

# ODYSSEY CHARTER SCHOOL

A California nonprofit public benefit corporation  
725 West Altadena Drive, Altadena, CA 91001

## GOVERNING BOARD MEETING MINUTES

Tuesday, August 22, 2017; 6:00pm  
Odyssey Charter School, Bungalow K

### I. Call to Order

*Meeting called to order by Board Secretary Nina Zippay at 6:11pm*

### II. Introductions and Board Roll Call

Board Member	Present	Absent
Joretta Joseph, Chair & Community Member	X (644 arrival)	
Jexy Wadle, Vice Chair & Community Member		X
Nina Zippay, Secretary & Parent Representative	X	
Melissa Denton, Treasurer & Community Member	X	
Rene Alicea, Community Representative	X	
Marisela Chavez, Parent Representative	X	
Marisa Davis, Parent Representative	X	
Raequel London, Parent Representative	X (623 arrival)	
Mel Morrow, Parent Representative		X
Patrick Ontiveros, Community Member	X	
Victoria Wilson, Parent Representative		X

### III. Public Comment

*The public may address the OCS Governing Board regarding any item within the Board's jurisdiction whether or not that item appears on the agenda*

***No members of the public present at meeting***

### IV. Consent Agenda

*(Items on the consent agenda are considered routine and will be approved/adopted by a single motion. It is expected that Board members have reviewed these agenda items prior to meeting. There will be no separate discussion of these items, however any item may be removed from the consent agenda at the request of any Board member and acted upon separately)*

- a. Approval of the June 20, 2017 OCS Governing Board Meeting Minutes
- b. Approval of the July 5, 2017 Special OCS Governing Teleconference Board Meeting Minutes

*Motion to approve consent agenda by M. Davis; Second by R. Alicea; Motion passed unanimously.*

**V. Action Items**

a. Review and consider approval of the Tom Sawyer Camps license agreement  
*Update of license agreement and rationale for need to have separation indemnification provided by Rachelle Martinez; Agreement was reviewed by OCS Legal Counsel. Motion to approve by M. Denton; Second by M. Davis; Motion passed unanimously.*

b. Review and consider approval of the Odyssey Charter School Safe School Plan  
*Review of updates to Safe School Plan offered by Rachelle Martinez; Questions from Board about notification structures, off-site locations, and drills answered by Lauren O'Neill and Rachelle Martinez. Administrators will explore hosting a Family Education Night directly about school safety. Motion to approve by M. Chavez; Second by R. London; Motion passed unanimously.*

c. Review and consider approval of the OCS - South Charter Petition  
*Review of OCS-South Charter Petition to be submitted to Pasadena Unified School District by Lauren O'Neill and Carlos Garcia Saldana. Clarification provided about the changes to petition, various sections, and updates found within. Motion to approve by P. Ontiveros; Second by M. Denton; Motion passed unanimously.*

d. Review and consider approval of the OCS - South Charter Petition Budget  
*Katrina Franklin provided a detailed overview of the 5-year budget and narrative to accompany OCS-South Charter Petition. Answered questions about loans, funding sources and projections from Board members. Budget and narrative will be updated to reflect distinction between the corporation, existing school, and future school. Motion to approve by M. Denton; Second by M. Davis; Motion passed unanimously.*

e. Review and consider approval of the Fiscal Policies  
*Katrina Franklin provided a detailed overview of the updates made to the Fiscal Policies which are primarily focused on the controls, policies, and procedures pertinent to two school campuses. Motion to approve by R. Alicea; Second by M. Davis; Motion passed unanimously.*

f. Review and consider approval of the Employee Handbook  
*Lauren O'Neill provided update on Employee Handbook, which contains primarily updates recommended by OCS Legal Counsel. Motion to approve by R. Alicea; Second by R. London; Motion passed unanimously.*

g. Review and consider approval Odyssey Charter School Governing Board Bylaws  
*Lauren O'Neill provided update on Governing Board Bylaws; Areas where edits were made include governance structure to oversee two schools, board member terms. Bylaws were reviewed and updated by OCS Legal Counsel to ensure legal accuracy and compliance. Motion to approve by M. Chavez; Second by M. Denton; Motion passed unanimously.*

h. Review and consider approval Odyssey Charter School Parent Student Handbook  
*Carlos Garcia Saldana provided update on Parent Student Handbook. Handbook now contains all recently-updated policies as approved by the Board and is re-organized for better usage by parents. It is noted the Parent Student Handbook contains the outdated Enrollment Policy which will be updated to contain the most-currently updated version. Motion to approve with noted edit by M. Davis; Second by R. Alicea; Motion passed unanimously.*

i. Review and consider approval of Executive Director's recommendation to employ Denny Mejia as the Odyssey Charter School Math Teacher for Grades 7 and 8 on a Provisional Internship Permit commencing August 23, 2017  
*Lauren O'Neill shared brief update on the need for action to be taken by Board in order to meet the requirements for issuance of Provisional Internship Permit for employee. Provided brief overview of the process. Motion to approve by M. Denton; Second by J. Joseph; Motion passed 5 in favor, 1 opposed.*

**VI. Late Communications**

*Reminder of next Board meeting on September 26, 2017.*

**VII. Adjournment**

*Meeting adjourned by Board Secretary N. Zippay at 8:46pm.*