

Odyssey School

Meeting of the Board of Directors

Wednesday, January 15, 2014

In Attendance:

Board Members - Christina Carlson / Jason Fritz / Marcia Fulton / Chris Herndon / Heather Lamm / Andrew Mohraz / Illana Poley / Reffus Nagel / Jason Shiroff / Justin Silverstein / Erin Wilhoite / Eric Williams

Erin Miller

Kendra Padgett

4:00-4:05 Welcome & Public Comment

Meeting Minutes

Motion to Approve Minutes from December 18: Heather Lamm; Second: Illana Poley. Minutes Approved.

The January 15, 2014 minutes were approved in the February 19, 2014 Meeting of the board of directors. Andrew Mohraz motion to approve the minutes and Heather Lamm second the motion.

4:05-4:20 Executive Director Update

Enrollment Open House: Half of the attendees were interested in 6th grade and half kindergarten. Next open house on Jan 28th. Sending one additional blast communication to community organizations about the next open house.

Marcia looking at gender equity for the kindergarten class of 2014 - 2015. There are currently 10 boys and 5 girls with preference. Need to seek counsel to determine how to handle gender equity in future.

Filled one kindergartner spot mid-year this year, as we lost a Kindergarten student mid-year. Kindergarten is now full.

Anticipate 3 to 8 spots opening in middle school for the 2014-2015 school year. Haven't received intent to stay from every middle school family yet.

The scheduled breakout session for review of midyear assessments was canceled. Only three families had questions on Jump Rope report cards. Marcia will meet with the families independently to answer questions.

PD time spent understanding what assessments can and can not do. Two days next week will be spent on EL programming.

Marcia has been in contact with the Liz Aybar with the Margulf Foundation. There may be a funding opportunity long-term, but nothing immediate.

4:20-4:25 Board Matrix Update

Erin distributed an updated Board Matrix for board members, which reflects our Board Composition, member affiliations, careers, etc. All Board Members need to review and make sure it is current.

4:25-4:35 Budget Update (summary under separate attachment)

Heather - Need to approve an amended budget. Tracking close to amended budget. Budget was amended to account for timing of the Bus Sale, the Technology Grant and the additional expense of taking two part-time teachers to full time. The amended budget details a reduction in deficit spending. Need to approve two resolutions.

Heather Lamm motioned to approve the Amendment to 2013-2014 Fiscal Year Budget. Justin seconded the motion. Approved

Motion to approve the Fund Balance Utilization: Justin Silverstein. Andrew Mohraz seconded the motion. Approved.

Approved resolutions attached.

4:35-4:45 Family Council Update/Breakout Sessions

Heather, Justin, Erin and Marcia will attend Family Council

- Parent Rep Bylaw Questions from Family Council

A question on parent rep elections was raised around the need for a majority vote if you have more than two reps running. Assessing language in the Bylaws – will recommend edits to support this scenario as part of a broader bylaw review.

Community Rep - input from the community i.e. Family Council and Staff Council. Recommend language re: Board will use “best efforts” to have one staff rep and one parent rep interview community rep candidates.

Full bylaw review by Andrew Mohraz - last revised 2007. Governance Committee will develop a red line with recommended updates.

Family Council has been working on governance document, with specific emphasis on decision tree. Andrew will provide the document for the board to review at the next meeting.

Discussing key priorities and strategic initiatives with Family Council for upcoming election in Spring 2014.

- January 15 FC Breakout Session

Board Recruitment – Parent Rep Election; Priorities/Strategic Initiatives

4:45-4:50 Board Recruitment

Peter Sherman, Rufus Nagel, Jason Shiroff and Illana Poley are up for term limit. Rufus's parent rep position will be replaced through the parent rep election process and Jason will be replaced through a new Staff Council representative. Board discussion re: key roles on the Board that still need to be fulfilled. Discuss recruitment once key needs are defined.

4:50-5:00 Accountability Committee Update – SAC and Board Accountability Committee

Survey of parents and students will be sent out before spring break and timed in relation to conferences.

- SAC: ongoing assessment of school against Accountability Plan
- Board Accountability Committee: review and assess existing Accountability Plan

Need to complete a review of the accountability plan. Peter and Erin will form a small committee then present plan to board, family and staff councils. The accountability plan should align with Marcia's goals, as they have been built around current student outcome targets and measurable goals (including creating a base line for student data).

5:00-5:20 Succession Plan Update

Tracking to vote on Succession Plan at March Board Meeting.

Initial plan presented by Heather Lamm. Transparency in the process, defined roles and responsibilities are critical components of the plan.

An Executive Director Succession Plan for Odyssey is a prudent strategy to anticipate changes in school leadership under two transition situations. The first situation is a planned transition that would take place over a coordinated and managed period. The second is an unplanned transition.

Next steps: present draft plan to Family and Staff Councils, synthesize feedback and bring revised plan to Board

5:20-5:30 Development/Fundraising

It is highly likely there will not be a replacement for the Sturm Grant in place by the start of the 2014-15 school year. The finance committee needs to start including this potential miss in budget planning.

Continued focus on identifying additional grant opportunities (i.e., Kaiser grant).

Auction committee – building out areas of opportunity may take time, but there are areas to build out.

5:30-5:40 Additional Committee Updates:

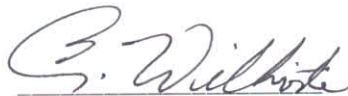
- Communications – (Illana)

Developing a new Odyssey web site. Jon Liu and Snow Hudgins will spearhead site development. Jon Liu will provide fee domain and hosting through his company.

Content is in need of review and refresh – Communications Committee will take the lead. Intent is to maximize the site's functionality – to be a solid and consistent communication platform with staff, families, donors and the broader community. Opportunity for alumni outreach, as well.

5:40-6:00 Committee Meeting Time

Approved on 20th day of February 2014 by:



Erin Wilhoite
Board Chair