



ODYSSEY
CHARTER SCHOOL, INC.

Board of Directors

Leslie Maloney, *President*
Andy Ziegler, *Vice President*
Amanda Kaufmann, *Treasurer*
Amber Miller, *Secretary*

Wednesday, August 26, 2020, 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, Amber Miller, and Amanda Kaufmann entered during Administrative Reports.*
- Pledge of Allegiance
- Adoption of the Agenda - *Unanimously adopted under one motion by Andy Ziegler; seconded by Amber Miller. Leslie Maloney – AYE; Andy Ziegler – AYE; Amber Miller – 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

1. Presentation of Annual Audits – *Angelo Rolle from HLB Gravier presented the annual audits for Odyssey Charter School and Odyssey Preparatory Academy. There were no audit findings for either school. The overall opinion is that both schools had a really good year.*

D. ADMINISTRATIVE REPORTS

1. Enrollment Update – *Constance Ortiz presented the enrollment update. The schools have shown an 8% growth. OCS projected 1649, budgeted for 1596, and the actual count is at 1680. OPA projected 414, budgeted 398, and the actual count is at 425. OCS Elem eLearning is at 42% and On Site at 58%. OCS Jr/Sr eLearning is at 53% and On Site at 47%. OPA eLearning is at 48% and On Site is at 52%.*
2. 2020-2021 Budgets Presentation and Treasurer's Report – *Beth Crist presented the 2020-2021 budgets. CSP grant is not included in the budget until word is received of an award. Both schools will be receiving about \$7300 CARES GEER funding. Bus ridership reduction, we will be monitoring. State funding will be funded no less than what last year for the first semester. Café is federally funded, and we will do an analysis in a month to see if there are any trends. We may need to do a budget amendment. We are still feeding students that are eLearning. The budgets hold a 5% reserve for OCS and a 2% reserve for OPA. OCS, Inc. budget includes Montessori Village Green PreK and Before/Aftercare for 1,990 students combined both schools with a 2% reserve. The PreK and Before/Aftercare are experiencing a reduction in enrollment due to COVID and will be reevaluated after the first quarter.*

3. Disclosure Working Group – *Provides dissemination of financial information in accordance with bond compliance and DAC agents. Disclosure representative, Mike Hess identifies the need for disclosures by using a monthly checklist. If a disclosure is needed, the disclosure is prepared and sent to DAC agents and reports are posted online to EMMA. During the annual meeting, the addition of the PPP Loan was disclosed to the public, along with the effect it had on the debt service coverage. Andy Ziegler asked how the company publicly disclose the information? Mike explained that the dissemination agent, DAC, publishes the report through a system called EMMA for municipal markets.*
4. Construction Update – *Constance Ortiz informed the Board that we have the Temporary CO. The track should be ready by the middle to end of October. Leslie Maloney asked if there has been any discussion of the community using the facility for a fee? There have been discussions for use in the future. The anticipated completion for the Eldron construction is the middle to end of January 2021. The new building is cutting into the playground space. The playground is not currently usable. They will be moving and replacing the playground next summer. Carloop/parking lot and staff parking are underway.*
5. Site Admin Reports – *Thread of Calm Courageous and Compassionate teaching with the head and heart was the main theme during pre-planning. Some of the challenges have been a delay in CANVAS and accessing FOCUS. As a temporary remedy, the schools rolled out eLearning through Zoom before getting CANVAS up and running. Other challenges include training eLearning students, teachers and parents, Zoom malfunctions, front office help, and recruiting and training substitutes. The GA Academic Team has been able to navigate through. The successes during re-opening have been implementing COVID procedures, technology and curriculum roll-out, CANVAS set-up with teachers, virtual open houses, parent communication and the smiling faces of students. Development of SIP was discussed with the Board. Highlights of the SIP include Synchronous learning, addressing learning gaps through the Progress Monitoring Plan (BLY, MOY, EOY), self-care, safety, tiered support for students (identify students who may have regressed and require support, focus on eliminating achievement gaps, and create, implement and monitor intervention plans), maintain legally-required services, and social emotional training.*

E. INFORMATION

1. *Constance Ortiz Wellness and Performing Arts Centre Grand Opening Celebration – September 30th from 6:30 p.m. to 7:30 p.m.*

- F. 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) *Item 20 was pulled by Andy Ziegler. Consent Agenda items 1-19 was unanimously approved under one motion by Andy Ziegler; seconded by Amber Miller. Leslie Maloney – AYE; Andy Ziegler – AYE; Amber Miller – AYE; Amanda Kaufmann – AYE. Consent Item 20, Andy Ziegler recommended language adding digital and written communication to the Social Media policy. After further discussion, Consent Item 20 was Tabled under a motion by Andy Ziegler; seconded by Leslie Maloney. Leslie Maloney – AYE; Andy Ziegler – AYE; Amber Miller – AYE; Amanda Kaufmann – AYE.*

Governance:

1. **APPROVED:** Approve the Minutes of the Odyssey Charter School, Inc. Board of Director's Meetings for July 29, 2020 as presented.
2. **APPROVED:** Policy 7014 - Waste Reduction Policy



School Operations:

3. **APPROVED:** Approve the Fresh Produce Bid Award to Premier Produce Central Florida (formerly Downtown Produce).
4. **APPROVED:** Approve the School Resource Officer Agreement with the Palm Bay Police Department for the 2020-2021 school year.
5. **APPROVED:** Approve the BCSO Secondary Employment Services Application/Request for substitute SRO services.

Financial Services:

6. **APPROVED:** Approve the OCS June 2020 Monthly Financial Report.
7. **APPROVED:** Approve the OPA June 2020 Monthly Financial Report.
8. **APPROVED:** Approve the OCS 2019-2020 Final Amended Budget.
9. **APPROVED:** Approve the OPA 2019-2020 Final Amended Budget.
10. **APPROVED:** Approve the OCS 2019-2020 Annual Audit.
11. **APPROVED:** Approve the OPA 2019-2020 Annual Audit.
12. **APPROVED:** Approve the OCS, Inc. 2020-2021 Operating Budget.
13. **APPROVED:** Approve the OCS 2020-2021 Operating Budget.
14. **APPROVED:** Approve the OPA 2020-2021 Operating Budget.

Human Resources:

15. **APPROVED:** Approve the OCS certified teachers Armand Fruge and Kaitlyn Ketelsen to teach out-of-field in Social Studies Elementary Grades 1-6, Suzette Ventura to teach out-of-field in Gifted K-12, and Alexandra Garcia to teach out-of-field in Social Studies 6-12 for the 2020-2021 school year.
16. **APPROVED:** Approve the OCS certified teachers Julianna Bales, Julie Boehr, Katherine Cardozo, Melissa Carlon, Kelly Connelly, Dana DeStefano, Laura Dillon, Armand Fruge, Lauri Heaphy, David Hill, Amber Hubble, Shannon Johnson, Kaitlyn Ketelsen, Heather Lee, Casidy Liddell, Billy Marsh, Valerie Maurey, Roxie Randolph, Padraic Roney, Luis Rosales, Jennifer Russo, Derek Sears, Michael Severance, Emma Stair, Caitlin Stenerson, Eudora Stephens, Goya Thompson, Kendra Traut, and Tiffany Williams to teach out-of-field in ESOL for the 2020-2021 school year.
17. **APPROVED:** Approve the OPA certified teachers Meghan Bigwood to teach out-of-field in Gifted K-12, and George Lopez to teach out-of-field in Elementary Ed K-6 for the 2020-2021 school year.
18. **APPROVED:** Approve the OPA certified teachers Stephanie Allen, Nicole Badurek, Mishal Bahardy, Lyssa Brown-Kerr, Theresa Guadagna, Tori Hawkins, George Lopez, Tasha Lynch-Treasure, Alison Marchetti, Aaron Nicholson, Dorett Thompson, and Amber Vlasseko to teach out-of-field in ESOL for the 2020-2021 school year.
19. **APPROVED:** Approve the OCS, Inc. Salary Distribution Plan and OCS, Inc. Instructional Salary Scale.
20. **TABLED:** Approve the revision of the Employment Policies Handbook, Section 6.22 Social Media Policy.

Facilities and Project Management:

21. None

Facilities and Project Management:

21. None

- G. **ACTION AGENDA** (Items for Discussion by the Board)
- H. **BOARD DIRECTORS' REPORT** – *Amber Miller commended the teachers on the amazing job and keep up the good work.*
- I. **ADJOURNMENT** - *The meeting adjourned at 7:04 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 December 2, 2020.

ODYSSEY CHARTER SCHOOL, INC.
A Florida not-for-profit corporation

By: 
Approved By

12/2/20
Date