

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

**Call to Order - 5:03pm**

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

**Consent Agenda**

1. Meeting minutes for April 21, 2022
  - A. Susan Hiwatashi moves to approve the April 21, 2022 meeting minutes, Steven 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. No changes in school protocols as it relates to COVID19 since the April 2022 Board Meeting.
  - B. Voyager will be holding an in person graduation ceremony for the 8th grade class. Due to the size of the venue, students are limited to 4 invites each.
2. School currently has 6 cases of home COVID19 test kits on hand. Recommendation made to send teachers a link to the website where they can order free test kits.
3. School Leader Hiring: Sue Deuber - Consultant: Lisa Mendonca, and Evan Anderson to follow up on Small Business Contract (10C) which is contract to retain Sue to retain her for consulting services. To be forwarded to AG's office for review.
4. Teacher Bargaining Unit Contracts (HGFA, UPW and HSTA) Staff/HSTA: Tim, HSTA Teacher Representative currently working on realigning current supplemental agreement with the new organization of the master agreement. AG Office to review the final supplemental agreement after revisions have been made.

5. VPCS site Lease Discussions: Continue in discussions with Lutheran Church with exercising option to extend the Lease and the terms of the extension. The counter offer received from Church - 7% increase in the rent from the baseline \$22,600, thereafter would increase annually according to CPI; 10 year Lease Term. Further discussions to be done in Executive Session for commentary. Thereafter a draft of a counter offer or approval of Lutheran's counter to be presented to the Board for review and approval.
6. Bylaw Revision for 2–3-year terms for Board: on behalf of the Governance Committee:
  - A. Resolution to allow certain board member positions to be able to serve a longer term to keep consistency.
  - B. Resolution submitted to the Board for Approval of Revisions to Term Limits in Governing Board By-Laws submitted to the Board for review and approval.
  - C. Steven Sullivan moves to approves voting from the Board on the By-Laws Revision and amend the Resolution # from VPCS 2017/18-003 to VPCS 2021/22 - 001, Kaleokalani Kuroda seconds. All Board members approved the By-Law revision.
7. 501C Foundation: Look into creating a 501C Foundation for the school. Steve Sullian currently working with an attorney to get costs to set up and information on how to set up. Hope to have more information for the next meeting.
8. Board Members Term - Mandy Phan (Parent Representative) term ending. Mandy to assist with advising the new Board Secretary. Matt Choy (Community Member) to continue to assist with the Finance Committee even if he elects to not continue to stay on the Board. Steve Sullivan (ChairPerson) new Bylaw resolution allows Steve to serve an additional term. Lisa Mendonca has started the process for the search for a new Parent Board Representative. Board to assist with recruiting for Community Members for the Board.

### **Comments from Committees**

#### **1. Finance**

- Finance Committee Report submitted
- Federal Aid for ESSER3 to be \$331K. Lisa Mendonca and Lynn Chan working through identifying costs that will be able to counted for the \$331K.
- Committee has a proposed budget for the next 3 years. Projecting next school year 2022-2023 to have net income of \$12,856. 2023-2024 School Year to have a deficit of \$42,437. 2024-2025 School Year a deficit of \$259,190. \*\*Federal Funding drops off substantially from YTY.
- Lisa Mendonca to consult with PJ Foehr if there is a fund that will cover costs to replenish the Chromebooks that were stolen during the break on 4/1/22. If there is no funding, replenishment of Chromebooks that were stolen and are failing will be funded by ESSER3.
- 2022-2023 Budget to be approved at the next Board meeting.

#### **2. Facilities**

- No Report
- Security - Windows: Lisa Mendonca is awaiting a proposal from Screens & Things for vinyl clips for the window louvers.
- Look into a Security System for the property. Lisa Mendonca to review their current security contracts to see which vendor can assist with providing a system suitable for the property.

**3. Governance & Policy**

- No Report
- Future business will be to work with Sue Deuber on new school leader hiring process
- Bylaws to be updated with the new Resolution and send out for next meeting. Board Chair, Vice Chair, and Governance Committee Chair to sign the resolution.

**4. Excellence in Education**

- No Report & No Update

**5. School Leader & Organization**

- No Report & No Update

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

- No Report & No Update

**7. School Leader & Hiring Committee**

- No Report & No Update

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>	

**Executive Session - 5:41 p.m.**

1. Steven Sullivan makes a motion to move into Executive Session, Susan Hiwatashi seconds.
2. Steven Sullivan invites Lisa Mendonca to the Executive Session.
3. Discussion at the end of Board Meeting.

**Return to General Board Meeting - 5:59 p.m.**

**Adjournment - 6:04 p.m.**

**Next Meeting: Next Meeting will be held on June 16, 2022**