal monies were not spent. Monies will move into next school year (spend, expense, recognize revenue).
- C. Enrollment: 286 students; down due to no offerings for distance learning options.

### 4. Voyager Budget

- A. Budget to be submitted to the Commission on September 1, 2021. Steve moves a motion to approve the budget, Kaleo second. Motion passes unanimously.
  - Follow-ups for budget: Breakdown of reserves and how much of operating budget we need to have
- B. Enrollment: Expected budgeted enrollment for next school year 290, previously was 295. Latest projection on per pupil funding is \$7,397/pupil. About \$400 less than previously expected.
- C. Largest increases in cost are from assistant principals, expansion of STEM programs, and interventionists.
- D. The budget results in a deficit of \$238,684
- E. Possible additional expenses: Mass COVID testing for staff/students
- F. Discussed with the committee that if things don't change will need to be ready for next year to make some aggressive cuts.
- G. Possible Volunteer staff positions: Individuals with needed required skill sets (nurse aide, contact tracer)
- H. There are other financial metrics to be aware of when approving:
  - Should not have a deficit to start with (ding on financial metrics and reserves). \*\*Commission provided assurance that there will not be immediate closures of charter schools if they do not meet all financial metrics.
- H. Recommitment to recovery plan discussed. Along with the deficit need to have a plan to get back to black and what that will require.

### 5. Teacher/Staff Representative Update

- A. Michelle Richards - Will serve another term as Staff Representative

### 6. New Business / Additional Matters

- A. Future Facilities Discussion: Paradise Park as a consideration for future facilities for VPCS. Matt will follow up with his contact. Steve had sent an email to the neighborhood board. Goal is to meet with the Manoa Neighborhood Board to discuss including VPCS in future discussions as it relates to having a facility that we would not need to pay rent.
- B. Committee positions:
  - Governance Committee to research if there is a Staff Representative position
  - Finance: Add Joleen Lincoln
  - Facilities: Remove Ali Yasuoka, Add Joleen Lincoln. Need to confirm if Lynn still wants to sit on the committee. Committee also covers COVID Protocols.
  - Excellence in Education: Committee has not met in over a year. Remove Ali Yasuoka. Evan to confirm if the remaining individuals listed would like to remain on committee.
  - School Leader: Dane Carlson confirmed he will provide help.
  - Terms Staff & Parent reps: Intent is to have staggered terms so that no two reps expire

simultaneously. One rep to serve a one-year term and another for a two-year term.

### **Comments on Reports**

#### **1. Finance**

- Finance Committee Report submitted

#### **2. Governance**

- No Report

#### **3. Excellence in Education**

- No Report

#### **4. School Leader**

- No Report

#### **5. Facilities**

- No Report

### **Executive Session**

1. None

### **Adjournment - 6:22 p.m.**

**Next Meeting:** Thursday, September 16, 2021