

Meeting of The Odyssey School  
Board of Directors

**Wednesday, March 18, 2015**  
**4:00pm – 6:00 pm**  
**Professional Development Room**

Attendance: Christina Carlson, Christine DeLeon, Brenda Bautsch Dickhoner, Jason Fritz, Marcia Fulton, Chad Harman, Jon Liu, Andrew Mohraz, Illana Poley, Justin Silverstein, Jen Stefanacci, Eric Williams, Erin Wilhoite

Guests in attendance: Kendra Padgett

- **Marcia's Update**

- Sustainability – we are working as a staff on both short-term and long-term needs to identify. Marcia has met with a consultant to help on the process to address these concerns. Staff have provided feedback to the Instructional Leadership Team (ILT).
  - We have changed some of our remaining professional development to be more about sustainability; we also know that some time needs to be protected to prepare for transitions
- Hiring – we have hired a 7/8 science teacher, Jessica Schwartz, for next year. She is a former Odyssey teacher who will be returning to the school. We are still in the process of searching for a new middle school humanities teacher and for a 2<sup>nd</sup>-3<sup>rd</sup> teacher to fill Andy's position.
- Kettering Foundation – we are working with Chris Bates to submit a grant request to cover a portion of kindergarten tuition for FRL students.
- Compact Blue – Liza is working to secure ongoing work with three or four other district schools that are interested. Don't expect to see a lot of additional funding for this but the learning would be beneficial. We continue to work with Lake County.
- Enrollment – this has been a difficult process. Elki is watching DPS results carefully to ensure that our incoming enrollment is accurate. Our biggest challenge is making sure that students classified as FRL actually qualify for FRL. 219 students are currently enrolled for next year because we haven't taken all the kids yet; with these numbers we are at 32 percent FRL so additional students will qualify for FRL status. Projected openings include
  - 9 students leaving after 5<sup>th</sup> – 2 to DSA; 4 to McAullife, 2 to DSST and 1 to Denver Discovery.
  - 3 students leaving after 6<sup>th</sup>.

- **Finance committee (Jason).**

- Budget looks fine. Biggest change is in other income line – expecting about a \$5K difference. Bucket made up of Tammy Time, enrichment. Expecting some dollars to come in still.
- Auction coming up this weekend. Spend freely, show up and bring friends.

- Copy of 990 went out to all board members. This goes into Guidestar for anyone wanting to research our tax-exempt status.
- Updated financial policies and procedures. Look this over and if we have not approved them we can do that next month. Includes information on controls and safeguards.
- **Development committee (Christina).**
  - Auction: responsibility of the board to attend. People have worked very hard to make this event successful and it is an important time to build community. Questions about ED search should be expected and be reassured that we are in the middle of the process.
  - Celebrating Marcia. Saturday, May 30<sup>th</sup>. Christina's house. Adults-only event.
- **School calendar, 2015-2016.**
  - Marcia worked with staff to develop a calendar similar to last year's and to current DPS calendar. She shared a draft with staff and Family Council reviewed it as well.
    - Family Council requested that the board look at the placement of conferences the week immediately following fall break, resulting in two short weeks in a row.
    - Concern that moving the conferences earlier in the year would put them during fall trips and later would push them to far into the academic year. That concern along with others may need to be reexamined in future years.
    - Andrew moved to approve the calendar as-is; Erin seconded. All approved.
- **Search committee update (Heather).**
  - Search committee prepared a report.
  - Three additional interviews since our last regularly scheduled board meeting. In the process of moving forward with one of those candidates (Wesley Frakes) with an in-depth second round interview happening Thursday and Friday.
  - Board has time to meet with Wes on Friday at 10:15. Community forum also happening on Thursday at 5:30 followed by dinner with search committee and members of the board.
  - Special board meeting scheduled for next Wednesday, March 25, 2015 from 5 to 7pm. Some of this discussion will likely need to be held in executive session, which will be reflected in the agenda after a discussion between the chair and board member/attorney.
- **Transition plan (Erin).**
  - A draft transition planning is being developed.
    - The plan outlines what the board needs to do to prepare for the transition. This includes documentation, setting expectations and outlining goals. Ultimately we want to position whomever we hire to be as successful as possible.
      - Currently looking at out-of-state candidates who would need to become familiar with DPS, Colorado laws/requirements, etc.

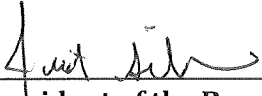
- Background documents and references should go into a Google Docs file that can be accessed remotely.
  - Process should be accessible and collaborative
- Management of Organization & Staff
- Finance & Operations
- Relationship Building with Stakeholders
  - Introduce to external contacts
    - Charter renewal conversations
  - Internal sessions
    - Culture setting
    - Move the community to place where we are collectively supporting a unified mission and vision
- Communications and Development
  - Setting this person up to be a spokesperson for the school
  - Planning to cultivate giving
- 3, 6 and 12-month goal setting
  - Exec committee will develop recommendations as to what the goals should be and measurement pieces underneath those goals
- Transition committee/mentor
  - Team of BOD/staff/family volunteers as a sounding board
  - Option to contract with Marcia over the summer
  - External mentors
- Evaluation and oversight
- Are we still having discussions about possibility of an interim? (Christine)
  - Justin – no options are off the table but our preference is to bring in someone on a permanent basis. Will know more after our meeting next week to discuss current finalist candidates.
- Need to have opportunity for the new person to provide input, ask questions and identify areas where he needs support
  - Also work with the person to set priorities – what’s critical up front, what is a work in progress.

Minutes – February regular meeting Jason moved, Brenda seconded, all approved

Special meeting on March 2<sup>nd</sup> – Erin moved, Jason seconded all approved

- **Approval of Minutes** – Jason motioned; Brenda seconded to approve February regular session meeting minutes; all approved.

- Erin motioned; Jason seconded to approve March 2<sup>nd</sup> special board meeting minutes; all approved.

  
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**President of the Board**

5/4/15  
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**Date**