

**Odyssey School**  
**Meeting of the Board of Directors**  
**Wednesday, November 20, 2013**

**Present:**

Board Attendees: Jason Fritz / Marcia Fulton / Chad Harman / Chris Herndon / Heather Lamm / John Liu / Andrew Mohraz / Illana Poley / Nilmini Senanayake Hecox / Peter Sherman / Justin Silverstein / Erin Wilhoite / Eric Williams

Also Present: Kendra Padget, Erin Miller

**Public Comment:**

No comment

**Approval of the Minutes:** The Board reviewed the minutes from the meeting of the Board of Directors on 20<sup>th</sup> day of November, 2013 and were approved prior to the Board Meeting December 18 via email. Motion to approve Erin Wilhoite second John Liu.

**Executive Director Update (Marcia):**

- EL site seminar day one just concluded. This is the fourth year of hosting the seminar. Financially the revenue earned on the seminar should be close to budget. Four spots did not fill due to late cancelations.
- Feedback on conferences and progress reports
  - Survey results regarding conferences:  
There was good feedback from families. 50% of respondents liked the new process; 50% thought there was too much information. Respondents identified issues managing time with the amount of time required per student, student led questions and clearer delivery.
  - Teacher assessment/feedback re: conferences and survey  
To prepare students for assessments uses class time. More needs to be done to manage a balance between parent's needs and student leading the conferences.
  - FAQs on school website re: conferences, assessments, etc?
- Middle School Experience Session – feedback, next steps?  
There was a low turn-out. Only 13 families attended the session. There was some feedback on the presentation not capturing the student needs (of those in attendance). Marcia will follow up directly with Odyssey families that attended to get further information.

**Budget Update (Heather):**

- There have been some unforeseen expenses related to special education and IEPs. A couple of specialist positions that were budgeted at 50% time were increased to 80%.
- There is a need to purchase some new netbooks for students – purchases will be made next month.

- Finance committee is starting to work on base line budget for next year. Issues at hand are the Sturm Grant (kinder) and Amendment 66 not passing. A preliminary budget will be ready for the December Executive committee and January board meeting.

#### **Annual Campaign / Colorado Gives Day:**

Letter from Marcia, Erin and Nilmini went out to families, as well as a communication from room parents. The target is to meet last year's capital raise of \$36K. Continue to drive people to Colorado Gives web site. The committee is also expecting 100% board participation. Encourage people to reach out to family and friends.

The issues of having better planning, longer timeline, and rallying around a Giving strategy came up in the discussion – Development Committee looking at a year-round development strategy.

Need to continue to manage messaging that with the loss of Amendment 66, we are in a deficit structural situation. PPR growth is tied with inflation of 2% to 3%. This growth rate will not keep pace with expenses over time.

#### **Board Commitment Discussion**

A call was placed to all board members to rededicate themselves and their time to the Board. There are many key strategic initiatives that must be addressed – we need everyone to roll up their sleeves to get the job(s) done

The idea of moving board meetings to every other month was raised – needs further discussion. Committees are working committees and the time could be applied to allowing time for planning for a bi-monthly meeting. This will be brought under consideration by the Executive Committee.

#### **Family Council Round Table Sessions Update:**

- Finance/Development Session on November 20 at Family Council Meeting.
- Board Recruitment – January – Erin and Justin to lead at the January Family Council Meeting – January 15.

#### **Board Member Election:**

- Candidate: Christina Carlson  
Open discussion:  
Significant discussion was had regarding Christina's candidacy – conflicts of interest with DSST (where she is head of development), ability to focus her time and energy with other Board commitments, interest in getting her children into Odyssey. Ultimately, recommendation was that Christina is an excellent candidate that brings a unique and much needed talent to the Board (fundraising).

Motion to vote Jon Liu and Justin Silverstein 2<sup>nd</sup> - Approved

Christina's term will begin in December to run for 2.5 years (will be back-dated to July 2013, as all Board member terms begin and end in July).

Illana will handle the communication strategy regarding Christina joining the board. Erin will prepare the acceptance letter and Heather will deliver it to Christina.

#### Parent Rep/Family Council Alignment Update:

Erin met with Family Council reps Kristina Harrer and Bridget Arend to discuss the concept of having greater alignment of the Parent Reps and Family Council. Erin will attend Nov 20<sup>th</sup> Family Council meeting to further discuss this alignment. Next step will be to have Andrew Mohraz draft a redline of the Parent Rep bylaws to be vetted by Board and Family Council.

#### Committee Updates:

- Development –
  - Overall Giving Strategy for Odyssey Annual Campaign/Colorado Gives Day (Nilmini)

Development committee is calling major donors to thank for them for their donations and to encourage them to donate via Colorado Gives Day website.

Discussion around Board commitment – previous year donations were around \$4,500. This year the board has set a campaign target of \$5,000 from Board members for the Annual Campaign.

There was Discussion around other incentives that might drive giving throughout the entire Odyssey Annual Campaign push. More to come.

Grants – KP grant for \$2,500 to go to the adventure fund. This was sources by Chris Bates. Carmel Hill Fund has been approached and is interested in funding books and technology. Carmel Hill will match mill levy funds for books and technology. The school will need to decide if we want the grant. There are ties to how the funds can be used to consider but could be \$20,000. On tie is the need to use Accelerated Reader software. This would be a 2-year grant.

- Governance – Governance Document review; Charter Renewal (Andrew)
  - The Governance document with Family Council's recommended changes has been distributed and is with the Governance Committee for review and recommendations.
  - Next step on the Governance Documents will be for the Executive Committee and the Board to review and get back with comments.
- Accountability – Establishing one Accountability Committee for school (Peter)
  - We are proceeding with merging the committees into one.
  - Peter and Marcia will define what are the goals and requirements of the merged committee.
  - Address how we are building metrics to measure school performance with all of the academic and structural changes taking place. Major consideration: do we have the right goals? Do they require updating to reflect our current path?
- Communications – Middle School; other (Illana)

Continue the push around middle school enrollment  
New schools in Stapleton and Park Hill are increasing competition.  
Need to engage social media to manage the message and the brand  
A perception that needs to be addressed is "I am never going to get my children into Odyssey, so I will not apply". Need to highlight that 6 grade is an opportunity.

Need to develop plan for how to raise awareness for our MS. Let the community know that we offer middle school and that a student can start in middle school and succeed.

- Marcia discussed middle school night. She ran an open house for 6th grade. 25 families signed the sign in sheet. The session had teachers and kids talking about the middle school experience, habits of a learner, passages and adventure.
  - After the first of the year a survey will go out for indications of reenrollment.
- Finance – FY14/15 Budget Kick Off in December (Heather)
    - Sturm backfill, impact of Amendment 66 not passing; compensation impact on budget; Mills
  - E.D. Succession Planning (Heather)
    - Goal of the committee is to develop a succession plan process that can be deployed if and when a successor is needed.
    - We are not in the process of replacing Marcia today, but need to be prepared for multiple transition situations (both emergency, as well as planned).
    - The committee met twice and talked with members of the community.
    - Next step is to present a recommended strategy in January, to be vetted by Board, Staff and Family Council in January/February, and a Board vote in March.
    - Transparency and process buy-in are critical.

#### Committee Meeting Time

Approved on the 18<sup>th</sup> day of December, 2013 by,



Erin Wilhoite  
Board Chair