



## VOYAGER PUBLIC CHARTER SCHOOL

### Governing Board Meeting Agenda<sup>1</sup>

July 22, 2021 VPCS – Virtual Meeting

#### Board Members

1. Steve Sullivan ..... *Community Rep*
2. Joleen Lincoln..... *Teacher Rep*
3. .... *Teacher Rep*
4. Mandy Pham..... *Parent Rep*
5. Susan Hiwatshi..... *Parent Rep*
6. Matt Choy ..... *Community Rep*
7. Kaleokalani Kurado ..... *Community Rep*
8. Evan Anderson <sup>1</sup> ..... *Principal*

<sup>1</sup> Non-voting member

#### Officers

1. Chairperson .....Steve S
2. Vice Chairperson.....(Vacant)
3. Secretary .....Mandy P.(interim)
4. Treasurer ..... Matt C

#### Standing Committees & Chairs

1. Governance .....(Vacant)
2. Facilities ..... Evan A
3. Finance ..... Matt C
4. Excellence in Education .....Kaleokalani K.
5. School Leader & Org .....(Vacant)

| Time | Item | Discussion Lead |
|------|------|-----------------|
|------|------|-----------------|

5:00 pm

**Call to Order**

1. Community comment segment (Parent and Public Comments 15 min) .....Open Discussion
2. Roll call/Determination of quorum ..... Chairman

**Consent Agenda**

1. Meeting minutes for June 2021 (Attached for review and approval) ..... Board Discussion
2. Meeting minutes for May 2021 (Attached for review and approval) ..... Board Discussion

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

3. Secretary and Vice Chair Nominations .....Board Discussion
4. COVID-19 and Continuity of Services – Current happenings .....Board Discussion
5. Finance Committee report .....Board Discussion
6. Future Facilities Discussion (Manoa Paradise Park discussion) .....Board Discussion
7. Brief Security Update - Facilities. ....Board Discussion
8. Committee discussion (see page 2 of Agenda) .....Board Discussion
9. Student/ Parent Handbook .....Board Discussion
10. New Board – Committee Vacancy discussion .....Board Discussion

**Comments on Reports**

1. Finance ..... Matt C
2. Governance .....(Vacant)
3. Excellence in Education ..... Kaleo
4. School Leader ..... (Vacant)
5. Facilities ..... Evan

**Executive Session**

1. Executive Discussion at End of Meeting – .....Board Discussion

**Adjournment** <sup>2</sup>

Next Meetings: August 19,2021

<sup>1</sup> Contact the Voyager Main Office at (808) 521-9770 at least 7 days prior to the scheduled meeting date if auxiliary aid/service or accommodation is required due to a disability. Voyager will make every effort to obtain the requested service or accommodation if the request is made less than 7 days prior to the meeting but cannot guarantee filling such requests.

<sup>2</sup> Following adjournment, if required, the Board will hold an Executive Session, a non-public meeting of the VPCS Board to discuss matters where confidentiality is a concern. A two-thirds majority vote is required to convene a non-public Executive Session.

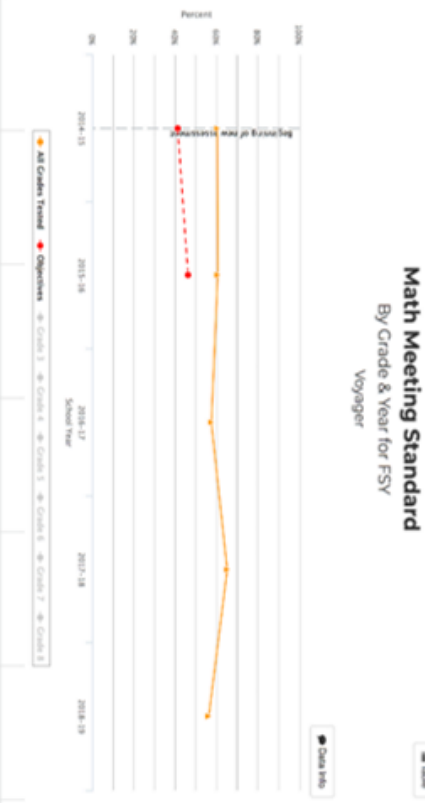
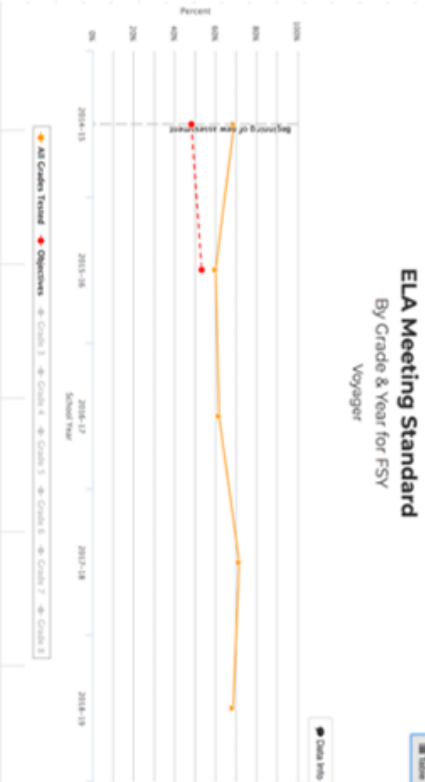
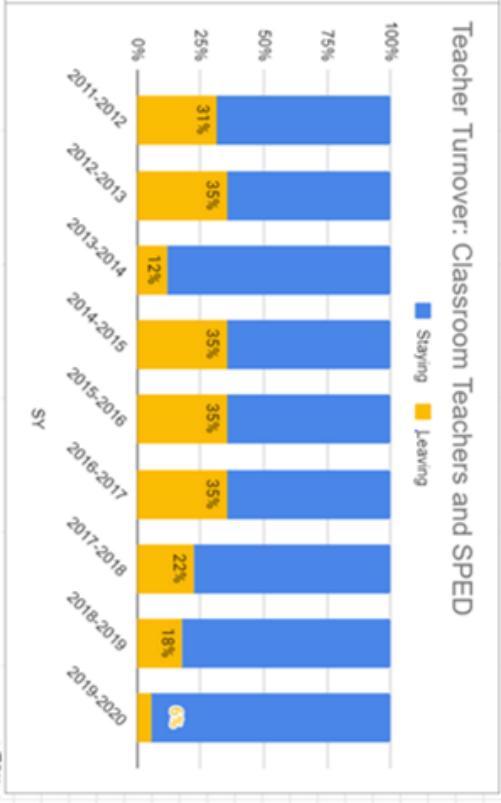
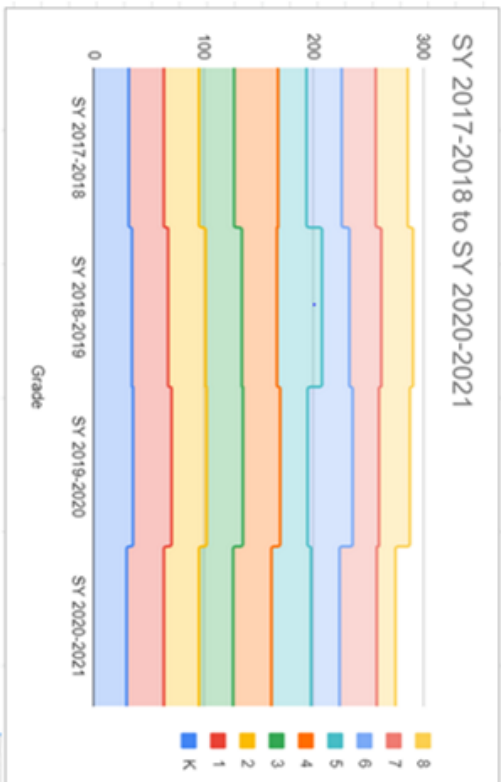
## VOYAGER PUBLIC CHARTER SCHOOL Governing Board Dashboard SY 2020-2021

| Board Attendance                   |         |         |      |     |     |     |     |     |     |     |     |     |     |     |
|------------------------------------|---------|---------|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| <u>Board Year 7/2021 to 6/2022</u> |         |         |      |     |     |     |     |     |     |     |     |     |     |     |
|                                    | Start   | End     | July | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun |
| Steve Sullivan                     | Jul '20 | Jun '22 |      |     |     |     |     |     |     |     |     |     |     |     |
| Matt Choy                          | Jul '20 | Jun '22 |      |     |     |     |     |     |     |     |     |     |     |     |
| Kaleokalani Kurado                 | Jul '21 | Jun '23 |      |     |     |     |     |     |     |     |     |     |     |     |
| Susan Hiwatshi                     | Jul '21 | Jun '23 |      |     |     |     |     |     |     |     |     |     |     |     |
| Mandy Phan                         | Jul '20 | Jun '22 |      |     |     |     |     |     |     |     |     |     |     |     |
| Vacant                             | Jul '21 | Jun '23 |      |     |     |     |     |     |     |     |     |     |     |     |
| Joleen Lincoln                     | Jul '21 | Jun '22 |      |     |     |     |     |     |     |     |     |     |     |     |
| Evan Anderson                      | Jul '17 | N/A     |      |     |     |     |     |     |     |     |     |     |     |     |

| Committee Composition (Discussion at 7/2021 meeting) |               |                     |                         |                              |                                       |
|--|---------------|---------------------|-------------------------|------------------------------|---------------------------------------|
| Finance  | Facilities    | Governance & Policy | Excellence in Education | School Leader & Organization | Future Facilities (Special Committee) |
| Matt Choy  | Evan Anderson |                     | Christine Farmer        | Dane Carlson                 | Steve Sullivan                        |
| Evan Anderson  | Ali Yasuoka   |                     | Blue Kaanehe            | Steve Sullivan               | Evan Anderson                         |
| Lynn Chan  | Lynn Chan     |                     | Deb Nishihira           |                              | Matt Bittick                          |
|  | Deb Nishihira |                     | Angela Mendiola         |                              | Matt Choy                             |
|  |               |                     | Wrayna Fairchild        |                              |                                       |
|  |               |                     | Alison Yasuoka          |                              |                                       |
|  |               |                     | Kaleokalani Kurada      |                              |                                       |

# SY 2019-2020 Student Enrollment and Teacher Turnover

## Student Enrollment and Teacher Turnover





DRAFT

VOYAGER PUBLIC CHARTER SCHOOL  
Governing Board Meeting Minutes  
June 17, 2021, VPCS – Virtual Meeting

Call to Order - 5:09 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, Sandra Bollozos-Fraticelli, Matt Choy, and Steve Sullivan
  - B. Members Not Present: Melissa Young and Michelle Richardson
  - C. Guests: Kaleokalani Kuroda and Joleen Lincoln
  - D. No quorum.

Consent Agenda

1. Meeting minutes for May 2021
  - A. No quorum. Could not vote on the May 2021 minutes. Voting to be done in July 2021 mtg
  - B. Board to also vote on June 2021 minutes in the July 2021 meeting.

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

2. COVID-19 and Continuity of Services – Current happenings
  - A. 2021-2022 School Year: Plan is to return to full in-person learning, unless directed otherwise by Department of Health (DOH)
  - B. Waiting for guidance from the DOH and Department of Education (DOE) on preparation for reopening of schools. Will adopt as closely as possible. Voyager currently draws from the DOE COVID reopening and safety handbook. Will defer less when re-open in fall.
3. Finance Committee, reserves, and discussion on Current Budget
  - A. Committee Report included.
  - B. Income Statement: Through April positive net income of about \$214K, due to 1) received \$203,687 in Federal Aid which must be spent on Covid related expenses 2) expenses were down due to not operating 100% in person, and 3) cut in revenue was projected, but did not happen.
  - C. \$100K of the federal aid will be spent on new technology for students, primarily Chromebooks. Consider spending/using funds to purchase desk partitions to support in person learning.
  - D. Discuss with commission on extension to spend funds past the June 30<sup>th</sup>, 2021, deadline. Some materials have a long lead time and vendors are overwhelmed with fulfilling orders.
  - E. Enrollment: On track and student enrollment aligns with projected 295 enrollments. Seventh grade has 7 open spots, all other grades have been filled. If the 7 spots are filled, it will bring the total student count to 302 which would be great.
4. Voyager Budget
  - A. Budget Submission to Commission: No actions required by the board at this time. State budget

5. Teacher/Staff Representative Update

- A. Joleen Lincoln, elected in last meeting as new Teacher/Staff representative starting July 2021.
- B. Board Secretary: Interim to be filled by Mandy Pham. Sandra will send today's meeting minutes to Mandy for distribution/review to board in time for July 2021 meeting.

6. June Elections

- A. No quorum. No other nominations this month.
- B. Positions ending June 2021: Michelle, Melissa, Susan, and Sandra.
- C. Kaleokalni Kurado, elected in May 2021 meeting as new Community Representative starting July 2021.
- D. Susan Hiwatshi, elected in May 2021 new Parent Representative starting July 2021.

7. Student/Parent Handbook

- A. Update for 2021-2022 school year. Additional wording to include a focus on commitment to the values of the school;
- B. Joleen is doing the document – does not need a vote; and
- C. Will be sent out July 2<sup>nd</sup>, 2021.

8. New Business / Additional Matters

- A. Future Facilities: Paradise Park - Manoa Neighborhood Board expressed interest to purchase property. Want to meet with MNB possibility to have a facility that we do not have to pay rent. Check into have a meeting/discussion w/ MNB.
- B. Evan request to Kaleo: Resume "Excellence In Education" meetings when on board.

Comments on Reports

- 1. Finance
  - o Finance Committee Report submitted
- 2. Governance
  - o No Report
- 3. Excellence in Education
  - o No Report
- 4. School Leader
  - o No Report
- 5. Facilities
  - o No Report

Executive Session

- 1. None

Adjournment - 5:47 pm

Next Meeting: Thursday, July 15<sup>th</sup>, 2021

---

## LOGIN Meeting Info

July 22 – 5:00 p.m.

<https://meet.google.com/enx-wkar-sfg>

Livestream: <https://stream.meet.google.com/stream/b970a0b8-b1a0-45aa-a80b-c5e83fcdde64>

Join by phone: (US) +1 401-903-3438 PIN: 627 824  
089#

# Governing Board Annual Calendar

updated  
11.14.19

## Voyager Public Charter School Governing Board Annual Calendar

| MEETING MONTH | BOARD ACTION  | EXTERNAL REPORTS DUE/KEY VPCS TASKS AND DUE DATES                              | DUE    |
|---------------|---|--|--------|
| July          | Review governing Board Roster and Bylaws  | Last day to add Student Value Added measures                                   | Jul 1  |
|               |   | Submit policies and procedures required by section 8.9 of the charter contract | Jul 1  |
|               |   | Submit current executed school lease for all school locations to HSPCSC        | Jul 1  |
|               |   | List of key school contacts due to HSPCSC                                      | Jul 1  |
|               |   | Letter of intent to amend Exhibit A due to HSPCSC                              | Jul 1  |
|               |   | Signed Statement of Assurances due to HSPCSC                                   | Jul 1  |
|               |   | UIPA annual log due to HSPCSC  | Jul 12 |
|               |   | Fourth quarter financials due to HSPCSC  | Jul 31 |
| August        | School-level Behavior Data Report (Excellence in Ed.)<br>Review schedule of annual Board meetings posted publicly and on school website                 | Governing board meeting schedule posted on school website                      | Sep 1  |
|               |   | Governing Board Roster and Bylaws due to the Commission                        | Sep 1  |
| September     | Academic Report- iReady (Excellence in Ed.)<br>Satisfaction Results- School Quality Survey: Teacher, Parent, Student Report (Excellence in Ed.)         | Teacher Licensure Information  | Sep 1  |
|               |   |  |        |
| October       | Review & approve Financial Audit  | Final Performance Report from Commission                                       | Oct 1  |
|               |   | Immunization Report Due to DOH (submit directly to DOH)                        | Oct 10 |
|               |   | 1st quarter financials due to the HSPCSC                                       | Oct 31 |
| November      | Academic Report- Strive HI (Excellence in Ed.)  | Annual financial audit due to the HSPCSC                                       | Nov 1  |
| December      |   | Student admission packet due to the HSPCSC                                     | Dec 2  |
| January       | Choose groups to facilitate upcoming elections<br>Satisfaction Results (Teacher Quality Survey) & school-level Behavior Data Report (Excellence in Ed.) | School year calendar for next SY due to the HSPCSC                             | Jan 2  |
|               |   | Teacher licensure #2 due to the HSPCSC   | Jan 10 |
|               |   | Immunization report due to DOH (submit directly to DOH)                        | Jan 10 |
|               |   | UIPA Semiannual Log due to the HSPCSC  | Jan 10 |
|               |   | 2nd quarter financial statements due to the HSPCSC                             | Jan 31 |
| February      | Board Review of Draft Budget for upcoming year (Fin)  |  | Feb 20 |
| March         | Academic Report- Progress toward Value-Added Measures (Excellence in Ed.)   |  |        |
| April         |   | 3rd quarter financial statements due to the HSPCSC                             | Apr 30 |
| May           | Review draft Board Calendar for upcoming year (Gov)<br>Board approval of Final Budget for upcoming year (Fin)   | Fire inspection due to the HSPCSC  | May 4  |
|               |   | Projected enrollment due to Charter Commission                                 | May 15 |
|               |   | Last day to add Student Academic Outcome measures                              | May 15 |
| June          | Approve Board Calendar for upcoming year (Gov)  | Last day for Commission to provide list of reports and due dates               | Jun 1  |
|               |   | Annual budget due to Charter Commission  | Jun 15 |
|               |   | Report on ensuring school use of feedback tools                                | Jun 30 |
|               |   | Share results, findings of use of tools  | Jun 30 |

# **Finance Committee (Pending Report)**

Need Updated. Pending.



## **By Laws – Regarding Governing Officers**

### **Discussion on 1 open Vacancy (Secretary) and upcoming opening for (Vice Chair)**

#### **4.05 Vice Chair of the Governing Board**

In the absence, disability or refusal to act by the Chair, the Vice Chair shall perform all of the duties of the Chair, and when so acting shall have all the powers of and be subject to all the restrictions upon the Chair. The Vice Chair of the Governing Board shall have such powers and perform such other duties as from time to time may be prescribed by the Chair, the Governing Board or the bylaws.

#### **4.07 Secretary**

The Secretary shall keep the attendance roster and minutes of all meetings of the Governing Board. The Secretary shall keep or cause to be kept a register showing the names of the members and officers with their contact information. The Secretary shall give notice in conformity with state requirements and the by laws of all meetings of the Governing Board. The Secretary shall also perform all other duties assigned by the Chair or the Governing Board.

**3.01 Par4-** The Governing Board may vote to increase the total number of members to meet current needs. Additional restrictions to the constitution of the Governing Board:

- No more than one -third of the members of a Governing Board can be employees or relatives of employees of Voyager Public Charter School under the jurisdiction of that Governing Board.
- No employee or relative of an employee of Voyager Public Charter School may serve as the chair of the Governing Board of that charter school unless the State Public Charter School Commission grants an exemption based upon a determination that it is in the best interest of the school.
- No parent of a student of Voyager Public Charter School may serve as the chair of the Governing Board of that charter school unless the State Public Charter School Commission grants an exemption based upon a determination that it is in the best interest of the school.
- Any employee of Voyager Public Charter School will recuse themselves when confidentiality is a concern in personnel matters.