



ODYSSEY  
CHARTER SCHOOL, INC.

**Board of Directors**

Leslie Maloney, *President*  
Thomas Cole, *Vice President*  
Amanda Larson, *Treasurer*  
Nick Holpfer, *Secretary*  
Sonja White, *Director*

**Wednesday May 16, 2018, 5:15 p.m.  
Meeting Minutes**

The mission of Odyssey Charter School, working in partnership with the family and the community, is to help each child reach full potential in all areas of life. Our aim is to educate the whole child with the understanding that each person must achieve a balance of intellectual, emotional, physical, moral, and social skills as a foundation for life.

**A. OPENING EXERCISES**

- Call to Order & Establish Quorum – *The meeting was called to order at 5:16 p.m. Those in attendance were Leslie Maloney, Thomas Cole, and Nick Holpfer. A quorum was established.*
- Pledge of Allegiance
- Adoption of the Agenda – *Adopted under one motion by Leslie Maloney; seconded by Thomas Cole.*

**B. PUBLIC COMMENT** (Members of the public that wish to address the Board must sign-in and will have 3 minutes to speak. The Board will not address the presenter or take action at this time) – *Two presenters addressed the Board. The presenter concerns were also provided in writing and will be provided to the Board.*

**C. PUBLIC PRESENTATION**

1. Construction Preliminary Design – Constance Ortiz, GA and Larry Maxwell, Spacecoast Architects – *Proposing a building for PreK and VPK on the Eldron property and move both OPA and OCS to this building. Also proposed is a gymnasium on the Wyoming campus. Constance reviewed the Bond project fund balance for current projects, a sample project estimate worksheet, and the 2018 bonds project cost estimate. Larry Maxwell presented preliminary plans for the building projects (Childcare building and Gymnasium). Larry presented a proposal for a 19,000-20,000 sq. ft. gym, band room, stage, art room, locker room, a canteen for events, and public restrooms with a shade canopy to cover entry from the main campus to the gymnasium. The childcare center would have its own parking, 5 classrooms and administration suites and a proposed counseling suite area. If the school can purchase the property behind the school, a new parking lot and carloop with a covered rain canopy. Leslie asked when the construction would start. Constance explained they would like the project to be complete by July 2019 contingent upon rezoning, permitting and construction bidding. Management will review with David Cohen, Legal Counsel.*

**D. MANAGEMENT COMPANY REPORT**

1. Draft Budgets – *Beth Crist presented the preliminary draft budgets for OCS and OPA which include an increased student enrollment. OCS student increase of 100, budgeted for 1,505 and projected 1532, Conservative budget 1% FTE increase and increase of Capital Outlay of 30% and pay for performance for effective and highly effective, as well as some capital projects outside of bond projects. The budgets also include decrease in Title I 25%. Science curriculum adoption on agenda, also included in the budget. OPA student 400 students projected 414.*

**E. SITE ADMINISTRATOR REPORT**

**F. INFORMATION**

1. Spacecoast Architects Proposal – *Proposal document presented to the Board. In the review process.*
2. Buildi5g Hope Proposal for construction management acting as owner’s representative – *Proposal presented to the Board. In the review process.*
3. Paychex Employee Handbook -

- G. CONSENT AGENDA** (Items below are considered routine and will be approved in one motion. There will be no separate discussion of these items unless a Board Member so requests, in which case the item(s) will be removed from the consent agenda and considered and placed on the Action Agenda) – *Approved under one motion by Leslie Maloney; seconded by Thomas Cole.*

**Odyssey Charter School, Inc. Business:**

1. **APPROVED:** Approve the Minutes of the Odyssey Charter School, Inc. Board of Director’s Meeting for January 25, 2018 as presented.
2. **APPROVED:** Receipt of 2016-2017 Tax Form 990.
3. **APPROVED:** Approve the 2018-2019 Board Meetings Calendar.
4. **APPROVED:** Approve the 2018-2019 Employee Calendars.
5. **APPROVED:** Approve the 2018-2019 School Student Calendar.
6. **APPROVED:** Approve the 2018-2019 Wellness Policy.
7. **APPROVED:** Approve the revised Uniform Policy.
8. **APPROVED:** Approve the revised Independent Contractor Agreement.
9. **APPROVED:** Approve the revised Teacher Employment Agreement.
10. **APPROVED:** Approve the Collaborative Educational Network, Inc. Agreement.
11. **APPROVED:** Approve the revised adjusted salary scale, including pay for performance, to take effect for the 2018-2019 fiscal year.
12. **APPROVED:** Ratify approval of the May 1-6, 2018 Site Administrator, AP and staff professional development at the National Green School Conference not to exceed \$11,000.
13. **APPROVED:** Approve the June 27-29, 2018 Site Administrator and AP professional development at the Culture Keepers Principal Leadership PLC Work Institute not to exceed \$7,000.
14. **APPROVED:** Approve new K-12 Science curriculum for all schools Discovery Education, not to exceed \$110,000, effective at the beginning of the 2018-2019 school year for five years.
15. **APPROVED:** Approve the resolution titled “Action of the Board of Odyssey Charter School, Inc. (For Additional Facilities for Eldron Boulevard and Wyoming Drive Campuses)”.
16. **APPROVED:** Approve the Edwards Cohen Engagement Letter for Legal Services with regards to the expansion of both Odyssey facilities.
17. **APPROVED:** Approve agreement for financial advisory services with Charter School Services Corporation not to exceed \$10,000.



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18. **APPROVED:** Approve engagement with Ziegler and Company as lead underwriter for tax-exempt bonds.

**Odyssey Charter School Business:**

19. **APPROVED:** Approve the 2017-2018 Second and Third Quarter Financial Reports.  
20. **APPROVED:** Approve the 2018-2019 Draft Operating Budget.  
21. **APPROVED:** Ratify approval of the Elementary and Jr/Sr High Dell computer equipment lease/purchase agreements.  
22. **APPROVED:** Approve to establish Odyssey Jr/Sr High as a Community Eligibility Provision (CEP) school.  
23. **APPROVED:** Approve Summer Camp out-of-county field trip requests to the Orlando Science Center and Wonderworks in Orlando, FL.  
24. **APPROVED:** Ratify approval of Dorette Thompson to teach out-of-field in MG Math 6-12 for the 2017-2018 school year.

**Odyssey Preparatory Academy Business:**

25. **APPROVED:** Approve the December 2017 and the January, February and March 2018 Monthly Financial Reports.  
26. **APPROVED:** Approve the 2018-2019 Draft Operating Budget.  
27. **APPROVED:** Ratify approval of the Dell computer equipment lease/purchase agreement.  
28. **APPROVED:** Approve the Speech Therapy agreement with Orange Tree Staffing.

**Orion Preparatory Academy-Brevard Business:**

29. **APPROVED:** Approve the December 2017 Monthly Financial Reports.

**H. ACTION AGENDA** (Items for Discussion by the Board) – *Approved under one motion by Nick Holpfer; seconded by Leslie Maloney.*

1. Approve to remove inactive Board member, Sonja White, and declare Board position as vacant. *We are having difficulty reaching Ms. White and she has been inactive.*
2. Approve the Principal Best and Brightest bonus for Site Administrators, Wendi Nolder and Monica Knight in the amount of \$2,500 each. *Title I schools receive \$5,000 for a bonus for Best and Brightest highly effective Principals. Since the school has two Site Administrators, Constance is recommending a bonus of \$2,500 each.*
3. Designate a Board member to work with school attorney, Melissa Gross-Arnold, to negotiate the renewal of the Green Apple School Management Agreement. *Thomas Cole volunteered to be the designee to work with the school's attorney on the negotiation of the renewal of the Green Apple School Management Agreement.*

**I. BOARD DIRECTORS' REPORT**

**J. ADJOURNMENT** – *The meeting adjourned at 6:18 p.m.*

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The undersigned hereby certifies that he/she is a Director and/or Officer of **ODYSSEY CHARTER SCHOOL, INC.**, a not-for-profit corporation organized and existing under the laws of the State of Florida, and that the above is a true and correct copy of the meeting minutes of the Board of Directors of said corporation and the individual charter schools sponsored by the said corporation.

The minutes were adopted by the Board of Directors at a meeting held on June 21, 2018.

**ODYSSEY CHARTER SCHOOL, INC.**

A Florida not-for-profit corporation

By:  \_\_\_\_\_  
Approved By

6-21-18  
Date