

Odyssey School
Meeting of the Board of Directors
Wednesday, December 18, 2013

In Attendance:

Board Members - Christina Carlson / Jason Fritz / Marcia Fulton / Chris Herndon / Heather Lamm / Jon Liu / Andrew Mohraz / Illana Poley / Rufus Nagel / Nilmini Senanayake Hecox / Peter Sherman / Jason Shiroff / Justin Silverstein / Erin Wilhoite / Eric Williams

Erin Miller
Kendra Padgett

Welcome & Public Comment

Christina Carlson introductions

December Board Meeting Minutes Approval

The minutes for the December meeting of the Odyssey Board of Directors were approved in the January 15, 2014 meeting of the Board of Directors. Heather Lamm made the motion to approve and the motion was second by Illana Poley.

Executive Director Update – Marcia

- Marcia met with DPS regarding the DPS tech bond to support schools technology budget. Odyssey is in the process of developing a five-year technology plan. The school will receive some funding from the district mills to offset the cost.
- In January, DPS will reduce PPR funding by \$100 per student due to budget adjustments at the state level. The Finance Committee will review the effect of the reduction on the budget.
- School Administration is developing a plan to improve front office efficiencies in an effort to uncover cost reductions.
- The staff is reviewing and refining assessments. Marcia is meeting with STAR to understand swings in student scores.
- Enrollment Update:
 - 109 families responded to the survey.
 - Preliminarily, Kindergarten has 14 students with preference for 26 slots for the upcoming 2014/2015 school year.
 - Two middle school students are not returning.
 - Three siblings are waiting to get into 6th grade.

Budget Update (summary under separate attachment) – Heather

- The school is on budget year to date and was project to be at budget for yearend prior to the DPS funding news. The committee is working on projections for this year and next.

Family Council Update/Breakout Sessions – Erin

- November FC Meeting Wrap Up
 - School Budget/Fundraising Discussion

- Erin provided FC an update on fundraising priorities and how the schools' finances work. Erin asked for engagement from FC in school finance and the fund raising process.
- Parent Rep Alignment with FC
 - Presented the idea that Parent Rep elections and accountability be owned by FC to better align Parent Reps with FC and to give FC and direct, voting voice on the Board.
 - Some concern was expressed with Board Chair regarding the Board sharing priorities and needs on the Board with FC prior to the Parent Election. The intent of sharing needs and priorities is not to set an agenda, but to share the upcoming work that will be taken on by the Board.
- Middle School Marketing
 - Jen Stefanacci interested in supporting this work, when and where appropriate.
- January 15 Family Council Breakout Session
 - Board Recruitment – Parent Rep Election (Erin/Justin to lead)

Parent Rep Policy Redline Review/Feedback from BOD (under separate attachment)

- Incorporate BOD feedback & provide to FC for their feedback
- Consider FC feedback & modify (if needed)
- Vote on revised Policy at January BOD meeting
 - No major comments to the document were provided.
 - More time provided for review -- see Accountability Committee update.

Annual Campaign/Colorado Gives Day Update & Next Steps

- The campaign raised approximately \$35.2K as of the BOD meeting.
- Marcia expects to raise \$36K from the total campaign.
- The board contributed \$7K to the campaign, exceeding the \$5K goal.

Development Committee/Fundraising Strategy (under separate attachment)

- Review Strategy Document
Assessment of all grants and monies funding the annual budget. Sturm grant (Kinder grant) accounts for 12%. Internal sources i.e. capital campaign and adventure fund are about equal.
- Discussion/Feedback
Look at developing a fundraising strategy that targets key, “fundable” initiatives: Adventure, FRL Full Day Kindergarten. Identify development opportunities. How can fundraising be managed more effectively? Look for new sources of engagement in giving and processes. The school currently raises \$600 per student through giving. How can we continue to develop family giving, as well as look at external resources.
- Challenge: better engage with the community at large – how do we get corporations and foundations to give in a meaningful way. Promote EL as unique and differentiated? Promote our focus on Common Core?
- Need to have a line of site on sustainable gifts.
- Grant process needs the full board engagement
- Need a touch point strategy. Can we leverage available engagement software to enhance giving to the school? Several free contact management systems.

- Need to engage Odyssey families – any of their places of work good targets for giving, matching programs, grant opportunities?
- Auction – opportunity to further develop this? Is it maxed out or can we generate more revenue? Christina to do some digging on this.

Committee Updates:

- Development – See above
- Governance – Governance Document review; Charter Renewal (Andrew)
 - Red line of policy on nominating and electing Parent Rep for family counsel is distributed. Feedback on the document is due by Monday, December 23.
 - Decision making document refined one round before giving to executive committee.
- Accountability – Accountability Committee meeting; next steps (Peter)
 - Currently there are two committees: SAC and Board Accountability Committee
 - Need community representatives looking at assessment and data that the school is using. How are we tracking the initiatives?
 - The committee is meeting next in January. Peter and Erin are meeting to discuss the priorities of the accountability plan.
- Communications – Middle School; other (Illana)
 - There has been activity on middle school retention and enrollment. Working on getting information to the community about access and the shared boundary.
 - Should Odyssey run an ad in GPHN and Front Porch (and other targeted publications)? Consensus was no – focus on editorial opportunities & social media
 - Need to address the increased competition with the shared boundary.
 - Communication plan is in process.
 - Tie to development and fundraising
 - Need to address the Website being out of date
 - Need to be transparent in communication – Odyssey can be difficult to get into.
 - Look at communication outside of Park Hill and Stapleton.
 - Need board member and the rest of the Odyssey community to “like” Odyssey on Facebook.
- Finance – FY14/15 Budget Kick Off (Heather)
 - The budget process is in motion. Last year the goal was to develop a balanced budget. The board pushed back this goal with amendment 66 and other legislative uncertainties. This initiative needs to be reengaged now that Amendment 66 didn’t pass, as well as other legislative initiatives.
- E.D. Succession Planning (Heather)
 - Expect to have a plan in January. The document is in process. Staff and Family Councils will review the plan in February.

Committee Meeting Time

Approved on 15th day of January 2014 by:

A handwritten signature in cursive script, appearing to read "Erin Wilhoite", written over a horizontal line.

Erin Wilhoite
Board Chair