



ODYSSEY
CHARTER SCHOOL, INC.

Board of Directors

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

Wednesday, May 20, 2020, 5:15 p.m.
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 5:16 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

1. Founder's and Years-of-Service Awards Presentation – *The Jr/Sr High Class of 2020 Valedictorian, Michal (Miggy) Pineda and Salutatorian, Frank Donnelly were recognized as well as the annual Founder's Awards for select staff and students, and Years-of-Service for 5, 10, and 15-year employees were presented.*

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.*
2. Construction Update – *Constance Ortiz updated the Board on the construction projects. The Wyoming campus is making great progress toward completion. Painting and tile work in progress and next is carpet. HVAC system going in this month. The Eldron campus, we finally received the permit and starting land clearing. Anticipated completion by end of December 2020.*

E. SITE ADMINISTRATOR AND FOUNDER REPORT – *Raquel Espinosa, Charlotte Chase, Sara Buckley, and Laura Lane updated the Board on the AdvancEd accreditation status. Green Apple Academic Team has been expanded. AdvancEd is now called Cognia. Next accreditation is scheduled for the 2021-2022 school year. The 2016-17 accreditation team gave us several recommendations. The academic team gave a brief review of those recommendations and what the team has accomplished toward those recommendations. They also gave a sneak peek at the new Jr/Sr website. Constance Ortiz and the administrators provided a COVID-19 update for the Board on distance learning, excellent*

attendance, what the schools are currently doing, and how they are preparing for what school opening might look like.

F. INFORMATION

1. Family Reunification Plan – *Mike Davis presented the Family Reunification Plan as part of the Florida Safe School statutes, schools are required to adopt a Family Reunification Plan by August 2021. We would like to adopt BPS plan and add addendum with campus specific information. This will be brought to the Board at the next meeting for approval.*
2. Community Eligibility Program – *Monica Knight we give out 400 meal packs donated by Second Harvest while we are out of school. Our children receive free breakfast and lunch with the CEP program. We found out that we have less children qualifying for FR. We have a reduction in our Title 1 allocation for both schools because of this. With CEP we do not do FR forms. We will be doing an income verification during registration to see if our Title 1 allocation is actually correct. We will report at a later Board meeting.*

- 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. Approve the Minutes of the Odyssey Charter School, Inc. Board of Director's Meetings for March 25, 2020 and April 22, 2020 as presented.
2. Approve the Synovia Bus Tracking System agreement.
3. Approve Policy 7002 - Wellness Policy 2020-2021.
4. Receipt of OCS, Inc. Tax Form 990.
5. Approve the OCS, Inc. 2020-2021 Mental Health Plan.

Odyssey Charter School Business:

6. Approve the February and March 2020 Monthly Financial Reports.

Odyssey Preparatory Academy Business:

7. Approve the February and March 2020 Monthly Financial Reports.

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

- I. BOARD DIRECTORS' REPORT** – *The Board agreed that July 29, 2020 is a good date for everyone to hold a Special July meeting to review the draft budget.*

- J. ADJOURNMENT** - *The meeting adjourned at 6:55 p.m.*

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 July 29, 2020.

ODYSSEY CHARTER SCHOOL, INC.

A Florida not-for-profit corporation

By: 
Approved By

7/29/20
Date

Odyssey Charter School, Inc. – Board meeting
Treasurers Report
May 20, 2020

1. Unrestricted Cash for the period ending March 31, 2020 is:
 - a. Unrestricted cash – OCS \$1.8M
 - b. Unrestricted cash – OPA \$609K
 - c. Unrestricted cash – INC \$776K
 - d. Total unrestricted cash: \$3.1M
 - i. down \$479K since June 30, 2019 (appx 15% decrease)
 - ii. up \$0K since June 30, 2018 (unchanged)
 - iii. up \$1.0M since June 30, 2017 (appx 48% increase)
 - iv. up \$1.4M since June 30, 2016 (appx 70% increase)
2. Restricted cash is up \$9.6M over prior year ending to \$12M
 - a. Restricted for projects OCS: \$9.4M
 - b. Restricted for projects OPA: \$94K
 - c. Restricted for debt OCS: \$1.4M
 - d. Restricted for debt OPA: \$153K
 - e. Restricted for debt INC: \$920K
3. Total reconciled unrestricted & restricted cash at March 31, 2020: \$16.2M
4. GAAP measured Net Assets at March 31, 2020:
 - a. Total Net Assets: \$6.2M
 - i. OCS: \$4.6M
 - ii. OPA: \$575K
 - iii. INC: \$862K
5. Governmental measured fund balances at March 31, 2020:
 - a. OCS: \$12.5M
 - b. OPA: \$882K
 - c. INC: N/A
6. Long term debt balance at March 31, 2020: \$26.4M
7. Debt covenant (both schools) at March 31, 2020:
 - a. EBITDA annualized: \$2.5M (OCS \$1.9M / OPA \$450K / INC \$200K)
 - b. Debt service: \$1.4M annually

- c. Debt service coverage annualized: 1.78 achieved, 1.1 required.
 - i. (EBITDA divided by \$1.4M debt service)
- d. Days cash on Hand
 - i. Unrestricted cash on hand at March 31, 2020: \$3.1M
 - ii. Daily cash necessary: \$15.5M / 365 days = \$42K
 - GAAP Operating expenses (annualized): \$16.4M*
 - Less non cash - Depreciation expense (annualized): \$923K*
 - Equals cash expenses (annualized): \$15.5M*
 - iii. Cash on hand divided by \$42K = 74 days cash on hand
 - iv. Prior year ending 6/30/19: 86 days on hand
 - v. Minimum required is 45 days
- 8. Trailing 13-month report of cash & debt covenants (attached).
- 9. Full Time Equivalency student counts at March 31, 2020 (Total 1,945):
 - a. OCS 1,538
 - b. OPA 407
- 10. District Compliance:
 - a. March 31, 2020 financial statements were issued to Brevard County School district on or before April 30, 2020.
- 11. Tax matters:
 - a. No matters are pending at this time.
- 12. Audit matters
 - a. No matters are pending at this time.
- 13. Other matters
 - a. Subsequent events:
 - i. SBA's PPP Loan deposited April 27, 2020, approximately \$2.2M.
 - ii. The loan is eligible for forgiveness pursuant to conditions including using the proceeds on payroll and payroll related costs, utilities and interest expense* in an eight week period ending May 22, 2020. (*pending bank approval)
 - iii. Management is working with the bank to confirm presentation of eligible costs during the forgiveness period which starts June 23 and ends August 22, 2020 (bank are required to respond).
 - b. If you have questions or comments please contact Mike Hess, CPA at 407-896-4931 or mhess@grennanfender.com

Odyssey Charter School, Inc.

Charter Schools of the
District School Board of Brevard County, Florida

UNAUDITED FINANCIAL STATEMENTS

March 31, 2020

Includes the combined activity of
Odyssey Charter School
Odyssey Preparatory Academy

Prepared by:



These financial statements have not been subjected to an audit or review or compilation engagement, and no assurance is provided on them.
They do not include a statement of cash flows and substantially all disclosures required by GAAP are omitted.

Odyssey Charter School, Inc
Balance Sheet
As of March 31, 2020

Assets

Current Assets	
Cash	
Checking	\$ 3,147,250
Restricted cash held by trustee	12,225,362
Total cash	<u>15,372,612</u>
Accounts receivable	
Accounts receivable	630,320
Total accounts receivable	<u>630,320</u>
Other current assets	
Other current assets	78,248
Total other current assets	<u>78,248</u>
Total current assets	<u>\$ 16,081,180</u>
Fixed assets	
Land	2,971,949
Building and fixed equipment	14,784,180
Computer software & textbooks	165,531
Furniture, fixtures and equipment	3,290,072
Vehicles	1,187,546
Construction in progress	2,476,841
Accumulated depreciation	(6,834,093)
Total fixed assets	<u>18,042,025</u>
Total assets	<u><u>\$ 34,123,205</u></u>

Liabilities and net assets

Liabilities	
Current liabilities	
Accounts payable	\$ 285,997
Accrued expenses	669,900
Current portion of long term debts	742,067
Total current liabilities	<u>1,697,964</u>
Long term liabilities	
Notes payable	211,403
Capitalized lease obligations	-
Bonds payable	26,510,000
Premium on bonds payable, net of amortization	1,124,206
Less, current portion of bonds payable	(291,552)
Less, loan costs, net of amortization	(1,125,592)
Long Term Liabilities	<u>26,428,465</u>
Total liabilities	<u>\$ 28,126,429</u>
Net assets	<u><u>\$ 5,996,776</u></u>

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Odyssey Charter School, Inc
Profit & Loss
 July 1 through March 31, 2020

	<u>Year to date ending March 31, 2020</u>	<u>Fiscal 2020 Budget</u>
Revenues		
Federal through state and local	\$ 1,662,136	\$ 3,005,690
Revenue from state sources	11,502,947	15,161,736
Revenue from local sources	844,890	1,404,087
Other income	190,333	-
Total revenues	<u>14,200,306</u>	<u>19,571,513</u>
Expense		
Instruction	6,451,656	8,356,202
Instructional support services	243,493	379,913
Instructional media services	32,502	14,696
Instruction & curriculum development	242,526	382,830
Instructional staff training	52,215	65,825
Instructional related technology	453,337	514,653
School administration	2,412,696	3,182,535
Fiscal services	180,893	223,953
Food services	890,083	1,426,400
Pupil transportation services	474,624	725,939
Operation of plant	1,172,793	1,207,299
Maintenance of plant	123,487	246,100
Community services	380,182	377,969
Debt service	1,014,794	1,884,949
Total expense	<u>14,125,281</u>	<u>18,989,263</u>
Net income	<u>\$ 75,025</u>	<u>\$ 582,250</u>

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Trailing 13 month cash & covenant report
Odyssey Charter School, Inc.

	31-Mar-19	30-Apr-19	31-May-19	30-Jun-19	31-Jul-19	31-Aug-19	30-Sep-19	31-Oct-19	30-Nov-19	31-Dec-19	31-Jan-20	29-Feb-20	31-Mar-20
Bank accounts - unrestricted													
OSC	2,830,117	2,624,519	2,381,849	2,420,688	2,416,441	1,745,477	1,739,844	1,423,570	1,715,740	2,064,221	2,073,555	1,674,318	1,762,166
OPA	624,315	616,517	671,236	590,935	564,770	614,509	541,180	692,007	709,217	590,299	589,236	580,156	608,910
INC	603,413	603,413	608,280	614,164	614,164	614,164	664,303	534,641	650,170	719,112	739,408	722,376	776,174
Total cash (combined)	4,057,845	3,844,449	3,661,365	3,625,787	3,595,375	2,974,149	2,945,327	2,650,218	3,075,127	3,373,631	3,402,199	2,976,849	3,147,250
Cumulative change (year to date)	966,847	753,451	570,367	534,789	(30,411)	(651,637)	(680,459)	(975,568)	(550,660)	(252,155)	(193,176)	(648,937)	(478,537)
GAAP Income (all Schools & INC)	809,778	691,199	774,024	635,469	(30,085)	(32,565)	67,668	(91,493)	10,746	53,641	297,684	(70,280)	75,025
Interest, Depreciation and Amortization Expense	1,356,997	1,495,194	1,661,146	1,808,256	1,697,744	324,302	462,852	745,282	881,973	1,097,086	1,306,500	1,519,516	1,790,854
EBITDA (earnings before Interest Tax Depreciation and Amortization) YTD	2,166,775	2,186,393	2,435,170	2,443,725	139,659	291,737	530,521	653,789	892,719	1,150,727	1,604,184	1,449,236	1,865,879
Divide by Total School Months YTD	240,753	218,639	221,379	203,644	139,659	145,869	176,840	163,447	178,544	191,787,86	229,169,19	207,033,72	207,319,84
EBITDA Annualized	2,889,033	2,623,672	2,656,549	2,443,725	1,675,905	1,750,422	2,122,083	1,961,366	2,142,525	2,301,454	2,750,030	2,484,405	2,487,838
Debt Services Coverage Ratio (EBITDA divided by \$1.4M Annual)	2.06	1.87	1.90	1.75	1.20	1.25	1.52	1.40	1.53	1.64	1.96	1.77	1.78
Debt Services Coverage Ratio Required (Section 8.05(d) of the Loan Agreement)	1.10	1.10	1.10	1.10	1.10	1.10	1.10	1.10	1.10	1.10	1.10	1.10	1.10
Days cash on hand:													
GAAP expenses (annualized)	16,400,000	16,400,000	16,400,000	16,400,000	16,400,000	16,400,000	16,400,000	16,400,000	16,400,000	16,400,000	16,400,000	16,400,000	16,400,000
Non cash expenses (depreciation)	923,000	923,000	923,000	923,000	923,000	923,000	923,000	923,000	923,000	923,000	923,000	923,000	923,000
Cash expenses (annualized)	15,477,000	15,477,000	15,477,000	15,477,000	15,477,000	15,477,000	15,477,000	15,477,000	15,477,000	15,477,000	15,477,000	15,477,000	15,477,000
Days in the year	365	365	365	365	365	365	365	365	365	365	365	365	365
Cash per day required	42,403	42,403	42,403	42,403	42,403	42,403	42,403	42,403	42,403	42,403	42,403	42,403	42,403
Days cash on hand	96	91	86	86	85	70	69	63	73	80	80	70	74
Required (Section 8.05(e) of the Loan Agreement)	45	45	45	45	45	45	45	45	45	45	45	45	45
Fund balance (GASB)													
Odyssey	3,783,984	3,763,943	3,671,629	3,426,681	3,254,759	2,608,526	14,819,403	14,407,092	14,491,089	14,189,879	12,651,879	12,704,023	12,541,382
Odyssey Prep	852,532.7	980,897	1,052,555	780,558	734,246	800,773	845,777	858,098	946,010	806,478	946,415	899,530	881,951
Total combined	4,736,517	4,744,840	4,724,185	4,207,439	3,989,005	3,409,299	15,665,180	15,265,190	15,437,099	15,096,357	13,598,294	13,603,553	13,423,333



ODYSSEY
CHARTER SCHOOL, INC.

DATE: May 20, 2020

TO: Odyssey Charter School Inc.
Board of Directors

SUBJECT: 2019-20 General Fund Reserve

Odyssey Charter School Inc was awarded funding from the SBA PPP Protection Program in the amount of \$2,162,000 and funds were deposited on 04/27/2020. These funds will be used for payroll, health care costs, rent, utilities and mortgage interest over an eight week period of time ending June 19, 2020.

Odyssey Charter School Inc. plans to keep excess general funds in reserve at this time and will address allocation of the reserve post crisis when more information becomes available.

Some variables and/or unknowns regarding 2020-21 Funding due to COVID-19

- Reduced FTE due to State revenue shortage
- Drop in student enrollment
 - 5% drop (appx 98 students) = \$686,000
 - 10% drop (appx 196 students) = \$1,372,000
 - 15 % drop (appx 294 students) = \$2,058,000

Committed to academic excellence and the education of the whole child



Elementary Campus
1755 Eldron Blvd. S.E. • Palm Bay, Florida 32909
Phone: 321-733-0442 • Fax: 321-733-1178
www.odysseycharterschool.com