

**VOYAGER PUBLIC CHARTER SCHOOL**  
**Governing Board Meeting Minutes**  
April 21, 2022, VPCS – In-Person & Virtual Meeting

**Call to Order - 5:00 pm**

1. Community comment segment (Parents & Public comments - 15 minutes)
  - A. Comments:
    - No Comments
2. Roll Call/Determination of quorum:
  - A. Members Present: Steve Sullivan, Mandy Phan, Kaleokalani Kuroda, Joleen Lincoln, Michelle Richardson, Susan Hiwatashi, Matt Choy, Evan Anderson (Principal), Lisa Mendonca (Vice Principal),
  - B. Members Not Present: N/A
  - C. Guests: Naome Barretto, Carrie Scheib, PJ Foehr

**Consent Agenda**

1. Meeting minutes for March 24, 2022
  - A. Steven Sullivan moves to approve the March 24, 2022 meeting minutes, Susan Hiwatashi seconds. Motion passes unanimously.

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

1. COVID-19 and Continuity of Services – Current happenings
  - A. Following the Department Education guidelines:
    - Continue the use of masks when indoors (classrooms)
    - If child tests positive will need to quarantine for 5 days
    - No longer need to show proof of vaccination
    - Positive case - Quarantine for 5 days

**New Business / Additional Matters**

2. Discussion of having Assistant VP, Lisa Mendonca serve as interim principal for a year:
  - Currently finalizing the Interim Principal Agreement. There are some administrative functions that need to be completed to finalize the agreement.
  - Lisa has volunteered to serve as the interim principal. Evan will meet with Lisa to discuss and create an action plan for the upcoming school year.
3. Teacher Bargaining Unit Contracts (HGFA, UPW and HSTA) Staff/HSTA members not proposing any changes at this time. However, HSTA Teacher Representative has taken initiative to realign current supplemental agreement with the new organization of the master agreement. AG Office to review the final supplemental agreement after revisions have been made. \*\*Evan Anderson will send to AG's office.
4. VPCS site Lease Discussions: Continue in discussions with Lutheran Church with exercising option to extend the Lease and the terms of the extension. Steve Sullivan and Matt Choy had a meeting with the Treasurer/President of Lutheran Church. The meeting was very productive. Goal is to come to a financial agreement that works for both sides.

5. Bylaw Revision for 2–3-year terms for Board: on behalf of the Governance Committee.

**3.02 Terms and Attendance**

All Governing Board members will be elected to serve for one, 1-2 year term, with the exception of the Principal and who serves as ex officio member during the duration of the contract. Terms will be staggered within each constituent group so that there is continuity for the teacher, parent, and community members by including 1 year terms when necessary. The parents, teachers, and community members may be elected to serve no more than two consecutive, two year terms. Former members are able to serve again once there has been a minimum of a one term break in service.

● *Recommended changes in **BOLD for 3.02 Terms and Attendance:***

- First Sentence – All Governing Board members will be elected to serve for one, **1 – 3 year term**, with the exception of the Principal and who serves as ex officio member during the duration of the contract.
- 2<sup>nd</sup> to Last Sentence – The parents, **teachers / staff**, and community members may be elected to serve no more than two consecutive, **three-year terms**.

**3.03 Elections**

Elections will be held to fill available Governing Board positions from their respective constituent group. The Governing Board will determine the group or association that will be responsible for facilitating the election from each of these groups. The representatives of the community will be elected by the Governing Board. Each position will have a term of 1-2 years. Terms will begin at the July meeting of the Governing Board and conclude at the June meeting after 1-2 years' time. Community members must not have an immediate family relation to a person on the Governing Board who is a member of one of the other represented constituent groups. Persons elected by the Governing Board as community members may not qualify for participation on the Governing Board as a member of another constituent group: parent, teacher, support staff, student or principal.

● *Recommended changes in **BOLD for 3.03 Elections:***

- 4<sup>th</sup> Sentence – Each position will have a term of **1 – 3 years**
  - 5<sup>th</sup> Sentence – Terms will begin at the July meeting of the Governing Board and conclude at the June meeting after **1 – 3 years'** time
- Governance Committee to draft proposed revision to the bylaw and send out to the Board to review. Board to vote on the revision at May's board meeting.
- School Administration to send out email to recruit individuals to fill Board positions that will become vacant at the end of this school year.
- Board seeking Community Members with financial/legal background to join Board.
6. Break - In on 4/1/22 during after hours/Security recommendations:
- Louvers damaged from break in have been replaced. Concern - all windows are louvers.
  - Joleen obtaining alarm system quotes. Forward quotes via email to Board members for review and approval Approval to be ratified at May's Board Meeting.
  - 5 laptops and 1 cellphone were taken during the break in. \*\*No confidential information on laptops
  - Confidential information are locked in secured cabinets
  - Looking into and obtaining quotes to replace louvers with a more secured type of window.
  - Motion detector lighting is an option.
  - Another option is to add another camera. Currently subscribed to a monitoring system, one camera is currently set up at the entry to the school.
7. Sue Dueber - Consultant: Small Business Contract (10C) is being drafted and will be sent to Sue to retain her for consulting services.

**Comments from Committees**

1. **Finance**
  - Committee Report submitted
  - CW Associates to be retained to perform the upcoming Audit. Will retain another firm to perform audit thereafter.
2. **Facilities**
  - No Report submitted
  - Discussed break in
3. **School Leader & Organization**
  - No Report submitted
4. **Excellence in Education**
  - No Report submitted
  - No updates at this time
5. **Future Facilities (Special Committee)**
  - No updates at this time
6. **Governance & Policy**
  - No Report Submitted
  - Kaleo provided handout with information on the Baldrige Education Framework
7. **School Leader & Hiring Committee**
  - Contract is being drafted to retain Sue Dueber as a consultant for the hiring of new school leader.

Committee Composition					
Finance	Facilities	Governance & Policy	Excellence in Education	School Leader & Organization	Future Facilities (Special Committee)
<u>Matt Choy</u>	<u>Evan Anderson</u>	<u>Kaleokalani Kuroda</u>	<u>Kaleokalani Kuroda</u>	<u>Kaleokalani Kuroda</u>	<u>Steve Sullivan</u>
Evan Anderson	Lynn Chan	Susan Hiwatashi	Steve Sullivan	<u>Steve Sullivan</u>	Matt Choy
Lynn Chan	Deb Nishihira	Joleen Lincoln		<i>AdHoc Hiring Committee</i>	
Joleen Lincoln	Joleen Lincoln	Amy Fiandach		Matt Choy	
	Wrayna Fairchild			Mandy Phan	
	Serena Okinaga-La			Susan Hiwatashi	
	Megan Aoki			*Michelle Richardson	
				*Joleen Lincoln	
				<i>*Staff-No voting privileges</i>	

**Adjournment - 6:14 p.m.**

**Executive Session**

1. Susan Hiwatashi makes a motion to move into Executive Session and Steve Sullivan seconds
2. Discussion at the end of meeting

**Next Meeting: Next Meeting will be held on May 19, 2022**