



ODYSSEY  
CHARTER SCHOOL, INC.

**Board of Directors**

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

**Monday, August 28, 2017, 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 5:25 p.m. Those in attendance were Leslie Maloney, Thomas Cole, Amanda Larson, and Nick Holpfer. A quorum was established.*
- Pledge of Allegiance
- Adoption of the Agenda – *Unanimously adopted under one motion by Thomas Cole; seconded by Nick Holpfer.*

**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. PUBLIC PRESENTATION**

1. OCS and OPA Audit Presentation – *Auditors from HLB Gravier presented the OCS and OPA Annual Audited Financial Reports. Both audits have no findings.*
2. FCPCS Evaluation Instrument – *Raquel Espinosa presented the teacher, instructional support (Reading/Math Coaches, Guidance Counselors, etc.), and administrator FCPCS Evaluation Instruments to the Board, including the Florida Educator Accomplished Practices indicators, classroom walk-throughs, individual professional growth plans, and measurements. The tool should be easy to use and to understand. The school feels the FCPCS tool is much easier to use and understand than the Marzano. Teachers and administrators need to be trained on how they will be evaluated and the proper use of the evaluation tools. The FCPCS tool is aligned with statutory requirements for teacher and administrator evaluation. All indicators would be implemented the first year. Leslie Maloney asked how long this tool has been around. Raquel explained that it has been in place since 2013.*

**D. MANAGEMENT COMPANY REPORT**

1. PowerPoint Presentation – *Constance Ortiz reaffirmed the mission of the schools. OCS Elementary was highest performing public and public charter elementary/combination school in Palm Bay, OCS Jr/Sr was named a US News & World Report Bronze Level Top Florida High School, OPA 2<sup>nd</sup> highest performing elementary school in Palm Bay, GA achieved AdvancEd District Accreditation status. Every Odyssey, Inc. school is now a “Green Apple accredited” school. OCS, Inc. is now the proud owner of both the*

*Wyoming and Eldron campuses, 8 teachers have been named FLDOE High Impact Teachers, and OCS was the only public charter in the state selected to receive the ECTAC Award exceeding all expectation in academic content areas. Elizabeth Crist presented the budgets for OPA and OCS. The OPA revenue is based off of 370 students, 6-day count 370 so far, expecting to be at 392 for October FTE. The budgets will be amended in Dec if number rises substantially. FTE funding has gone up 1% and an increase in Title I at \$900 per child, Capital Outlay decreased by 33%. Overall 17% increased revenue from last year. The tax millage has not been included in the budget since we are unaware of the potential outcome for HB7069 until after the State makes a determination in February or March. They will also be maintaining a 2% reserve. The OCS revenue is based off of 1405 students; 675 Elementary campus and 730 at the Jr/Sr High Campus. Overall student increase 254 from last year. Same FTE and Title I increase and Capital Outlay decrease. They will also be maintaining a 2% reserve. Bond projects update – HVAC on Wyoming has been installed and nearing completion, as well as other projects included in the bond closing. HVAC on Eldron insurance claim was reviewed by attorney as the insurance company would not cover the ice storage tank breakdown, and was determined not to move forward with pursuing a law suit. Would like to bring in Larry Maxwell to help design new parking and carloop to increase safety. Also visioning for a gymnasium on the Wyoming campus. New payroll dates were recommended by the financial consultant beginning January 1<sup>st</sup>, moving pay dates from 15<sup>th</sup> to the last day of the month to the 5<sup>th</sup> and the 20<sup>th</sup> of each month. This will help aid in recording and capturing PTO, sick days, etc., prior to pay dates. Currently everyone is paid up to the pay date. Generally, companies pay in arrears to accommodate for any lag time. School grades for 2016-2017 were presented to the Board and broken down. The schools are digging in to their School Improvement Plans. Laura Lane presented the iReady assessment tool, which is an adaptive assessment and progress monitoring tool that provides personalized instruction and teacher-led instruction. iReady is highly correlated to the Florida Standards in both ELA and Math, and it accurately predicts proficiency. The schools would like to replace Study Island with iReady. Ms. Roberts administrator employment contract ended June 30, 2017. On May 8<sup>th</sup>, Ms. Roberts sent a resignation letter to the Board President, Ms. Leslie Maloney, and Ms. Constance, Board Manager, stating that she would not be renewing her contract for the 2017/18 school year. Ms. Constance responded and stated that she could meet with Ms. Roberts on the day after the AdvancED Site Visit to discuss her release from the board and fulfillment of her contract. Ms. Roberts responded to say that she intended to serve the students and board with fidelity to the end of her contract. On May 9<sup>th</sup>, Ms. Roberts told Ms. Constance she was too ill to come to the OCS Board meeting that night. A few hours later, she was at the BPS school board meeting, accepting a position without prior release from the OCS School Board, which her contract stipulates. On Sunday, May 14<sup>th</sup>, Ms. Roberts was found by Ms. Wendi and Dr. Knight, while touring AdvancED representatives, to be packing her items from her desk. On Tuesday, May 16<sup>th</sup>, one day before the AdvancED visit ended, Ms. Roberts left a note on her desk stating she was leaving. Ms. Roberts contract stated she would give 30 days notice and not work within 10 miles of the school, as well as hire consultants or employees for a certain length of time. Ms. Roberts chose to leave without 30 days notice and not follow the remaining conditions of her contract. The school attorney was consulted with, as well as a BPS school board member, and both felt the school should enforce the employment agreement. Constance opened the subject up for Board discussion giving the options available to the Board, which were to do nothing, file for breach of contract, or write letter to Florida Ethics Commission. Thomas Cole thanked Constance for being transparent with the Board and stated what would be the purpose of having a contract if we do nothing to enforce without accountability. We need to look at what the end goal is. Sending a message to anyone else and their repercussions. A lawsuit would be extreme, expensive, and take time away from instruction. Amanda and Nick agreed with Mr. Cole. Constance explained that this*



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*area has more charter schools than in any other area, which is the purpose for the non-compete clause, but agrees with Thomas. Leslie wanted to know what kind of professional ramifications would take place with the Ethics Commission and stated that she believed this would be the correct action. The board directed that a letter be written to the State Ethics Commission, that it be reviewed by the school attorney, and that they each had a chance to review the letter before it was sent. **ACTION:** Thomas motioned to add Rachel Roberts to the Action Agenda with specifics of pursuing a letter to the Ethics Commission; seconded by Nick Holpfer. Motion passed.*

**E. SITE ADMINISTRATOR REPORT - None**

**F. INFORMATION - None**

**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 Nick Holpfer*

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

1. **APPROVED:** Approve the Minutes of the Odyssey Charter School, Inc. Board of Director's Meeting for June 22, 2017 as presented.
2. **APPROVED:** Approve the Minutes of the Odyssey Charter School, Inc. Board of Director's Meeting for June 29, 2017 as presented.
3. **APPROVED:** Approve Payroll Date Change to the 5<sup>th</sup> and 20<sup>th</sup> of each month beginning January 2018.
4. **APPROVED:** Approve the Tech Company proposal and invoice for Phone System and Pager; Carries Fence Contract; The Tech Company for Security Cameras proposal and invoice and Bonded Lightning Protection Systems, Inc. invoice not to exceed \$142,800 (Bond Proceeds).
5. **APPROVED:** Approve the Alpine Refrigeration Independent Contractor Agreement (Bond Proceeds).
6. **APPROVED:** Approve the Trane Equipment Contract (Bond Proceeds).
7. **APPROVED:** Approve OCS, Inc. Wellness Policy 2017-2018.
8. **APPROVED:** Approve Meal Delinquency Policy.
9. **APPROVED:** Approve the 2017-2018 Tech Company Agreement.
10. **APPROVED:** Approve the loan agreement with Wells Fargo bank for (3) new Blue Bird school buses in the amount of \$285,993.00.
11. **APPROVED:** Approve to change the teacher evaluation tool from Marzano to FCPCS Evaluation tool.
12. **APPROVED:** Approve to replace Study Island with iReady.
13. **APPROVED:** Approve the Fresh Produce Bid Award to Downtown Produce.
14. **APPROVED:** Receipt of the 2016 Tax Form 990.

**Odyssey Charter School Business:**

15. **APPROVED:** Approve to designate Cindy Gilmore as the Representative to Facilitate Parental Involvement for Odyssey Charter School.
16. **APPROVED:** Approve the 2016-2017 Amended Budget.
17. **APPROVED:** Approve the 2016-2017 Annual Audit.
18. **APPROVED:** Approve the 2017-2018 Operating Budget.

19. **APPROVED:** Approve the 2017 Fourth Quarter Financial Report.
20. **APPROVED:** Approve the 2017-2018 Squeaky Clean agreement.

**Odyssey Preparatory Academy Business:**

21. **APPROVED:** Approve the May and June 2017 Monthly Financial Reports.
22. **APPROVED:** Approve to designate Wendi Nolder as the Representative to Facilitate Parental Involvement for Odyssey Preparatory Academy.
23. **APPROVED:** Approve the 2016-2017 Amended Budget.
24. **APPROVED:** Approve the 2016-2017 Annual Audit.
25. **APPROVED:** Approve the 2017-2018 Operating Budget.
26. **APPROVED:** Ratify approval of the intent to renew the OPA charter contract in 2018.
27. **APPROVED:** Approve the 2017-2018 Squeaky Clean agreement.

**Oasis Preparatory Academy Business:**

28. **APPROVED:** Approve the May and June 2017 Monthly Financial Reports.

**Orion Preparatory Academy-Brevard Business:**

29. **APPROVED:** Approve the May and June 2017 Monthly Financial Reports.

**Orion Preparatory Academy-Orange Business:**

30. **APPROVED:** Approve the May and June 2017 Monthly Financial Reports.

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

1. **APPROVED:** *Thomas Cole made a Motion to approve the Board to work with the school attorney to draft and send a letter to Florida Educator Ethics Commission regarding the ethics violation made by former Odyssey Preparatory Academy Site Administrator Rachel Roberts; seconded by Amanda Larson. Passed unanimously.*

**I. BOARD DIRECTORS' REPORT**

**J. ADJOURNMENT – *The meeting adjourned at 7:03 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 October 6, 2017.

**ODYSSEY CHARTER SCHOOL, INC.**

A Florida not-for-profit corporation

By:   
Approved By

Date

10/6/17