

VOYAGER PUBLIC CHARTER SCHOOL
Governing Board Meeting Minutes
March 24, 2022, VPCS – Virtual Meeting

Call to Order - 5:01 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, Matt Choy, Susan Hiwatashi
 - B. Members Not Present: Evan Anderson
 - C. Guests: Lisa Mendonca (Vice Principal), Naome Barretto, Lynn Chan

Consent Agenda

1. Meeting minutes for February 17, 2022
 - A. Susan Hiwatashi moves to approve the February 17, 2022 meeting minutes, Steve Sullivan 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)
 - Quarantine is not required if there is an in school contact
 - Notification of close contacts is not required for the entire school community
 - No longer need to show proof of vaccination
 - Unvaccinated individuals do not need to get tested weekly
 - Will start to allow limited mixing of cohorts within the grade levels

Comments from Committees

1. **Finance**
 - Committee Report submitted
2. **Facilities**
 - No Report submitted
 - Air condition units repaired
3. **School Leader & Organization**
 - No Report submitted
 - Discussion of acquiring a consultant for the hire of new school leader
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
- Committee met in early February
- Focus is on the hiring process for the new school leader
- Should Sue Duber be retained as a consultant for the hiring of a new school leader and take on more of a leadership role in the hiring. The committee will shift its focus on other governance items.

7. **School Leader & Hiring Committee**

- No updates at this time

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

New Business / Additional Matters

1. Hiring Committee: Steve Sullivan and Kaleokalani Kuroda met with Sue Dueber to put together an agreement for Sue to assist by offering consulting services for the hiring of a new school leader. And discuss some items to help move forward with the hiring.
 - Sue recommended starting the hiring process of the new school leader in early fall of the next school year. Fall is normally when potential school leaders look for job openings.
 - Sue can assist the board and offer her expertise in finding the right school leader for Voyager.
 - The process should start at the beginning of next school year. Added to the annual calendar
 - Sue supports the idea of having an interim principal position until a new school leader is hired.
2. Discussion of having Assistant VP, Lisa Mendonca serve as interim principal for a year.
 - Lisa is a candidate for the interim role because of current role as Assistant VP for the school.
 - In the Agreement drafted for the interim position role, there is language that notes the interim position does not guarantee or agreement that the interim position becomes a full time position. This was language that was discussed with the AG's office.
 - The full time principal position will be open to all candidates.
3. The Annual Calendar has been updated. Board to review and provide feedback on any updates that need to be added or any changes to be made.
4. 1st Amendment to Voyager Public Charter School July 1, 2017 3.0 Charter contract:
 - Board has discussed and reviewed internally
 - The Amendment allows to extend the charter contract term from July 1, 2022 - June 30, 2023.
 - Kaleokalani inquired on how often the board gets updated on how Voyager is performing on the metrics. Prior to COVID Pandemic, updates on how Voyager is performing would be discussed by the Excellence in Education committee and would be reflected in their report sent to the Board. 1st quarter 2020 report would be the last update.
 - Will need to have further internal discussion on how to utilize metrics and if Voyager is meeting scores.
 - Kaleo to assist with interpreting data for the Baldrige Concept.

Consent 1st Amendment

Steve Sullivan moves to approve the 1st Amendment to Voyager Public Charter School July 1, 2017 3.0 Charter contract meeting minutes, Joleen Lincoln seconds. Motion passes unanimously.

**the 1st Amendment will be sent to the AG's office for final review, then the Board Chair will sign and send it to the Charter Commission.

5. Board – Teacher Bargaining Unit Contracts (HGEA, UPW and HSTA) - Will be discussed at next meeting upon Evan Anderson's return.
6. VPCS site Lease Discussions: ICurrently 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 head of finance for the Lutheran Church Board. The meeting was very constructive and it allowed for both Voyager and Lutheran to present their sides. Outlook is a positive conclusion that an agreement will be made that will benefit both parties.
 - Another meeting to be scheduled for Matt C and Steve S to meet with the Lutheran Church Board Finance committee. Goal is to come to an agreement with the church that works for both sides.
 - The meeting was very constructive

Adjournment - 5:32 p.m.

Executive Session

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

Return to General Meeting: Call to Order - 6:09 p.m.

Consent for an Interim Principal Position:

Steve Sullivan makes a motion to extend an offer to Lisa Mendonca to serve as Interim Principal, term to commence on May 1, 2022 and end on June 30,2023.

- The AG's office has approved the contract and offer letter for the Interim Principal position and the Governing Board has approved the terms of the Agreement.
- The Interim Principal is a temporary position. The search for a new school leader will continue in the 2022-2023 school year.

Steve Sullivan moves to approve the offer to Lisa Mendonca for the Interim Principal position, Kaleokalani Kuroda seconds. Motion passes unanimously.

Consent for Sue Dueber Consulting Services:

Sue Dueber submitted a proposal on March 12,2022 a proposal for consulting services for the hiring of the new school leader. The Board has reviewed the proposal.

Steve Sullivan moves to approve the proposal from Sue Dueber for consulting services, Susan Hiwatashi seconds. Motion passes unanimously.

**The AG's office to provide their approval for the proposal.

Adjournment - 6:20 p.m.

Next Meeting: Next Meeting will be held on April 21, 2022