



**ODYSSEY**  
CHARTER SCHOOL, INC.

**Board of Directors**

Leslie Maloney, *President*  
Andy Ziegler, *Vice President*  
Amber Miller, *Secretary*  
Conrado Martinez, *Board Member*

**Tuesday, September 14, 2021, 4:30 p.m.**  
**Special 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 4:30 p.m. Those in attendance were Leslie Maloney, Andy Ziegler, Amber Miller for roll call. Conrado Martinez arrived after the adoption of the agenda.*
- 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. Final Benefits/Payroll/401k Presentation – *Todd Lawrence from Brown & Brown and Brett Shofner of Work Plan Retire presented.*

**D. 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; Andy Ziegler – AYE; Conrado Martinez – AYE; Amber Miller – AYE – Leslie Maloney had to leave the meeting and therefore did not vote on Consent Agenda.*

**Financial Services:**

1. **APPROVED:** Approve the OCS July 2021 Monthly Financial Reports.
2. **APPROVED:** Approve the OPA July 2021 Monthly Financial Reports.

**Human Resources:**

3. **APPROVED:** Approve Rebecca Irving to teach out-of-field in ESE K-12 for the 2021-2022 school year.
4. **APPROVED:** Approve the 2021-2022 Teacher Salary Increase Allocation.
5. **APPROVED:** Approve the revised Instructional Salary Schedule.

6. **APPROVED:** Approve reoccurring holiday bonus increase of \$675 for administrators and faculty and \$500 for support staff.

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

1. **APPROVED:** Approve to terminate all Paychex Service Agreements with written notice effective December 31, 2021. *Andy Ziegler motioned to approved; seconded by Amber Miller; Andy Ziegler – AYE; Conrado Martinez – AYE; Amber Miller – AYE; Leslie – AYE; motion passed.*
2. **APPROVED:** Approve to contract with Brown & Brown for employee core and ancillary services. *Andy Ziegler motioned to approved; seconded by Amber Miller; Andy Ziegler – AYE; Conrado Martinez – AYE; Amber Miller – AYE; Leslie – AYE; motion passed.*
3. **APPROVED:** Approve to partner with Aflac for voluntary worksite coverage. *Andy Ziegler motioned to approved; seconded by Amber Miller; Andy Ziegler – AYE; Conrado Martinez – AYE; Amber Miller – AYE; Leslie – AYE; motion passed.*
4. **APPROVED:** Approve to contract with Paylocity for payroll and human resource services. *Andy Ziegler motioned to approved; seconded by Amber Miller; Andy Ziegler – AYE; Conrado Martinez – AYE; Amber Miller – AYE; Leslie – AYE; motion passed.*
5. **APPROVED:** Approve to contract with American Portfolios Advisors, Inc./Work Plan Retire for employee retirement (401k) services. *Amber asked about other services financial advising etc. Will be provided. Andy Ziegler motioned to approved; seconded by Amber Miller; Andy Ziegler – AYE; Conrado Martinez – AYE; Amber Miller – AYE; Leslie – AYE; motion passed.*
6. **APPROVED:** Approve the Reimbursement Resolution. *Andy Ziegler motioned to approved; seconded by Amber Miller; Andy Ziegler – AYE; Conrado Martinez – AYE; Amber Miller – AYE; Leslie – AYE; motion passed.*

**F. BOARD DIRECTORS' REPORT**

**G. ADJOURNMENT** – *The meeting adjourned 5:47 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 November 18, 2021.

**ODYSSEY CHARTER SCHOOL, INC.**  
A Florida not-for-profit corporation

By:   
Approved By

11/18/21  
Date