

Odyssey Charter Schools Public Board of Directors Meeting

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Wednesday, October 29, 2025

Minutes

Open Session – 5:00 PM

Call to Order:

Time: 5:00 p.m.

1. Roll Call

Michelle Battle – Board Secretary

Absent/Present

Board Members:

Alan Diskin

Present

Richard Douglas

Present

Larry Moulton

Present

Sharon Rushforth

Present

Serena Guimarey

Present

Laurie Kelman

Present

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| Staff: | Tim Lorenz | Present |
| | Superintendent of Schools | |
| | Shelli Guthrie | Present |
| | Executive Director of School Operations | |
| | Gerry Born | Present |
| | Elementary School Principal | |
| | Dr. Julie Charles | Present |
| | Middle School Principal | |
| | Derek Stafford | Absent |
| | High School Principal | |
| | Robert Handwerker | Present |
| | Director of Business & Finance Services | |
| | Stephanie Han | Present |
| | Director of Human Resources | |
| | Brenda Margoluis | Absent |
| | Director of Federal Programs | |
| | Michelle Battle | Present |
| | Board Secretary | |

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| 2. Pledge of Allegiance: Richard Douglas | |
| 3. Introduce Guests: Dallas Miller – High School Math Teacher | |
| For Possible Action: | 4. Accept Agenda |
| Motion: | Sharon Rushforth |
| 2 nd : | Serena Guimarey |
| Board Discussion: | The agenda was reviewed and approved. |
| Vote: | Unanimous |
| Information/Discussion: | 5. Public Comments - None |
| Public Comment: Time for public comments will be provided at the beginning of the meeting regarding any agenda items on which action may be taken by the public body and again before the adjournment of the meeting on any matter. See NRS 241.020(2)(d)(3)(l). In addition to these two public comment periods, public comment may also be taken during specific agenda items as noted on the agenda or at the discretion of the President of the Odyssey Board of Directors. Note: We do not offer an online option during our in-person meetings. Public comment may also be submitted in writing via email at mbattle@odysseyk12.org and any such public comment received prior to the meeting will be provided to the Board of Directors and included in the written minutes of the meeting. | |

A time limit of three (3) minutes, subject to the discretion of the Board President, will be imposed on public comments in order to afford all members of the public who wish to comment, an opportunity to do so within the timeframe available to the Board of Directors. Public comments will not be restricted based on viewpoint.

6. Superintendent's Report

Superintendent's Report

- **Academic data/updates**
 - o HS – 3 STAR - Rating
 - o MS - 5 STAR - Rating
 - o ES – 4 STAR – Rating
- Odyssey's Tier 1 Instructional Program is exceptional. Teachers continue to improve their instructional practices through Odyssey's Individualized Professional Development Program.
- The Instructional Leaders have done an exceptional job providing strong Tier 2 instruction and intervention to ensure all students succeed academically.
- Rigor is the key component which runs through Odyssey's Instructional Program.
- Odyssey's Instructional Program teaches students to address content using critical, creative and problem-solving skills which promote lifelong learning.
- Students at Odyssey have a community of support around them.
- Odyssey accepts students exactly where they are academically, socially and supports their growth.
- Odyssey believes in support and a nonjudgmental approach.
- **OPF Updates**
 - o The State Public Charter School Authority (SPCSA) Organizational Performance Framework assesses five critical areas. Odyssey ratings in each area are as follows:
 - A. Submitted – 99%
 - B. On-Time – 97%
 - C. Accurate: 93%
 - D. Status: 84% (Pending – 16%)
 - E. Quality Rating – 50% (3 out of 6)

For Possible Action:

7. Approval of Consent Agenda

- a. Approval of August 7, 2025 Board Meeting Minutes
- b. Approval of 2025/2026 New and Revised Employment Contracts
- c. Approval of 2025/2026 Educational Services Contracts
- d. Approval of 2025/2026 Extra Duty Stipends
- e. Approval of 2026/2027 Staff and School Calendar

Attachment #1

Motion:

Richard Douglas

2nd:

Sharon Rushforth

Board Discussion:

The consent agenda was reviewed and approved.

Vote:

Unanimous

For Possible Action:

8. Approval of revisions to Board of Director Bylaws

Attachment #2

Motion:

Larry Moulton

2nd:

Richard Douglas

Board Discussion:

Ms. Shelli Guthrie, Director of School Operations, stated during the process of changing sponsorship to the SPCSA, our Board reviewed, revised, and approved updated Odyssey Board Bylaws. After we submitted the Bylaws to the SPCSA, their attorney did a review of Board documents. They sent back some required revisions and some suggested changes, which can be seen in the Memorandum under Tab 2 of the Board Book. The required changes are redlined in the attached Bylaws. The suggested change is regarding the removal of Board members, which is in Article IV, Section 8. The Board reviewed suggestions provided by our attorney to make changes to this section. After discussion by Board members, a decision was made to remove the current language in Article IV, Section 8 and replace it with new language suggestion by Odyssey's attorney. A motion was made to accept the required changes and to remove the current language in Article IV, Section 8 and to replace it with the new language.

Vote:

Unanimous

Information/Discussion:

9 FY 2025 Financial Results

Attachment #3

Motion:

N/A

2nd:

N/A

Board Discussion:

Mr. Handwerker reported on the FY 2025 Results

📊 Overall, we were \$120K better than budgeted; this is a very small variance which means we could have easily fallen below the budgeted goal had anything unexpected occurred.

📊 Cash Flow declined \$2,763.007

o This variance is a combination of the rising costs of goods/services, software, computers, facility rental rate increases, and security costs, coupled with the significant cost of the 8% raise awarded to all staff, normal step increases, lane changes, and Odyssey deciding to pay 100% of the increase in health premiums (and not pass any increases along to employees).

📊 Total Cost of Salary (code 100), employee benefits (code 200) and contractors (code 320) should all be looked at together:

📊 FY 24 Total of these codes \$20,206K

📊 FY 25 Total of these codes \$22,278K

📊 An increase of \$2,072K, or about 10% of personnel costs, which was expected, budgeted, and discussed at the Board meetings when we were deciding on the correct raise amounts.

📊 Funding from FY 2024 to 2025 grew approximately \$624K overall, this was a combination of:

o A small increase in ADE, approximately 17 students, accounting for an approximately \$161K increase in funding,

o The increase in the rate per pupil of \$448, accounting for an increase of approximately \$1,047K

o State SPED grew by approximately \$296K.

o While we lost some Title funding through CCSD, most of this will be restored with the move to the SPCSA.

o The biggest difference was the expiration of ESSER funding, of which we

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| | <p>had more than \$900K in FY 2024</p> <ul style="list-style-type: none"> ■ 1900 Other Rev Local sources -\$41,770.99 o In July of 2023 (the first month of FY24), we experienced a flood in the Administrative building. Our share of the replacement cost of the carpet, furnishings, painting the damaged walls, and purchasing a new damaged color copy (the copier was brand new and damaged by the moisture) was reimbursed by our insurance carrier in the amount of \$42K. This represents the large variance. ■ 440 Rentals \$1,125,334.65 o These two variances go hand in hand: The FY24 amount is after the audit entry to account for our facility lease as a capital lease, whereas the FY 2025 number is before the capital lease journal entry. This is also why you will note two other items near/at the end of the schedule: <ul style="list-style-type: none"> ☞ Note that interest expense of \$300K has been recorded on the capital lease for FY 24, but not yet for FY 25 (see code # 832) ☞ There is a FY 2025 adjustment to “Cash Flow” at the bottom titled “Impact of Lease Accounting as Capital Lease” for \$932K to allow for comparability ☞ The combination of the above two bullet points (300K + 932K) account for almost all of the variance noted in the 440 and 440.01 <p>Vote: N/A</p> |
| Information/Discussion: | <p>10. NDE Whistleblower Protection</p> <p style="text-align: right;"><i>Attachment #4</i></p> |
| <p>Motion:</p> <p>2nd:</p> <p>Board Discussion:</p> <p>Vote:</p> | <p>N/A</p> <p>N/A</p> <p>Mr. Lorenz stated that the NDE Whistleblower Protection of School District Personnel Regarding the Disclosure of Testing Irregularities is passed out to all staff, annually. This regulation provides protection to staff that report testing irregularities.</p> <p>Ms. Guthrie added that it is the responsibility of the Board of Trustees to distribute this document to staff and that we have done that on their behalf.</p> <p>N/A</p> |
| Information/Discussion: | <p>11. Update on AB398 Funding</p> |
| <p>Motion:</p> <p>2nd:</p> <p>Board Discussion:</p> <p>Vote:</p> | <p>N/A</p> <p>N/A</p> <p>Ms. Han informed the Board that the plan for AB398 Funding for Teacher Raises was approved at the Interim Finance Committee on October 16 th . She noted that we are currently waiting for additional guidance from SPCSA on reporting requirements. She also added that our next step is to submit a revised budget to include a specific line item for the AB398 funding. Mr. Handwerker added that we will be holding a separate meeting to have the revised budget approved and that Ms. Battle will be reaching out to Board members to determine the date for the meeting.</p> <p>N/A</p> |
| For Possible Action: | <p>12. Approval of Revised Support Staff, Licensed Professional, and</p> |

**Administrative Salary Scales to Include the Public Employees
Retirement System - Employee/Employer Paid Plan**

Attachment #5

Motion: Serena Guimarey
2nd: Sharon Rushforth
Board Discussion: Ms. Han stated that we are requesting to approve salary scales for our staff that have selected the Public Employees Retirement System Employee/Employer Paid Plan. This was an area that was identified during our recent Nevada PERS audit. The Employee/Employer Paid Plans include an increase in the rate of pay and a payroll deduction for the employee's portion of the PERS retirement contribution. Mr. Handwerker noted that there is no change in the pay rate for the employees and this process was already in place, however, PERS is requiring that we have the rate documented and approved by our Board.

Unanimous

Vote:

For Possible Action: 13. Approval of AB 245 (2023) Power-Based Violence MOU

Attachment #6

Motion: Serena Guimarey
2nd: Sharon Rushforth
Board Discussion: Mr. Lorenz stated that Charter School Board of Trustees are mandated under AB 245 (2023) Power-Based Violence to enter into a Memorandum of Understanding (MOU) with a community-based organization that assists victims of power-based violence. Odyssey has entered into an Operational Agreement/MOU with Signs of Hope to collaborate on improving the safety of all students.

Unanimous

Vote:

For Possible Action: 14. Approval of Superintendent Performance Evaluation Report

Motion: Richard Douglas
2nd: Larry Moulton
Board Discussion: Ms. Han stated that the Superintendent's Performance Evaluation Report includes the responses received from the Board members and is presented for approval.

Unanimous

Vote:

Information/Discussion: 15. Public Comments #2 - None

Public comment will be made during this agenda item on any matter not on the agenda. See NRS 241.020(d)(3). No action may be taken on a matter raised under this item until the matter is included on an agenda as an item on which action may be taken. A time limit of three (3) minutes, subject to the discretion of the Chair will be imposed on public comments. The Odyssey Charter School Board President may allow additional public comment at his discretion.

For Possible Action: 16. Adjournment

Motion: Sharon Rushforth
2nd: Serena Guimarey
Board Discussion: None

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| Vote: | Unanimous |
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| Time: | 5:56 p.m. |
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