



ODYSSEY  
CHARTER SCHOOL, INC.

**Board of Directors**

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

**Wednesday, July 29, 2020, 5:15 p.m.  
Special 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 Amber Miller.*
- 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**

**D. MANAGEMENT COMPANY REPORT**

1. Treasurers Report – *Mike Hess and Beth Crist presented the Treasurer’s report, which has been incorporated and made part of the minutes as Attachment 1. Andy asked if the FTE is actual students or weighted. Mike - Student numbers, not weighted average. Amber Miller asked about students attending virtually, will they be counted differently? Constance stated that the schools will receive full funding once our plan is approved.*
2. Construction Update – *Andrew Ranieri updated the Board on the construction projects. The Gym nearing completion and has passed all life safety final inspections. They are awaiting the final building inspection. They are going through the punch lists now and the final items are in progress. Hoping for CO August 5<sup>th</sup>. Soccer field is in progress. Eldron campus is under construction now. The building pad was poured today and steel starting August 17<sup>th</sup>. The north parking lot clearing and grading is complete. Completion anticipated by December 31, 2020. The projects are currently on budget. Monica would like to have an official ribbon cutting toward the close of September. Constance thanked everyone for their hard work in completing the building.*
3. School Reopening Plan – *Raquel Espinosa briefed the Board on the FLDOE executive order on reopening schools and Odyssey’s Reopening Plan, goals and priorities for school reopening. Charlotte Chase briefed the Board on how the schools will meet the needs of our ESE and ESOL student population, as well as the revised school calendar, school hours, and how the schools will be communicating the Reopening Plan with all stakeholders. Janee Campbell briefed the Board on the COVID-19 procedures and operational safeguards. Janee also worked with the Department of Health to have 17,000 masks donated to the schools, and 500 face shields donated by Brevard County.*

*Andy Ziegler asked who monitors, enforces, disciplines, without disrupting the day. Constance stated that the schools will not be disciplining but are just going to highly encourage. The adults will be asked to set an example but not make it militant. Andy agrees that there is already enough burden on staff. They will learn soon enough that there will be no consequences. Amber asked how the schools will be adjusting class size? The answer is that there isn't any guidance on the standard yet. As of now, there are 40% of the students eLearning. Amber also asked what is the next step when someone is positive? Constance stated the schools have COVID clinic plans worked through with Department of Health using different scenarios. The schools will utilize a zone of proximity with assigned seats in the classroom, cafeteria and on the buses. The classrooms will be thoroughly cleaned, etc. Monica Knight stated that each site has point person as well as eLearning. There are written steps for each possible scenario. Also have additional custodial for situations "clean team". Amber asked what about if teachers are out? Monica explained that there are extra subs and additional sub money in budget. Eldron has co-teaching model. Case-by-case, step-by-step. Instructional coaches are ready to go into classrooms for additional support. Andy asked if this requires more IT? The plan is to teach students how to use the platform. Ivan with The Tech Company is more than happy to add additional support if needed.*

**E. SITE ADMINISTRATOR REPORT – OCS Elementary has 741 students enrolled and more are expected to reach the goal of 776. There are 35-40% in eLearning. The class size 23-26 per class. OPA has reached their goal having 414 students enrolled. There are 44% in eLearning. Admins talked about the setups for social distancing in the classrooms. OPA has 3 teachers per grade level, 2 in class and 1 eLearning teacher. OCS eLearning teachers are selected based on interest and their success in the Spring. Leslie Maloney asked if the eLearning students can show up at the school for brick and mortar. Wendi said in the parent agreement, it asks the parents to give a day or two notice. There are still 6% that are undecided on eLearning or brick and mortar. OPA self-contained specials will be coming into classroom except for PE. PLC's will take place twice a week. OCS Jr/Sr average class size brick and mortar is 14-18 with a 7-period regular school day. Morning announcements will be shown on the computer so that students at school or at home can see them. There are 390 eLearning students. Jr/Sr has 862 fully registered students and are expecting 900. Students online instruction is identical to the brick and mortar instruction. Students are in front of computer logged in for 52 minutes which is the same amount of time as students at the school. Cleaning will happen in between class changes. There will be hybrid classes as well. Band, for example, is a hybrid class where the student is at home joining with the students in the classroom in real-time. Lunch at Wyoming will include outdoor seating in back and front (upper classmen), and in the cafeteria with 3 students at each table. Lunch at Eldron will include utilizing hallways and the café. All spaces will be assigned zones for possible COVID proximity.**

**F. INFORMATION**

1. Teacher Compensation Package – HB641 – *Constance explained the HB 641 and 5001 creates and funds a new allocation within the FEFP with a focus on increasing compensation for full-time classroom teachers. This raises the minimum pay in each school district to at least \$47.5K or the maximum achievable based on each charter school's allocation. Constance presented the draft plan and explained that it raises the base pay and then everyone above that base will receive a \$1,000 salary increase. Andy asked if this is a reoccurring annual allocation from the State? Constance explained that at the present time our understanding is that this will remain funded from the State.*
  - Includes the Salary Distribution Plan and Instructional Salary Scale – *Plan was included.*
2. Classroom Neutrality Policy – *Constance explained this policy has been added to the Employment Policies Handbook. The policy requires that neutrality in both curriculum and classroom instruction is paramount to creating an atmosphere of inclusiveness, where all students, regardless of their beliefs and opinions, feel welcome. Staff member's personal opinions on social or political issues are not necessarily representative of Odyssey as an institution and should not affect the performance of their duties.*



**ODYSSEY**  
CHARTER SCHOOL, INC.

3. LOA – *The Board was presented with the COVID-19 Leave of Absence guidelines. Andy asked if sick time is tracked in the budget as a possible expense? Constance explained that additional funds were added to the budget for subs from CARES funding. Sick time is not rolled over so it's easier to manage.*
  4. Policy 7014 - Waste Reduction Policy – *The Waste Reduction Policy was presented to the Board.*
  5. Draft Budgets – *The Site Administrators reviewed the CARES GEER funds will be used for summer school funding to ensure the reduction of the achievement includes staff and for Jr/Sr, extra custodial and course recovery. The CARES ESSER funds will be used to make sure buildings are safe for re-entry. Janee Campbell informed the Board that the charter schools were invited to apply for a special FLDOE CSP Grant that was due on July 17<sup>th</sup>. The State received \$10 million for the purpose of this grant. A grant application was completed and submitted for OCS in the amount of \$151,560 and for OPA \$73,646. Determination is expected sometime in the next few weeks. Budgets for the CARES funds and CSP Grant were presented to the Board. Laura Lane presented Canvas by Instructure, an online Learning Management System (LMS) that will allow the schools to build an eLearning environment that meets the individual needs of all learners. The program allows teachers to teach in-class and eLearning at the same time. The system also works with gradebook. Beth reviewed the 2020-2021 draft budgets that will be presented to the Board for approval at the August meeting. Enrollment projections for OCS Elementary are 776 students, OCS Jr/Sr at 873 and OPA at 414. The budgets are calculated at 95% of the projected enrollment with a 1% FTE increase, a reduction in Capital Outlay funding and a reduction in Title I funding. The budget includes the CARES funding and PPP Loan proceeds. Expenses include the HB-641 teacher pay increases, increased building insurance and utilities, new technology leases, increase bond payment, capital projects, and for OCS separately, new buses with 2 trade-ins and café projects. The OCS Net Income is \$505,328 with an approximate 4% reserve, and OPA Net Income is \$62,346 with an approximate 2% reserve.*
- 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 Andy Ziegler; seconded by Amber Miller. Leslie Maloney – AYE; Andy Ziegler – AYE; Amber Miller – AYE*

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

1. **APPROVED:** Approve the Minutes of the Odyssey Charter School, Inc. Board of Director's Meetings for May 20, 2020 as presented.
2. **APPROVED:** Approve the revised Employment Policies Handbook.
3. **APPROVED:** Approve the revised Teacher Employment Agreement.
4. **APPROVED:** Approve the Odyssey Charter School, Inc. Family Reunification Plan.
5. **APPROVED:** Ratify approval of the OCS-OPA Reopening Plan.
6. **APPROVED:** Approve Revised Policy 4003 – Purchasing and Expenditures.
7. **APPROVED:** Approve the OCS, Inc. 2020-2021 Mental Health Plan.
8. **APPROVED:** Approve the OCS, Inc. Revised 2020-2021 Student School and 10-Month Employee Calendars.
9. **APPROVED:** Approve the OCS, Inc. Return to Activity (RTA) Plan.

**Odyssey Charter School Business:**

10. **APPROVED:** Approve the April and May 2020 Monthly Financial Reports.
11. **APPROVED:** Ratify Approval of the OCS 2020-2021 Capital Outlay Plan.
12. **APPROVED:** Approve to appoint Wendi Nolder as the Elementary Campus Site Administrator for the 2020-2021 school year.
13. **APPROVED:** Approve to appoint Monica Knight as the Jr/Sr High Campus Site Administrator for the 2020-2021 school year.
14. **APPROVED:** Ratify approval of the OCS CARES – ESSER and CARES – GEER Program Fund.
15. **APPROVED:** Ratify approval of the OCS CSP Grant submission.
16. **APPROVED:** Approve the Florida Tech Dual Enrollment Agreement.
17. **APPROVED:** Ratify approval of the purchase of two new buses and the Santander Bank Lease/Purchase Agreement.
18. **APPROVED:** Approve the new course textbooks for Psychology, AP American History, and English 4 Honors.
19. **APPROVED:** Approve the Luz Cleaning & Organization, LLC cleaning contract for OCS Elementary campus.
20. **APPROVED:** Approve the Big Family Cleaning, Inc. cleaning contract for OCS Jr/Sr High campus.

**Odyssey Preparatory Academy Business:**

21. **APPROVED:** Approve the April and May 2020 Monthly Financial Reports.
22. **APPROVED:** Ratify approval of the OPA 2020-2021 Capital Outlay Plan.
23. **APPROVED:** Ratify approval of the OPA CARES – ESSER and CARES – GEER Program Fund.
24. **APPROVED:** Ratify approval of the OPA CSP Grant submission.
25. **APPROVED:** Approve to appoint Wendi Nolder as the Site Administrator for the 2020-2021 school year.
26. **APPROVED:** Approve the Big Family Cleaning, Inc. cleaning agreement.

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

**I. BOARD DIRECTORS' REPORT** – *Andy appreciates the Odyssey kids and the Interact Clubs. Massive fundraiser and will help them achieve their goals. Leslie commended and encouraged the admins to take care of themselves and appreciates Constance's healthy modules for pre-planning. Amber also commended and looks forward to what the school year brings.*

**J. ADJOURNMENT** - *The meeting adjourned at 7:26 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 August 26, 2020.

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

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

Approved By

Date

8/26/20