

# ODYSSEY CHARTER SCHOOL

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

## GOVERNING BOARD MEETING MINUTES

Tuesday, May 24, 2016; 6:00pm

Odyssey Charter School, Room 2

### I. Call to Order

*Meeting called to order by Chair Joretta Joseph at 6:17pm*

### II. Introductions and Board Roll Call

Board Member	Present	Absent
Joretta Joseph, Chair, Community Member	X	
Jexy Wadle, Vice Chair, Parent Representative	X	
Nina Zippay, Secretary & Parent Representative	X	
Marisela Chavez, Parent Representative	X	
Victoria Deise Wilson, Parent Representative	X	
Melissa Denton, Community Member	X (Arrived at 647pm)	
Patrick Ontiveros, Community Member	X	
Scott Uffelman, Community Member		X
Neal Wrightson, 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*

### 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 April 26, 2016 OCS Governing Board Meeting Minutes

b. Approval of the April 26, 2016 Facility Committee Meeting Minutes

*Move to approve by Jexy Wadle; Second by Victoria Wilson; Motion passed unanimously*

### V. Staff Communications

a. Staff Director Reports

■ *Lauren O'Neill, Executive Director*

- *Update on 2nd school site for expansion*
- *Details provided on process, and steps from Legal Counsel*
- *Discussing facility options with Insight*
- *Detailed next steps for June, August, and Fall timeline*
- *OCS Teachers provided brief update on Co-Teaching model*
  - a. *More effective use of co-teachers to support students*
  - b. *Opened up greater instructional tools and methods*

■ *Carlos Garcia Saldana, Assistant Director*

- *Attended CCSA Advocacy Day in Sacramento and met with Assemblymember Holden and Senator Liu Staff members*
- *Updated our marketing and outreach materials for 17-18 enrollment cycle*
- *Reviewing and updating outreach strategies to yield greater return on investment*
- *New website will be worked on over the summer; Victoria asked for parents to be involved into the*
- *Rachelle Martinez, Director of Operations*
  - *ADA & Enrollment Update*

## **VI. Discussion Items**

- a. Review Draft Executive Director Performance Evaluation
  - *Personnel Committee has met to review the Evaluation, particularly the Parent Survey element of the evaluation*
  - *Victoria will provide detailed comments and feedback*
  - *Evaluation will have annual and triennial elements*
  - *Marisela asked for some rewording to make the survey more parent-friendly. Inquired about the structure of how the ED will report on their progress on goals including timeline for reporting and metrics for measuring goals. Overall, there is a lack of ED voice in the document where accomplishments are*
  - *For the current year, ED Evaluation will take place during Closed Session at the June 14, Board Meeting where ED will provide update on goals.*

## **VII. Action Items**

- a. Review and consider approval of the Prop 39 Energy Consultant Agreement from Cumming
  - *Rachelle Martinez briefed on the Prop 39 Energy Efficiency upgrade project*
  - *Christine Marez, Director of Energy, Cumming*
    - *Major project elements-- High efficiency HVAC equipment; LED lighting; Electrical upgrades*
    - *Reviewed the Proposal and details*
  - *Facilities Committee recommends the board to approve the May 23 Project Proposal*
  - *After approval by OCS Governing board, PUSD will vet the work by Cumming; Cumming won the project bid for Prop 39 two years ago from PUSD Board*
- b. Review and consider approval of the the April 2016 Financials
  - *Katrina Franklin gave overview of April Financials*
  - *ADA was slightly greater than budgeted and approximately 96% attendance rate*
  - *Forecast is \$10,000 greater than anticipated*

*Nina moves to approve; Second by Victoria Wilson*

## **VIII. Presentation**

- a. Local Control Accountability Plan Update

## **IX. Late Communications**

**X.      Adjournment--** *Meeting adjourned by Chair Joretta Joseph at 7:53pm*