

**VOYAGER PUBLIC CHARTER SCHOOL**  
**Governing Board Meeting Minutes**  
February 17, 2022, VPCS – Virtual Meeting

**Call to Order - 5:10 pm**

1. Community comment segment (Parents & Public comments - 15 minutes)

A. Comments:

- Christina Conrad: What will VPCS policy be in the future regarding the use of face masks when mandates are lifted. Will teachers be supported if they request for the continued use of face masks.
- Christina Conrad: Teacher teams for next school year. \*\*Evan A will follow up directly with Christina as this is a school administration management matter.
- Wrayna Fairchild: Interested in learning more on the hiring process of the new school principal. \*\*Updates to be provided in Governing Board meeting from the Hiring Committee.

2. Roll Call/Determination of quorum:

A. Members Present: Steve Sullivan, Evan Anderson, Mandy Phan, Kaleokalani Kuroda, Joleen Lincoln, and Michelle Richardson, Matt Choy

B. Members Not Present: Susan Hiwatashi

C. Guests: Lisa Mendonca (Vice Principal), Wrayna Fairchild, PJ Roehr, Amy Fiandach, Shannon Souza, Deanne Yoshioka, Naome Barretto, Yoshino Ingram, Lynn Chan, Wendy Taylor, Christina Conrad

**Consent Agenda**

1. Meeting minutes for January 2022

A. Joleen Lincoln moves to approve the November meeting minutes, Steve Sullivan seconds. Motion passes unanimously.

B. Committee Composition to be updated and included in February meeting minutes.

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

1. COVID-19 and Continuity of Services – Current happenings

A. No changes since January.

B. Office administration continues tracking symptoms reported by parents and clarifying with the parents on what the proper quarantine and isolation requirements are based on the latest CDC guidelines which was last updated on February 1st.

**Comments from Committees**

1. **Finance**

- Finance Committee Report submitted
- No change in status items pending
- Received confirmation that it's okay to continue with current Auditor - TW Associates. Will look into hiring a new auditor for the next review.
- Future committee action - continue to track federal money and get the budget completed and reviewed.
- Comment: Evan A: Federal Impact Aid was deposited and distributed (\$20K more than what was

budgeted)

2. **Facilities**

- No Report submitted
- Documentation which the administration office sends out to parents and staff regarding return to work protocols was updated.

3. **School Leader & Organization**

- No Report submitted
- First draft of evaluation has been completed. Steve S to send out to board for review and comment.

4. **Excellence in Education**

- No Report
- No updates at this time

5. **Future Facilities (Special Committee)**

- Steve S and Matt C to meet with Redeemer Lutheran Church to discuss Lease.

6. **Governance & Policy**

- No Report Submitted
- Committee met in early February
- Discussed protocols to support the school leader hiring process
- There were 3 items identified by committee as urgent items:
  - Posting of Interim Principal position
  - Making progress on possible interim solution
  - Send out feedback survey to parents and staff

7. **School Leader & Hiring Committee**

- Meeting held on February 2, 2022
- Committee created to support the Board in the process of the selection of new school leader
- Purpose of committee is:
  - Hire the right school leader
  - Carry on mission and culture of Voyager
  - Ensure an informed decision is made based upon input from key stakeholders (parents, staff, Board, and community)
- Tentative timeline for hiring - 3 ½ months to 9 month proces
- 4 Action items that were to be completed within one week after mtg:
  - Posting job description on VPCS website
  - Timeline of hiring process
  - Draft questions for survey which will be sent to parents and staff
  - Getting input on job description
- Comment: Joleen L-Is there a conflict of interest with the two staff members on the committee in the hiring process. \*\*Awaiting on further guidance from AG's office to confirm.

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		<b>AdHoc Hiring Committee</b>	
Joleen Lincoln	Joleen Lincoln	Amy Fiandach		Matt Choy	
	Wrayna Fairchild			Mandy Phan	
	Serena Okinaga-La			Susan Hiwatashi	
	Megan Aoki			*Michelle Richardson	
				*Joleen Lincoln	
				<b>*Staff-No voting privileges</b>	

### **New Business / Additional Matters**

1. Annual Calender - Mandy update as needed and will be included in March Agenda. Continue to update as needed.
2. Voyager Charter contract renewal for 2023:
  - Received an extension for one year. Originally the new proposal or new contract was due and to be approved by this school year 21-22. With extension, new proposal/contract will be due and approved at the end of the next school year 22-23.
  - The process should start at the beginning of next school year. Added to the annual calendar
  - The new contract is improved with different measures for performance framework and needs attention to detail.
  - Evan A will advise on the Boards involvement on the contract. Should have an updated report on this item by March's meeting.
3. HSTA Members has a supplemental agreement:
  - Evan A, Michelle R (teacher board rep) and one additional board member (community/chair member) should meet to discuss what process each side of the negotiating parties want to follow as the contract is updated to the supplemental agreement for the upcoming school year 22-23.
  - Currently under a memorandum of understanding and it states to keep all the same things in place.

- If teachers want to amend any conditions of the contract other than what is currently being done now, which is just an extension of the previous supplemental agreement (governs extended school day and the pay associated w/extended school day, leave, clauses that are specific to Voyager). Union Representative, Tim and Board Teacher Rep, Michelle should make it known so negotiations can be reopened.
  - From the school side
4. HGEA Union - Does not have a supplemental agreement
  5. VPCS site Lease Discussions: Lease extension notice must be submitted by a certain date. Matt C and Steve S to meet with Redeemer Lutheran to discuss the terms before submitting notice.
  6. Newsletter placed on hold at this time. Will revisit at a later date.
  7. Budget for next school year. Continuity and 5 year plan to be discussed in March mtg.

#### **Executive Session**

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

#### **Adjournment - 5:45 p.m.**

**Next Meeting: Next Meeting will be held on March 17, 2022**