

**Opportunity Charter School  
Board of Trustees—Minutes  
Wednesday, December 14, 2016**

**Trustees Present:** Rob Zellner, Alice Cutler, June Smith, Peggy Culver, Maxcel Hardy and Philip Pallone. Tamara Adam & Eric London via video conference. Also present Tracy Hampton, Non-voting Board member

**Absent:** Melba Wilson

**Executive Staff Present:** Leonard Goldberg, Marsha Dommel, Allison Mutzel & Jason Maymon

**Public Notification:** Notice of meeting on OCS website (as of December 7, 2016) and posted on front door of OCS and displayed in the OCS main office (beginning December 7, 2016). Attending Members of the Board of Trustees met at 315 West 113<sup>th</sup> Street at 6:00 p.m. The meeting was led by the Board Chair June Smith. A quorum was reached with 8 out of 8 voting board members in attendance.

- **Adoption of November Board of Trustees' Minutes**

A vote to approve the minutes from the November 17, 2016 BOT meeting was taken with all in favor and no dissensions.

**CEO Report - Leonard Goldberg, Founder/Head of School**

- *Staff Development Presentation*
  - Allison Mutzel, Director of Administrative Support, presented on the establishment of a new proposed department within OCS-Department of Professional Development.
    - Purpose of this department
      - Strengthen staff recruitment
      - Strengthen staff development
      - Strengthen staff climate
      - Help retain talented staff
    - Teacher Training Institute-A series of workshops broken down into three areas
      - New Teacher Training
      - Support Teacher Training
      - Advanced Teacher Planning

- *College and Career Development Presentation*
  - Marsha Dommel, Director of Student Support Services, presented on the following.
    - College Readiness Process
    - 2015 & 2016 College Stats
      - 510 Total College Applications Completed
      - 76% of OCS Graduates enrolled in college
      - 56% of the Alumni were still enrolled in a college
      - Sample of Colleges and Universities Attended
    - Tracking Students after Graduation
      - Alumni Specialist
      - Illuminate
    - Career Development Areas of Focus
      - Resume Completion
      - Internships
      - Work Authorization Papers
      - OCS Exclusive Internship Sites
      - CDOS Certification

#### **Communication from the Public**

There were no comments from the public.

#### **Executive Session**

The Board moved to Executive Session to discuss Legal and Personnel Issues.

#### **Adjournment**

The meeting was adjourned at 7:00 p.m.