



ODYSSEY
CHARTER SCHOOL, INC.

Board of Directors

Leslie Maloney, *President*
Thomas Cole, *Vice President*
Amanda Larson, *Treasurer*
Andy Ziegler, *Board Member*

Wednesday, November 20, 2019, 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 5:15 p.m. Those in attendance were Leslie Maloney, Andy Ziegler and Thomas Cole.*
- Pledge of Allegiance
- Adoption of the Agenda – *Unanimously adopted under one motion by Andy Ziegler; seconded by Thomas Cole. Leslie Maloney – AYE; Thomas Cole – AYE; Andy Ziegler - AYE*

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)

C. PRESENTATIONS

D. MANAGEMENT COMPANY REPORT

1. Treasurers Report – *Mike Hess presented the Treasurer’s report, which has been incorporated and made part of the minutes as Attachment 1.*
2. Green Apple School Management Report – *The academic team, Raquel Espinosa, Laura Lane, Laurie Young and Charlotte Chase provided an academic update on programs and support for the schools. The key priorities for focus this year is the GATEway (Gifted) program by working with the teachers and identifying students, which has helped this program to grow; New Teacher Induction Program better supporting our teachers with a goal to retain these teachers and created a summer institute for teachers. We are getting a lot of positive feedback from the new teachers; Acceleration for all students using an acceleration time block so that all needs are met for struggling students as well as honors students; and Customer Service better serving our stakeholders. Some strategies include student ambassadors, teacher mentors, parent teas, welcome packets, effective parent conferences, teacher support, teacher communication resources (parent communications), staff customer service training to include all staff.*
3. Century 21 Grant – *Constance Ortiz discovered we do not have any gaps, so we may not receive the grant.*
4. Construction Update – *Constance Ortiz reported that all construction is on schedule for the Wyoming campus and is on target to complete by June 2020. The Eldron campus is slightly delayed but anticipates completion by the Fall of 2020.*

E. SITE ADMINISTRATOR REPORT – *Wendi Nolder, Monica Knight, and Pat Carvil shared some of the great things that are happening on the school campuses.*

F. INFORMATION

1. Board Member Candidate, Amber Miller – *Constance Ortiz introduced Amber Miller as a potential candidate as a Board Member.*
2. Wifi Access for Teachers and Students – *Ivan Jasper talked about if and how we want to provide Wifi access to both the teachers and students on their own personal devices with strict policies they must sign. There was discussion about either just allowing teachers and not students vs allowing teachers and students. Administrative time would not increase.*
3. Homework Policy – *Pat Carvil spoke about the homework policy that will be presented to the Board for approval at the next Board meeting. Leslie Maloney asked about holidays and assigning homework. Dr. Knight stated it does not, but the teams meet to make sure that the homework is not assigned during a holiday.*
4. Student Use of Medication Policy – *Monica Knight reviewed the policy and that it is modeled from the district's policy and it has been reviewed by the attorney.*
5. School Copiers – *Carol Wilson addressed the Board regarding replacing the copiers in the schools. The schools are doing research on pricing and models to be brought to the Board at the next Board meeting.*

- 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) - *Unanimously approved under one motion by Thomas Cole; seconded by Andy Ziegler. Leslie Maloney – AYE; Thomas Cole – AYE; Andy Ziegler - AYE*

Odyssey Charter School, Inc. Business:

1. **APPROVED:** Approve the Minutes of the Odyssey Charter School, Inc. Board of Director's Meeting for August 28, 2019 as presented.
2. **APPROVED:** Approve the OCS, Inc. Social Media Policy.
3. **APPROVED:** Approve the revision of the Student Travel Policy relating to out-of-county travel.
4. **APPROVED:** Approve the Odyssey Charter School, Inc. Board approved policies numbering system.
5. **APPROVED:** Approve to add Patricia Carvil as a signor on all bank accounts and remove obsolete signors on all bank accounts in accordance with new bank policies.
6. **APPROVED:** Approve to follow the District calendar to utilize the February 17, 2020 Professional Development day as a hurricane make-up day for students.
7. **APPROVED:** Approve to apply for the 21st Century Community Learning Centers Grant for all schools.
8. **APPROVED:** Approve the Teach-Now Graduate School of Education agreement to become a placement site for clinical practice teaching.

Odyssey Charter School Business:

9. **APPROVED:** Approve the July, August, and September 2019 Monthly Financial Reports.
10. **APPROVED:** Approve the Jr/Sr High Robotics Team out-of-county field trip to their first team competition at Seminole High School in Sanford, FL on December 7, 2019.
11. **APPROVED:** Approve the Jr/Sr High Gaming class out-of-county field trip to compete in the Modeling and Simulation Competition for C.A.P.E. funding at the University of Central Florida in Orlando, FL on February 19, 2020.
12. **APPROVED:** Approve the Jr/Sr High Orchestra out-of-county field trip to Universal Studios for the Music USA Festivals competition in Orlando, FL to perform on March 27, 2020.
13. **APPROVED:** Approve the Jr/Sr High Band out-of-county field trip to Walt Disney World to participate in the Disney Performing Arts Workshop in Orlando, FL on March 30, 2020.



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14. **APPROVED:** Approve the Senior Class out-of-county field trip to Universal Studios for Grad Bash in Orlando, FL on April 24, 2020.
15. **APPROVED:** Approve Suzette Ventura to teach out-of-field in Gifted K-12.
16. **APPROVED:** Approve Rhea Leonard to teach out-of-field in Elementary Ed K-6.

Odyssey Preparatory Academy Business:

17. **APPROVED:** Approve the July, August, and September 2019 Monthly Financial Reports.
18. **APPROVED:** Approve to appoint Patricia Carvil as the Associate Principal for Odyssey Preparatory Academy effective immediately.
19. **APPROVED:** Approve the 4th grade out-of-county field trip to St. Augustine, FL on March 10, 2020.
20. **APPROVED:** Approve Meghan Bigwood to teach out-of-field in Gifted K-12.

H. ACTION AGENDA (Items for Discussion by the Board)

1. **APPROVED:** Naming of the new Wyoming campus gymnasium and performing arts center. *Monica Knight and Wendi Nolder felt it should be named after the founder. The Board wished to have Constance's actual name and not just read "Founder's Wellness....". They decided to name the building the "Constance Ortiz Wellness and Performing Arts Centre". Leslie Maloney and Andy Ziegler both like the idea. Thomas Cole added that Constance is a trailblazer for the charter school movement and thinks this is a wonderful honor. Unanimously approved under one motion by Andy Ziegler; seconded by Leslie Maloney. Leslie Maloney – AYE; Thomas Cole – AYE; Andy Ziegler - AYE*
2. **APPROVED:** Approve the recommendation of Amber Miller as a new Board member for an initial one-year term. *Unanimously approved under one motion by Leslie Maloney; seconded by Andy Ziegler. Leslie Maloney – AYE; Thomas Cole – AYE; Andy Ziegler - AYE*

I. BOARD DIRECTORS' REPORT – *Andy Ziegler participated in his first charter school conference forum on relationships with districts and it went really well. Constance had asked about improving relationships with the district by having quarterly meetings with the Superintendent and asked if he thought this would be a good idea. Andy did and volunteered to champion this and also stated that the district has added a Charter School liaison Katie Campbell, which opens door for having meetings.*

J. ADJOURNMENT – *The meeting adjourned at 6:29 p.m.*

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 January 23, 2020.

ODYSSEY CHARTER SCHOOL, INC.

A Florida not-for-profit corporation

By: _____

Approved By

Date

1/23/20

Odyssey Charter School, Inc. – Board meeting
Treasurers Report
November 20, 2019

1. Unrestricted Cash for the period ending September 30, 2019 is:
 - a. Unrestricted cash – OCS \$1.7M
 - b. Unrestricted cash – OPA \$541K
 - c. Unrestricted cash – INC \$665K
 - d. Total unrestricted cash: \$2.9M
 - i. down \$680K since June 30, 2019 (appx 19% decrease)
 - ii. down \$190K since June 30, 2018 (appx 5% decrease)
 - iii. up \$.9M since June 30, 2017 (appx 45% increase)
 - iv. up \$1.7M since June 30, 2016 (appx 71% increase)
2. Restricted cash is up \$12M over prior year ending to \$14.2M
 - a. Restricted for projects OCS: \$12M
 - b. Restricted for projects OPA: \$100K
 - c. Restricted for debt OCS: \$1.4M
 - d. Restricted for debt OPA: \$246K
 - e. Restricted for debt INC: \$486K
 - f. Total restricted cash: \$14.2M
3. Total reconciled unrestricted & restricted cash at September 30, 2019: \$17.1M
4. GAAP measured Net Assets at September 30, 2019:
 - a. Total Net Assets: \$5.9M
 - i. OCS: \$4.6M
 - ii. OPA: \$596K
 - iii. INC: \$772K
5. Governmental measured fund balances at September 30, 2019:
 - a. OCS: \$14.8M
 - b. OPA: \$846K
 - c. INC: N/A
6. Long term debt balance at September 30, 2019: \$26.5M
7. Debt covenant (both schools) at September 30, 2019:
 - a. EBITDA annualized: \$2.11M (OCS \$1.34M / OPA \$568K / INC \$211K)

- b. Debt service: \$1.4M annually
- c. Debt service coverage annualized: 1.52 achieved, 1.1 required.
 - i. (EBITDA divided by \$1.4M debt service)
- d. Days cash on Hand
 - i. Unrestricted cash on hand at September 30, 2019: \$2.9M
 - ii. Daily cash necessary: \$15.5M / 365 days = \$42K
 - GAAP Operating expenses (annualized): \$16.4M*
 - Less non cash - Depreciation expense (annualized): \$923K*
 - Equals cash expenses (annualized): \$15.5M*
 - iii. Cash on hand divided by \$42K = 69 days cash on hand
 - iv. Prior year ending 6/30/18: 79 days on hand
 - v. Minimum required is 45 days
- 8. Trailing 13-month report of cash & debt covenants (attached).
- 9. Full Time Equivalency student counts at September 30, 2019 (Total 1,851):
 - a. OCS 1,516
 - b. OPA 400
- 10. District Compliance:
 - a. September 2019 financial statements were issued to Brevard County School district on or before October 30, 2019.
- 11. Tax matters:
 - a. No matters are pending at this time.
- 12. Audit matters
 - a. School Audits were completed, draft of INC is pending.
- 13. Other matters
 - a. If you have questions or comments please contact Mike Hess, CPA at 407-896-4931 or mhess@grennanfender.com