

# ODYSSEY CHARTER SCHOOL

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

## GOVERNING BOARD MEETING MINUTES

Tuesday, September 27, 2016; 6:00pm

Odyssey Charter School, Room 2

### I. Call to Order

Meeting called to order by Chair Joretta Joseph at 6:10pm

### 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 (Arrived at 6:35pm)	
Victoria Deise Wilson, Parent Representative	X	
Melissa Denton, Community Member	X (Arrived at 6:47pm)	
Patrick Ontiveros, Community Member		X (Via phone until 7:00pm; No voting)

### 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

- Marisa Davis- Parent of 2nd grader and incoming Kindergartener. Designer by trade. Connected to local political environment and community. Interested in joining as Parent Board Representative.
- Mel Morrow- parent of 1st grader and incoming kindergarten. Nonfiction documentarian and filmmaker. Interested in joining as Parent Board Member.
- Rene Alicea- Community Member interested in Board Member. Director of Finance and Assistant Secretary for Board of two firms. Recently arrived from Michigan.
- Raquel London- Parent of 5th grade student; Child and family advocate for 20+ years; seeking ways of where she can best serve on campus
- Boonrasi Norman- Parent & Community Coordinator staff; parent of 5th grade
- Patrick Ontiveros - in attendance via phone through 7:00pm

### 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 14, 2016 OCS Governing Board Meeting Minutes
- a. Approval of the the May 2016 Financials

- b. Approval of the May 19, 2016 Facilities Committee Meeting Minutes
- c. Approval of Facility Use Agreement for Tom Sawyer Camps
- d. Approval of Facility Use Agreement for Girls on the Run
- e. Approval of Facility Use Agreement for Plaza Production I  
Move to accept Facility Use Agreements by Nina Zippay; Seconded by Jexy Wadle; Motion passes unanimously.

**V. Communications**

- a. Staff Director Reports  
*Highlight of new campus website by Carlos Garcia Saldana*  
*Review of current facility and playground plan by Rachelle Martinez*  
*Enrollment update by Lauren O'Neill and Rachelle Martinez*  
*Inquiry on the change of Spirit Week*  
*Annual Campaign Drive highlighted by Rachelle Martinez*

**VI. Action Items**

- a. Review and consider approval of the the June, July and August 2016 Financials  
*June financials will be audited in October and approved at November Board Meeting. Net income \$298,000.*  
*August Financials-- Budgeted at 470 with current enrollment of 472. Net income projected at \$69,000. End of month cash balance \$1,559,933. Projected end of school year cash balance is \$1,240,440. Summer enrichment program had a net profit of \$3,000. Detailed review of financials*  
Move to approve by Melissa Denton; Seconded by Victoria Wilson; Motion passes unanimously.
- b. Review and approve FY 2016/2017 Insurance Proposal  
*Review of insurance proposal provided.*  
Move to approve by Nina Zippay; Seconded by Jexy Wadle; Motion passes unanimously.
- c. Review and consider approval of the ConApp  
*Review of CONAPP by Katrina Franklin. Need to correct Homeless Coordinator Names to be consistently listed as Lauren O'Neill.*  
Move to approve with suggested edit by Victoria Deise Wilson; Seconded by Marisela Chavez. Motion passes unanimously.
- d. Review and consider approval of the EPA Board Resolution  
*Review of EPA Spending Plan resolution by Katrina Franklin.*  
Move to approve by Jexy Wadle; Seconded by Melissa Denton; Motion passes unanimously.
- e. Review and consider approval of the Educator Effectiveness Expenditure Plan  
*Review of the Educator Effectiveness Expenditure Plan by Lauren O'Neill.*  
*Expenses in 16/17 will be focused on literacy.*  
Move to approve by Melissa Denton; Seconded by Jexy Wadle; Motion passes unanimously.

**VII. Items for Discussion**

- a. Review of 2016-2017 Governing Board Calendar

*Review of Governing Board Calendar, including a change to November 2016 date.*

b. 2016-17 Governing Board Officer & Committee Assignments

*Review of Officer Position Descriptions and Committee Assignments by Lauren O'Neill*

c. Discussion on Parent Board Representatives

*Start of a conversation regarding the number of Board Parent representatives who currently serve on the OCS Governing Board. Discussed the need to maintain representation of parents and the long-standing balance of a larger number of community members than parent board representatives. Ideally the parent board representative terms will be for two years that are staggered for continuity. Goal is to add one more parent board representative. Will review and consider the bylaws and determine the maximum number of parent representatives allowed. Individual conversations between Lauren O'Neill and Parent Representatives*

d. First read of Odyssey Charter School Material Revision with 3-Year Budget Review

- *Review of new legal requirements to add to the Material Revision.*
- *Discussed recommended edits to items in Element A, Element D*
- *Victoria Wilson shared concern for ensuring sufficient administrative support as to not stretching out the leadership team.*
- *Marisela Chavez inquired about the feasibility of one campus principal being the sole administrator of the school; asked if there may be a need for an AP/Assistant Director role at both sites.*
- *Katrina Franklin reviewed the three year budget to be submitted with Material Revision.*
- *Follow-up conversation specific to the budget to be held*
- *Information on the plan for growth to be shared with parents and OPPG at Town Hall Meetings next month.*

e. First read of the Odyssey Charter School Parent Student Handbook

*Marisela Chavez shared concerns about the accurate and consistent enforcement of Dress Code is not consistent at all grade levels. Request for consideration has been noted. Suggestion to have a cheat sheet/infographic containing most useful points for parents-- Carlos will look further into an infographic to meet this need.*

**VIII. Late Communications**

**IX. Adjournment- Meeting adjourned at 9:10pm**