

VOYAGER PUBLIC CHARTER SCHOOL
Governing Board Meeting Minutes
October 21, 2021, VPCS – Virtual Meeting

Call to Order - 5:02 pm

1. Community comment segment (Parents & Public comments - 15 minutes)
 - A. None

2. Roll Call/Determination of quorum:
 - A. Members Present: Evan Anderson, Mandy Phan, Matt Choy, Joleen Lincoln, Kaleokalani Kuroda, Susan Hiwatashi, and Steve Sullivan
 - B. Members Not Present: Michelle Richardson
 - C. Guests: Lisa Mendonca (Vice Principle), Terri Fujii (C&W Associates Auditor), Kurtis Sumida (C&W Associates Auditor), Lynn Chan (Business Manager)

3. Auditor Presentation of Annual Report
 - A. Annual report was presented to the Board by CW & Associates. Report provide background on school and financial information.
 - B. Changes from prior year to this year were described by auditors
 - C. School's total assets in 2021 increased by about \$233,400. Mainly due to increase in schools' cash \$232,800
 - D. Increase in receivables, related to additional state collective bargaining funds that were collected/received after year end
 - E. Property & Equipment decreased from 2020, related to current year depreciation
 - F. School's total liabilities increased in 2021, related to new line item "Refundable Advances" which is related deferred impact aid funds.
 - G. School's net assets which represent equity and accumulation of profit, increased by about \$51,600 related to current year net income.
 - H. Operating revenue decreased by about \$158K, due to decrease in state per pupil funding which was a result of lower student enrollment and decrease in food service income is a result of remote learning.
 - I. Operating expenses declined slightly, there was a decrease in salaries and wages. Academic expense increased due to technology related purchases to assist with remote learning.
 - J. Notes to the financial statement discloses the schools significant accounting policies and other required other disclosures for financial items (cash, property, equipment, leases and related). There were no changes in the school's disclosures from the prior year.
 - K. One item to highlight, Pg. 12, Under note C. Transaction to the State of Hawaii Dept of Education.
 - L. No deficiencies found on the report.
 - M. Steve S moves to approve the audit report and Matt Choy second motion, passes unanimously.

Consent Agenda

1. Meeting minutes for August 2021 and September 2021
 - A. Steve S moves to approve the Aug/Sept meeting minutes, Matt C seconds. Motion passes unanimously.
 - B. August meeting minutes: Michelle Richardson's name was misspelled.

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

1. COVID-19 and Continuity of Services – Current happenings
 - A. No Changes since last month.
 - B. School remains open and no further class quarantines. Student quarantine limited to individuals who were exposed, but were not at school.
 - C. Update from Commission on how to track and proceed with contact tracing - Evan A to read upon update and brief staffing
2. Finance Committee, reserves, and discussion on Current Budget
 - A. Committee Report included.
 - B. Financials on budget.
 - C. \$200K for federal aid funding is not reflected in the financials. No timeframe on when funds will be received and what the exact amount will be.
 - D. Current Enrollment: 288 students registered; Budgeted 290 students. Funding per pupil will be based on the number of registered students.
3. New Business / Additional Matters
 - A. Teacher and student turn over; Evan A to provide an update at November's meeting
 - B. Evan to present Baldrige Quality Processes at November's meeting
 - C. Future Facilities Discussion: Paradise Park as a consideration for future facilities for VPCS. Matt will follow up with his contact. Steve had sent an email to the neighborhood board. Goal is to meet with the Manoa Neighborhood Board to discuss including VPCS in future discussions as it relates to having a facility that we would not need to pay rent. No new update on this matter. Steve will reach out to Ronald Lockwood.
 - D. Committee positions:
 - Governance Committee to research bylaws if able to change title from Teacher Representative to Staff Representative (non-teaching staff member). Kaleo K, researched: Per Bylaws Section 301, Bullet 3.2 - Composition includes Teacher/Staff Representative.
 - E. Website - Joleen has made updates to the website.
 - Social Media Marketing (Facebook/Instagram) – Growing social network presence.
 - F. Board newsletter: Newsletter may be a valuable tool to communicate to families to provide information on the work of the Governing Board. The information would include introductions of board members and the work the board does. This may help families to understand what a board is. Frequency: Quarterly/Annually - Needs further discussion. Voyager School Website has past Newsletters available for view: <https://voyagerschool.com/governing-board-newsletters/>
 - G. December meeting – Tentative Date: December 16th, 2021.
 - Some Policies for the student handbook are going to be revised. Need to confirm if policies need to be approved by the Board. To be further discussed in November's meeting.

H. Governing Board Training:

- Sue Duber (email: deubersue@gmail.com), a consultant for Governing Boards for Charter Schools has offered to conduct a training on best practices of governing boards during November 16, 2021, meeting. Board to elect if training to be held 45 minutes prior to board meeting or at 6pm, after board mtg. Board to send Steve S an email on preferred time.
 - Baldrige Basics presentation – Kaleo K is part of an organization ASQ which governs the Hawaii Award of Excellence which is the Hawaii program for the Baldrige State program in Hawaii. Kaleo along with Glenn Hamamura who is a Baldrige specialist will be holding a presentation on Baldrige Excellence Framework and its benefit, held on November 2, 2021, from 5:30 pm - 6:30 pm. Board members invited to attend presentation.
- I. Voyager Holiday Bazaar held by PTSO. School accepting new and gently used donations on 10/20-10/22. Flyer was distributed to the board.

Comments on Reports

- **Finance**
 - Finance Committee Report submitted
 - Annual Audit Report submitted and presented by CW & Associates. No questions or comments from the Governing Board.
- **Governance**
 - No Report
 - First Governance Committee was held on September 23, 2021.
 - Reviewed governance policies
 - Discussed creating processes and tools to support the board and carry out administrative duties
 - Review Bylaws for alignment with statutes
 - Look into instituting Baldrige based principles of practices through the governance committee
- **Excellence in Education**
 - No Report
- **School Leader**
 - No Report
- **Facilities**
 - Facilities Committee Report Submitted
 - Committee made some recommendations for revisions to reopening strategy
 - Revise language for social distancing 6 ft 3 ft distancing
 - Revision to quarantine protocols
 - System for cleaners to verify COVID protocols for cleaning are being performed. A checklist for reporting any discrepancies in cleaning has been created.

Executive Session

1. None

Adjournment - 6:07 p.m.

Next Meeting: Thursday, November 18, 2021