

VOYAGER PUBLIC CHARTER SCHOOL
Governing Board Meeting Minutes
September 16, 2021, VPCS – Virtual Meeting

Call to Order - 5:06 pm

1. Community comment segment (Parents & Public comments - 15 minutes)
 - A. None
2. Roll Call/Determination of quorum:
 - A. Members Present: Steve Sullivan, Evan Anderson, Mandy Phan, Matt Choy, Joleen Lincoln, Michelle Richardson, Kaleokalani Kuroda, and Susan Hiwatashi
 - B. Members Not Present: N/A
 - C. Guests: PJ Foehr, Christina Conrad, Deb Nishihara, Michelle Tanigawa, Naome Barretto, Shannon Souza, and Deanne Yoshioka

Consent Agenda

1. Meeting minutes for August 2021 and September 2021
 - A. Meeting minutes to be approved during October 2021 meeting.

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

2. COVID-19 and Continuity of Services – Current happenings
 - A. Week of 9/13/21, 1 class under home quarantine due to a positive COVID case in class. Students who were not present in class at the same time as student who tested positive were exempt from quarantine. Teacher provided in-class person learning to the exempt students and having students under quarantine join in via zoom. All students to return to school on Mon, 9/20.
 - B. Safety & Facility and Committee met to consider the Principal's proposal to expand the quarantine requirements to include the siblings of close contacts. Siblings of students who are considered close contact will also need to quarantine and will not be allowed to return to school until the close contact can produce a negative COVID test.
 - Other schools have implemented this policy and protocol for siblings of close contact.
 - The policy will be added to the VPCS guidance document and forwarded to the Governing Board for review.
 - Siblings who are fully vaccinated or per the DOH if a sibling is COVID positive in the past 90 days (individual carries antibodies and is not considered a great risk) are excluded from quarantine.
 - C. Test Kits - School has received over 100 COVID tests kits and will research how to administer them appropriately.
 - Testing will be offered to teachers and staff first. Then to students as parents request.

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

- A. Committee Report included.
- B. Income Statement: Financials reflect better than budgeted. Due to timing, financials do not reflect salaries that begin in August.
 - A salary savings at this time is due to the Assistant Principal position not filled.
- C. Auditor has confirmed that federal monies can be treated as deferred revenue.
- D. Additional federal money to be received is estimated to be approximately \$1000/student.
- E. Financials show a significant loss of \$238K loss, if federal money is received it will make up for it.
- F. If student enrollment is 290, see a surplus of \$50K;
 - Current student enrollment is at 285, w/2 students who will disenroll. Registrar is working on enrolling 4 new students (2nd Grade, 4th Grade, and 7th Grade). Final enrollment count date 10/15/21.
- G. Audit by CW Associates is in process. Presentation to be done at October Governing Board meeting.
- H. Technology items that were purchased with federal money will be reflected in the next financial report.

4. Voyager Budget

- A. Budget will be revised when the federal money numbers received and student enrollment count after 10/15/21.

5. New Business / Additional Matters

- A. Future Facilities Discussion: Paradise Park as a consideration for future facilities for VPCS. Matt reached out to a contact, but had not received a response. Steve had sent an email to the neighborhood board, but had not received a response. Will try reaching out to City Council. Goal is to meet with the Manoa Neighborhood Board to discuss including VPCS in future discussion as it relates to having a facility that we would not need to pay rent. Board as a whole
- B. Procedures for providing the appropriate information for board mtg agenda, minutes, link to mtg, and reports. Board to ensure process for meeting, recording minutes, and distribution of information is done and Governance committee would assist to set policy.
- C. Committees:
 - Governance: No update at this time.
 - Excellence in Education: Will schedule a meeting to get committee moving forward. Evan to connect with Kaleo to look over the Baldrige framework.
 - School Leader: Steve Sullivan (Lead). Steve will reach out to former board member for information.
 - Facilities: Updates for facilities are provided in COVID related updates. A combined committee has been formed; school safety and board facilities to consider questions around COVID safety and protocols.

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. Discussion at end of meeting

Adjournment - 5:49 pm

Next Meeting: Thursday, October 21, 2021