

Odyssey Charter Schools of Nevada Charter Renewal 2012-13

Part 1: Facility, Personnel and Equipment

1.1

Odyssey Charter Schools of Nevada

1.2 (a)

OCS currently occupies a facility at 2251 South Jones Boulevard, Las Vegas Nevada, 89146. In addition, it occupies a facility adjacent to this main building at 6166 West Sahara Avenue, Las Vegas, NV 89146. The school serves families throughout Clark County.

1.2 (b)

The buildings that OCS occupies are single story buildings that were originally built for office use, but have been retrofitted as a school by OCS to meet all code requirements and have educational occupancy ratings from the City of Las Vegas.

1.2 (c)

Odyssey Charter School Floor Plans - See Attachment #1.

1.2 (d)

The facility is owned by RiverPark II, LLC. Their address is 2025 Eagle Trace Way Las Vegas, NV 89117. The adjacent facility is owned by RiverPark IV, LLC. Their address is 6152 West Sahara Avenue, Las Vegas, NV 89146.

1.2 (e)

OCS Lease Agreements - See Attachment #2.

1.2 (f)

Certificate of Occupancy - See Attachment #3.

1.2 (g)

Proof of Insurance - See Attachment #4.

Part II: Educational Program

2.1 OCS has an enrollment of 1711 students in grades K-12.

2.2 The grade levels of currently enrolled students

Grade K:	27
Grade 1:	34
Grade 2:	27
Grade 3:	33

Grade 4:	37
Grade 5:	52
Grade 6:	93
Grade 7:	111
Grade 8:	180
Grade 9:	151
Grade 10:	227
Grade 11:	335
Grade 12:	404

Part 2: Educational Program

2.3 The state of Nevada requires all school districts to provide a minimum of 180 days of instruction. A student at OCS must attend a minimum of 180 days within the school year as determined in NRS 388 regarding distance education. OCS follows the same calendar as CCSD including all legal holidays and all beginning and ending dates of each term. OCS is not planning any school days in which less than a full day of instruction will be administered.

OCS Calendar - Attachment #5

2.4 The proposed enrollment dates for OCS are 8/27/2012 to 6/30/2013 and a summer school program.

2.5 (a)(b)

It is not anticipated that OCS will require any fees, charges or deposits from its students.

2.6 (a)(b)(c)

OCS uses the Common Core Standards and CCSD course syllabi and curriculum framework to guide instruction for all of its classes. Odyssey Charter School’s description of the classes and graduation requirements is contained in the appendices. Also in the appendices is a copy of the Nevada Department of Education requirements for graduation, from which we model our own.

Curriculum, Course Descriptions, Classes - See Attachment #6

2.7

Students are required to take all the standardized tests required by the CCSD and the State of Nevada and the Nevada High School Proficiency Exams. These tests will be given within the timeframe followed by the CCSD.

Examinations of Achievement and Proficiency - See attachments #7

2.8 (a)

All forms created and utilized by OCS regarding credit for courses are modeled after existing forms currently in use in CCSD. This includes transcripts, diplomas, as well as all other student accounting forms.

Transcripts and Diplomas - See Attachment #8

(b) OCS provides complete transcript and record keeping services. All student records are kept within a secure system. The student may contact OCS at any time for a copy of their current school records including transcripts. Students in grades 6-12 earn credit in a class once a semester of that class has been completed

with a passing grade (A, B, C, D). This information is indicated on a transcript for all students in grades 6-12. This information is forwarded to the appropriate personnel, parents, and education facilities once a formal request for records has been received.

2.9

As a program of distance education, OCS does not use hard copy textbooks, but does use online curriculum including online textbooks.

2.10

OCS includes all grade levels from kindergarten through twelfth grade. Odyssey Charter Schools is a hybrid distance education school that includes serving kids both face-to-face and online. Odyssey Charter High School may partner with schools of higher education to offer early studies.

2.11

Special Education services are provided to students with special needs as indicated on the students' IEP's and in accordance with IDEA and NRS 388.440 to 388.520 inclusive. The federal Individuals with Disabilities Education Act ("IDEA") require a "Free and Appropriate Public Education"(FAPE) to be provided to students with disabilities. OCS is dedicated to providing each student with a disability the resources and accommodations they require to help them succeed in their education. Odyssey Charter Schools serves students with disabilities in a fully inclusive environment. This includes both our face-to-face and online interactions. Students are provided their specially designed instruction as indicated in their IEP by fully licensed special education teachers face-to-face. Collaboration with general education staff is a high priority and emphasized in addition to direct instruction. To ensure full compliance with state and federal special education laws, each member of the staff and faculty of the school are required to attend OCS's special education in services, and any other workshops and trainings deemed appropriate by the school's Board and administration and the sponsoring agency (CCSD). In addition, each member of the staff and faculty is expected to seek the advice and counsel of the Special Education Facilitators or Director of Federal Programs, who are licensed, experienced in, and knowledgeable about special education services. Special education services and programs must be provided to students with disabilities attending a charter school in accordance federal and state law, and with the oversight of the State of Nevada and the school district of residence. Under the Nevada charter school law, charter schools may arrange to contract with the school district, to provide such services. The charter school may also opt to provide special education services itself or through a contracted provider.

OCS provides its own special education services through teachers holding current special education licenses in the state of Nevada, licensed speech language pathologists, a licensed school psychologist, and contracts for additional necessary special education and related services through qualified private agencies. OCS is committed to following federal, state, and local guidelines which are in alignment with IDEA regarding the identification (including RTI procedures), evaluation, the determination of eligibility, procedural safeguards, IEP development, FAPE, transition, reevaluation, and FERPA to be in compliance with the law. Our compliance with these requirements is guided by the following resources:

- IDEA 2004
- Nevada Administrative Code (NAC) Chapter 388 - System of Public Instruction
- Nevada Revised Statutes (NRS)
- Wrightslaw Idea 2004 Part A & B by Peter D. Wright & Pamela Darr Wright
- Federal Resource Center for Special Education
- Office of Special Education and Rehabilitative Services (OSERS)

- Office of Special Education Programs (OSEP)
- ERIC Clearinghouse on Disabilities and Gifted Education
- Ongoing trainings provided by CCSD for our special education staff
- CCSD's Compliance and Monitoring office and individuals in their Division of Student Support Services
- Procedural Rights and Safeguards documents published by the NDE, Office of Special Education

Procedural Rights and Safeguards – See Attachment #9

Part 3 Governance and Staffing

3.1 (a)(b)(c)

At this time, the OCS Board of Directors includes the following people;

John Goetz (President), Retired Nevada licensed teacher, human resources, accounting, California

Amy Bessey, parent, Nevada

Judy Davis, Nevada licensed teacher, Nevada

Glenn Moses, Nevada licensed teacher and administrator, Colorado

Harold Morse, Law, Nevada

Linda Foreman, Post-Secondary Educator, Nevada

Candice Kant, Post-Secondary Educator, Nevada

Resumes for Board Members - See Attachment #10

3.2

The administrative head of OCS is Mr. Timothy Lorenz.

Timothy Lorenz, Superintendent

2251 South Jones, Las Vegas, NV 89146

702-257-0578

Resume for Superintendent - See Attachment #11.

3.3

The person designated to draw all orders for the payment of money for OCS is Robin Cunningham.

Robin Cunningham, Director of Business and Employee Services

2251 South Jones, Las Vegas, NV 89146

702-257-0578

Resume for Director of Business and Employee Services - See Attachment #12.

3.4(a)(b)

The current school administration shall plan, organize, and direct a national search to identify qualified candidates for employment in administrative positions. Each applicant will be screened and interviewed by a team of professionals to identify which applicants are licensed, experienced, meet our other minimum qualifications, and share the beliefs and core values of OCS. Available positions are advertised in local

newspapers, monster.com, and other professional organizations' publications. The administrative team's final selection is recommended to the OCS Board for hiring.

Administrative Selection and Appointment Policy - See Attachment #13

3.5

OCS selects its personnel, subject to compliance with all federal and state laws and regulations, including, without limitation, requirements concerning the recruitment of applicants and the use of background and criminal checks, including a fingerprint check. Available positions are advertised in local newspapers, monster.com, and other professional organizations' publications. Applicants are screened, interviewed, and recommended to the OCS Board for hiring. OCS's governing body will hire or terminate all personnel at the recommendations of the OCS administration.

Licensed Teacher Hiring Policy - See Attachment #14

3.6

In accordance with NRS 386.590, all teachers hired to teach at OCS will be licensed in Nevada and certified in their field. Odyssey Charter Schools will only hire teachers who meet the "Highly Qualified" criteria as determined by state guidelines.

Teacher Qualifications – See Attachment #15

3.7

The procedure for the evaluation of teachers is the same as that prescribed by NRS 391.3125. OCS is cognizant of the changes to this statute that are new and that will change again as of July 1, 2013.

NRS 391.3125 – See Attachment #16

3.8

OCS may negotiate and enter into contracted service agreements for several services including teaching, administrative, clerical, and financial staff as permissible in accordance with Nevada State law. This would be done through an educational management company that would provide employees as needed to the school.

3.9 (a)(b)

Information regarding licensed staff members and non-licensed staff members - See Attachment #15.

3.10

OCS is governed by a board of seven to nine members. Pursuant to NAC 386.345(6), the governing body governs the charter school, maintains overall control of the charter school and is responsible for the operation of the charter school. Subject to NAC 386.345(6), and other applicable laws, the governing body will entrust the day-to-day operation of the school to the superintendent and administrative team of OCS. The legal power of the Board is defined by state statute and regulations. Functions of the board

include: adopting policy, assessment, continuous improvement, approval of school operating budget that reflects the priorities of the school, liaison between community and school, hiring and evaluating the superintendent, advocating for students, staff, and community, strategic planning, and accountability. The Board meets once a quarter to discuss OCS's operations, hear reports and updates from board members and administration, consider and adopt policies, and consider requests and concerns from parents, students, teachers, and other staff. A majority vote of those present at a board meeting will constitute action by the Board. The Board may not act unless a quorum, which is a majority of the current board, is present. Attendance through audio or video conferencing shall be accepted for purposes of forming a quorum when physical attendance is not possible. OCS shall be responsible for its own operations within the limitations of any funding provided by the sponsor and other revenues derived by OCS consistent with the law, and shall have authority to independently exercise, also consistent with federal and state law, the following powers (including such other powers as provided for elsewhere in this charter): Contract for goods and services; prepare a budget; select personnel and determine their compensation; procure insurance; lease or purchase facilities for school purposes; purchase, lease or rent furniture, equipment, and supplies; and accept and expend gifts, donations, or grants of any kind in accordance with such conditions prescribed by the donor as are consistent with law and not contrary to any of the terms of this charter. OCS shall furnish to the sponsor copies of all written policies or procedures it may develop with respect to any matter relating to its operations and educational program upon adoption of such policies by OCS's governing body. The members of the governing body select the officers of the board. The officers are President and Vice-President. OCS's Superintendent will attend all board meetings in an advisory role but shall not have a vote on committee affairs. New members of the board will be selected by the current board. Board terms are two years but members may serve for more than one term.

Board of Directors By-Laws Attachment #18

3.11

In the event any dispute arises between the district and OCS, such dispute shall first be submitted to the Superintendent of the district or his/her designee for review. Thereafter, representatives of the district and OCS shall meet and attempt in good faith to negotiate a resolution of the dispute. In the event these representatives are unable to resolve the dispute informally pursuant to this procedure, they shall submit the matter to the district's Board of Trustees for its consideration.

Part 4 Health and Safety

4.1

Due to the distance education nature of OCS, and the fact that students do not attend campus on a daily basis, OCS will not provide transportation of students to and from the charter school. Attendance at the school is by choice and therefore transportation is the responsibility of the family. OCS will work with parents and guardians of pupils enrolled in the school to develop a plan for transportation to ensure that pupils have access to transportation to and from the charter school.

4.2 (a)

Health services at OCS are provided by a licensed school nurse employed by OCS for special education health assessments and to be involved in IEP development for students with health related disabilities. In addition, the school nurse conducts all mandatory health screenings in appropriate grade levels, optional health screenings for all grade levels, and human growth and development courses. The school nurse also prepares student health awareness plans for staff, and provides training to staff in CPR, AED, diabetes, and other health conditions. The school nurse monitors and enforces the student immunization policies. The school nurse serves on the crisis intervention team, and provides health services to all students while on campus, including care for illness, first aide, medication distribution, and monitoring of students with health conditions.

4.2 (b)

All students in OCS will be required to provide evidence of all required immunization before enrolling. Copies of proof of immunization will be kept in each student's cumulative folder. Immunization records are reviewed by the OCS school nurse to ensure that all needed immunizations have been received. If immunizations are found to be incomplete, students' families will be notified in writing by the school nurse of any missing shots or records of such shots.

4.3

The Certificate of Occupancy certifies that OCS has been inspected and meets the requirements of any applicable building codes and codes for the prevention of fire. In addition, OCS has been inspected, declared asbestos free, and maintains a current asbestos management plan. The City of Las Vegas Fire Department conducts drills monthly, to include fire, shelter in place, and earthquake. OSHA inspections occur randomly and Clark County Health Department inspections occur annually. These inspections certify that OCS meet codes pertaining to safety, health and sanitation.

Certificates of Safety and Compliance - See Attachment #19

4.4

OCS worked with representatives from the Division of Industrial Relations of the Department of Business and Industry regarding compliance with the Federal Occupational Safety and Health Act of 1970, as amended, to develop all safety plans and drills. When OCS is inspected, we comply with any findings.

4.5

Odyssey Charter Schools complies with Nevada Revised Statute 392.600 to annually review and update their School Crisis Response Plan. This School Crisis Response Plan includes emergency procedures in the event of fire or other emergencies. OCS provides drills for pupils to prepare for fire, shelter-in-place, and earthquake emergencies. All teachers are trained annually in the school's crisis response procedures.

Crisis Plan Information – See Attachment #20

Part 5 Miscellaneous

5.1

OCS enrolls pupils in the order in which pupils' applications are received, up to the point at which the school reaches its maximum capacity. The names of those students who enroll after that point will be placed

on a waiting list until such time that an opening becomes available due to a student transferring out of the school. At that time, all students on the waiting list will have an equal opportunity to be selected from the waiting list in a random drawing. It is understood that if a student is enrolled in OCS and a sibling desires to attend OCS, that child will be given preference so the family can all attend the same school.

5.2

The person selected by the committee to act as the liaison will be the superintendent of the school. The current superintendent is:

Mr. Timothy Lorenz

2251 South Jones Blvd, Las Vegas, NV 89146

tlorenz@odysseyk12.org (702) 257-0578

5.3 (a)

The employees selected by the charter school who are responsible for maintaining records of students, as well as providing these records to CCS D for inclusion in the statewide, automated system of information concerning students that is established and maintained by the Department of Education pursuant to NRS 386.650 are the school office managers, currently Jamila Ridley and Penny Rector.

(b)(c)

Each student has a cumulative folder maintained in the office of OCS. This folder includes biographical information, immunization records, academic grades and progress, and attendance records. Confidentiality for all student information will be maintained as specified in the NRS and FERPA. All records will be stored in a locked, fireproof file cabinet.

(d)

The employee who will be responsible for the records of students if OCS is dissolved or the written charter of the school is not renewed will be the superintendent of OCS, currently Timothy Lorenz. In such a case, and when students graduate or withdraw from OCS, these students' permanent records will be forwarded to the school district in which the students reside.

(e)

All school records will be kept as prescribed by NAC 386.360 and NAC 387.171. At the time of this renewal, NAC 387.171 section 10 does not reflect the current federal requirements regarding the collection of ethnic groups or race to which a pupil belongs. OCS complies with the current federal collection requirements as prescribed by the **Federal Register** / Vol. 72, No. 202 / Friday, October 19, 2007/ Notices, which states,

“Educational institutions and other recipients will be required to collect racial and ethnic data using a two-part question. The first question is whether the respondent is Hispanic/Latino. The second question is whether the respondent is from one or more races using the following five racial groups: American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, and White. Respondents will not be offered the choice of selecting a “two or more races” category.”

OCS will also comply with the applicable provisions of the Local Government Records Retention Schedules.

OCS will adhere to and comply with all confidentiality requirements of the Family Educational Rights and Privacy Act (FERPA).

Maintenance of Pupil Records - See Attachment #21.

5.4

OCS includes its absence and truancy policies in its student handbooks.

Truancy and Attendance Policy - See Attachment #22.

5.5 & 5.6

Budget and Financial Plan

In attachment #23, please find the current school budget which includes the revenues and expenditures of OCS, in addition to a cash flow statement. Please note that OCS, in addition to operating within budget constraints, also has a contingency account set aside for any unbudgeted expenses.

OCS is audited on an annual basis for financial and administrative operations by an independent public accounting firm. OCS is also financially audit by CCSD annually. Odyssey has received 'no findings' related to financial operations during any of the past six CCSD monitoring reviews. If for any reason the school should discontinue operations in the course of a school year, the remaining State apportionment would be paid to the Clark County School District for the portion of the school year that remains. OCS is solely responsible for all debt incurred in its operation. Because CCSD is not responsible for any debts incurred by OCS, we maintain a fund balance that would be used towards any debts remaining upon closure of our charter school so that no financial liability would be imposed on CCSD.

Budget and Financial Plan – See Attachment #23

5.7 (a) Mission Statement

Odyssey Charter School is a community of educators, students and their families committed to individual achievement through innovative instruction and guidance, both direct and on-line. Pursuant to NRS 386.520 Section 4 (b), we submit the following mission statement, which is consistent with the principles of the Nevada Legislature's declared purposes in the Charter School Law.

Mission:

At Odyssey Charter School we believe that all students are unique and by utilizing sound instructional practices students can achieve academic success.

Core Values:

- Commitment - We recognize that our obligations go beyond our professional responsibilities and

are committed daily to the success of our students and school.

- Respect - We acknowledge and value the unique qualities and experiences of our students, staff, and families.
- Flexibility - We will continually seek multiple opportunities and approaches to ensure our students' individual success.
- Optimism - We are committed to a positive belief in our students which maximizes support for all individuals within our learning community.

Statement of Beliefs:

- All students can learn
- Learning is continuous and has no bounds
- Learning is a journey rather than a destination
- Parents are an integral part of the educational process
- Parents, children, and school staff share the responsibility of education
- High expectations result in high academic achievement
- Parents, students, and the school share responsibility for developing character, ethics, and manners
- School helps to prepare individuals to positively contribute to a changing society
- Individuals are accountable for their actions, therefore, each individual will accept responsibility for logical consequences regarding his/her behavior
- Students' educational needs are the priority of the school and families
- Education is a cooperative partnership between the school, families, and community members

5.7 (b)(c)

Per NRS 386.520, Odyssey Charter Schools of Nevada has chosen its goal: Improving the academic achievement of pupils. The specific measurable objectives, methods of measuring progress, and targeted timelines are outlined in the Odyssey Charter Schools School Improvement Plans and the School Accountability Summary Report.

See Attachment #24 – Elementary, Middle School, and HS School Improvement Plans and School Accountability Summary Reports.

5.8

OCS is governed by a board of directors that is responsible for the governance and oversight of the school. This board ensures that a qualified individual who is knowledgeable in the operations of a school from an educational and fiscal standpoint is hired to administer the school. The board is responsible for the overall operation of the school from a policy standpoint and the administrator oversees the day-to-day procedures to see that the policies of the school and all state laws are followed. OCS has an attorney on retainer who has expertise in school law, with an area of emphasis in charter school law. Administrators consult with this

attorney as needed. OCS administrators are members of the National Alliance for Public Charter Schools and attend national conferences, such as the National Charter Schools Conference, VSS (Virtual Schools Symposium), and NCCE (North West Council for Computer Education) to stay current on school, charter school, and distance education law. Together, the board of the school and the administrators are responsible for carrying out the provisions of NRS 386.500 to 386.610, inclusive.

In addition, the CCSD Office of Charter Schools is an incredible support to OCS as we daily implement Nevada charter school laws in the operation of our school. OCS works closely with Mr. Dan Tafoya and Ms. Heidi Arbuckle. They provide exemplary guidance, assistance, and tools to more efficiently and accurately carry out the provisions of the Nevada Charter School laws. OCS is deeply appreciative of the technical support and guidance these individuals provide.

BOARD OF SCHOOL TRUSTEES

Erin E. Cranor, President
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Deanna L. Wright, Member

Pat Skorkowsky, Superintendent

November 17, 2015

Mr. Larry Moulton
Governing Board President
Odyssey Charter School
2251 S. Jones Blvd.
Las Vegas, NV 89146

Dear Mr. Moulton:

At the November 12, 2015, regular CCSD Board meeting, the Board approved to renew the current lease and expand the current facility at Odyssey Charter School.

I would like to congratulate you, your fellow Governing Board Members, and Mr. Lorenz, as the renewal and expansion of Odyssey will afford your school the opportunity to increase your services to the students you serve.

This is an exciting time for the students, parents, and staff at Odyssey. With growth comes better opportunities; and better opportunities are one of the main components students need to be successful in today's competitive world.

Thank you for all that you do for the betterment of the students in our community.

In your service,



Dan Tafoya
Director

c: Tim Lorenz