

# ODYSSEY CHARTER SCHOOL

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

## GOVERNING BOARD MEETING MINUTES

Tuesday, June 19, 2018; 6:00pm  
Odyssey Charter School, Room 2

### I. Call to Order

*Meeting called to order by Chair Nina Zippay at 6:05pm*

### II. Introductions and Board Roll Call

Board Member	Present	Absent
Nina Zippay, Chair & Community Representative	x	
Jexy Wadle, Vice Chair & Community Member	x	
Melissa Denton, Treasurer & Community Member	x	
Marisa Davis, Secretary & Parent Representative	x	
Rene Alicea, Community Representative	x	
Joretta Joseph, Community Member	Arrived at 628	
Raequel London, Parent Representative		x
Mel Morrow, Parent Representative	x	
Patrick Ontiveros, Community Member	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 public comment*

### 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 May 22, 2018 OCS Board Meeting Minutes
- b. Approval of the May 22, 2018 OCS Finance Committee Meeting Minutes

<b>Discussion</b>	<i>Item B pulled from Consent Agenda by Chair Nina Zippay</i>
<b>Move to approve</b>	<i>Move to approve Item A by Jexy Wadle</i>
<b>Second</b>	<i>Mel Morrow</i>
<b>Votes</b>	<i>7:0- Motion passed unanimously</i>

**V. Communications**

*The OCS Governing Board allocates 20 minutes at maximum for Staff Reports when appearing on Governing Board Meeting Agenda.*

*No staff reports/communications at this time.*

**VI. Action Items**

*The OCS Governing Board allocates a maximum of 15 minutes per discussion items appearing on the agenda.*

a. Review and approve the May 2018 Financials

<b>Discussion</b>	<i>Highlights of financials reviewed by Katrina Franklin</i>
<b>Move to approve</b>	<i>Jexy Wadle</i>
<b>Second</b>	<i>Marisa Davis</i>
<b>Votes</b>	<i>7:0- Motion passed unanimously</i>

b. Review and approve the Preliminary Odyssey Charter School FY18-19 Budget

<b>Discussion</b>	<i>Highlights of final budget presented by Katrina Franklin. Some changes from the January budget. Questions from Board Members regarding shared costs, and lines of credit answered by Katrina Franklin</i>
<b>Move to approve</b>	<i>Marisa Davis</i>
<b>Second</b>	<i>Jexy Wadle</i>
<b>Votes</b>	<i>7:0- Motion passed unanimously</i>

c. Review and approve the Preliminary OCS-South FY18-19 Budget

<b>Discussion</b>	<i>Preliminary budget presented by Katrina Franklin</i>
<b>Move to approve</b>	<i>Jexy Wadle</i>
<b>Second</b>	<i>Marisa Davis</i>
<b>Votes</b>	<i>7:0- Motion passed unanimously</i>

d. Review and approve the consolidated application to for Title I, Title II, and Title IV Every Student Succeeds Act (ESSA) Funding

<b>Discussion</b>	<i>Katrina Franklin explained purpose of ConApp- federal funds</i>
<b>Move to approve</b>	<i>Marisa Davis</i>
<b>Second</b>	<i>Jexy Wadle</i>
<b>Votes</b>	<i>8:0- Motion passed unanimously</i>

e. Review and approve the OCS-South School Calendar

<b>Discussion</b>	<i>Rachelle Martinez reviewed calendar which is modeled after Odyssey's calendar</i>
<b>Move to approve</b>	<i>Jexy Wadle</i>
<b>Second</b>	<i>Mel Morrow</i>
<b>Votes</b>	<i>8:0- Motion passed unanimously</i>

a. Review and approve FY 2017/2018 General Liability insurance

<b>Discussion</b>	<i>Rachelle Martinez reviewed the insurance proposal and detailed the elements which have changed/increased.</i>
<b>Move to approve</b>	<i>Mel Morrow</i>
<b>Second</b>	<i>Patrick Ontiveros</i>
<b>Votes</b>	<i>8:0- Motion passed unanimously</i>

f. Review and approve the Odyssey Charter Schools Employee Handbook

<b>Discussion</b>	<i>Lauren O'Neill informed no changes were made to Employee Handbook since the May 2018 Board Review</i>
<b>Move to approve</b>	<i>Jexy Wadle</i>
<b>Second</b>	<i>Melissa Denton</i>
<b>Votes</b>	<i>8:0- Motion passed unanimously</i>

g. Review and approve the Odyssey Charter Schools Wellness Policy

<b>Discussion</b>	<i>Policy is needed in order to comply with federal Lunch program requirements. Katrina Franklin addressed questions from Board members regarding Nutritional Council, repetitions, and Parent events versus school sponsored events</i>
<b>Move to approve</b>	<i>Move to approve with minor edits including deletion of duplicate text on page 2 and tweak of language on Nutritional Council by Mel Morrow</i>
<b>Second</b>	<i>Jexy Wadle</i>
<b>Votes</b>	<i>8:0- Motion passed unanimously</i>

h. Review and approve the Odyssey Charter Schools Retention Policy

<b>Discussion</b>	<i>Carlos Garcia Saldana presented minor revisions to Retention Policy seen by Board in May 2018. Edit included adding the School Principal as the first step of the appeal process, changes in language surrounding elements which form a students' course grade, and edits to step 3 of the appeal to be consistent with the overall retention/promotion nature of this policy.</i>
<b>Move to approve</b>	<i>Move to approve with noted edits by Marisa Davis</i>
<b>Second</b>	<i>Joretta Joseph</i>
<b>Votes</b>	<i>8:0- Motion passed unanimously</i>

i. Review and approve the Odyssey Charter Schools Governing Board Bylaws

<b>Discussion</b>	<i>Lauren O'Neill reviewed Bylaws and address Board questions on Composition, and Terms. Board requested to insert language to indicate Parent Representatives serve an initial 2-year term and subsequent terms can be 1, 2, or 3 years. Board also requested to explore and find ways of intentionally staggering member terms to prevent departure of many board members at once.</i>
<b>Move to approve</b>	<i>Move to approve with noted changes by Joretta Joseph</i>
<b>Second</b>	<i>Melissa Denton</i>
<b>Votes</b>	<i>8:0- Motion passed unanimously</i>

j. Review and consider approval of the 2017-2020 Local Control Accountability Plan (LCAP) for Odyssey Charter School

<b>Discussion</b>	<i>Lauren O'Neill presented LCAP for Odyssey Charter School. No major changes to document from the prior year; primary areas of change were found in the Summary sections.</i>
<b>Move to approve</b>	<i>Patrick Ontiveros</i>
<b>Second</b>	<i>Jexy Wadle</i>
<b>Votes</b>	<i>8:0- Motion passed unanimously</i>

k. Review and consider approval of the 2017-2020 Local Control Accountability Plan (LCAP) Every Student Succeeds Act (ESSA) Federal Addendum for Odyssey Charter School

<b><i>Discussion</i></b>	<i>Lauren O'Neill presented the Federal Addendum to LCAP which reports the federal funds expenditures to the US Department of Education.</i>
<b><i>Move to approve</i></b>	<i>Mel Morrow</i>
<b><i>Second</i></b>	<i>Jexy Wadle</i>
<b><i>Votes</i></b>	<i>8:0- Motion passed unanimously</i>

I. Review and consider approval of the 2017-2020 Local Control Accountability Plan (LCAP) for OCS-South

<b>Discussion</b>	<i>Lauren O'Neill presented the initial LCAP for OCS- South that is modeled after the Odyssey document vis-a-vis its goals, actions, and measurable outcomes.</i>
<b>Move to approve</b>	<i>Marisa Davis</i>
<b>Second</b>	<i>Melissa Denton</i>
<b>Votes</b>	<i>8:0- Motion passed unanimously</i>

VII. **Closed Session**

- a. Consideration of Executive Director Performance Evaluation for 2017-2018
- b. Consideration of Employment Offer for Executive Director for 2018-2019

VIII. **Report from Closed Session**

<b>Resolution</b>	<i>Chair of Personnel Committee Jexy Wadle proposed resolution and made motion to offer a one-year employment agreement to Lauren O'Neill as Executive Director for the 2018-2019 school year.</i>
<b>Move to approve</b>	<i>Jexy Wadle</i>
<b>Second</b>	<i>Joretta Davis</i>
<b>Votes</b>	<i>8:0- Motion passed unanimously</i>

IX. **Late Communications**

X. **Adjournment**

*Meeting adjourned by Board Chair Nina Zippay at 9:09pm.*

**Certification of Minutes**

*I, Marisa Davis, Secretary of the Odyssey Charter School Governing Board, hereby certify these minutes as accurate on <<DATE>>.*