

Meeting of The Odyssey School
Board of Directors

Wednesday, May 20, 2015
4:00pm – 6:00 pm
Professional Development Room

Attendance: Christina Carlson, Christine DeLeon, Brenda Bautsch Dickhoner, Jason Fritz, Marcia Fulton, Chad Harman, Chris Herndon, Jon Liu, Illana Poley, Justin Silverstein, Jen Stefanacci, Erin Wilhoite. Heather Lamm by phone.

Guests in attendance: Kendra Padgett

- **Marcia's Update**

- Adventures are winding down; in spite of the crazy weather, these have been very successful.
- Graduation is on June 5th at 9 am. Board members are welcome.
- Odyssey's parent survey has gone out. The results will be ready for the board retreat.
- Marcia is busy at work up until her departure. Priorities include:
 - Ensuring that all electronic files are cleaned up prior to the ED transition.
 - Drafting materials to fulfill requirements for the charter renewal.
 - Developing school goals and a work plan that can be helpful for Wes. The leadership team is working in conjunction with the EL school designer to put together a work plan that feeds teacher PD over the next one to three years – looking at growth, impact, data and student work to shift targets if needed.
 - Next year's work will probably be focused around Target E and assessments.
- Our gear van will need to be updated in the next few years. This is something the board should have on its radar.
- Wes is arriving in Denver in early or mid June. We are waiting for the completion of the background check before we sign his final contract. DPS has not yet run this but we followed up and it is now moving forward.

- **Whistleblower Policy (Justin)**

- Justin, Andrew and Kendra worked to develop a whistleblower policy.
 - Erin moved to approve the new policy. Jason seconded the motion and all approved.

- **Board Retreat (Justin)**

- Usually happens in mid to late July
- Given Wes' anticipated schedule and PD activities, this is tentatively scheduled for Monday, August 3rd. Details will follow.

- **Marcia's party (Christina)**
 - May 30 at 5 in Christina's back yard. Food will be provided (a fiesta theme). Board members are asked to contribute to purchase drinks for the party.
- **Charter Renewal (Justin/Marcia)**
 - DPS held a meeting on May 5th to present procedures for the charter renewal process on May 5th (Justin and Brenda attended). Marcia is working with a subcommittee to pull a draft together along with supporting documents in early June.
 - DPS staff will attend one board meeting as well as conduct a site visit in September. Their recommendation will be presented to the DPS board in December.
 - Our facility renewal will coincide with this process later in the fall.
- **Transition planning (Erin).**
 - Document repository – Andrew has been remapping the Google site as well as reviewing all the subdocuments that reside in those folders. He is working with Elki and Jackie to identify any remaining documentation we need.
 - Change management – Marcia has worked with the staff to ensure that common norms and language have been established. The transition committee worked with Family Council to organize a community circle but we've not seen enough interest in attending; Family Council is continuing to think about how to facilitate this over the summer and at the beginning of the year.
 - Communication with Wes – Justin spoke with him today; board members have been communicating with him regularly over the last month. Currently he is wrapping up work at his current school but is excited to get started at Odyssey. He has a number of opportunities lined up in July to build relationships with EL.
 - Mentors – Gretchen Morgan and Marnie Cooke are Odyssey parents with background in EL and currently at CDE. Both have agreed to serve in a mentoring capacity for Wes.
 - We still need to establish evaluative and non-evaluative teams for him to work with.
 - (Marcia) Staff has created a stunning book that explains some of the culture, traditions and work at Odyssey.
 - (Jon) Is this personal enough that it couldn't be shared? Or could it be memorialized in some way? A big Odyssey book?
 - The committee has put together a goals document to provide a road map when he begins at Odyssey as well as to provide a sense of priorities for the board and how he will be evaluated.
 - Goals map nicely to the accountability plan and school goals including short and long-term, organizational management and financial management.
 - 1. Leadership
 - Lead the school by putting into action the mission, vision and special sauce statements
 - By November board meeting, present a situation or SWOT analysis

- Feedback
 - A lot of this seems unique to Odyssey, Denver or Colorado (e.g. “green” status, SPF etc.). May need to explain terms/concepts.
 - When Wes walks in the door, he should be spending time building relationships, getting to know students and teachers, understanding curriculum. It will take time to develop thoughtful plans. By November, his own ideas will be thin – he will be using others’ thinking. We should think through how to prioritize time and how to reflect that in his goals.
 - By November, he will have been at Odyssey for four months and this is a robust plan with clear goals.
 - We need to have his feedback and understand what his goals and priorities will be at the beginning of the year.
- 2. Academic achievement
 - Map to accountability plan, EL and DPS goals.
 - Feedback
 - This asks him to dig into important documents.
 - Include language from Accountability Plan about maintaining or improving DPS SPF status (what we mean by “green”).
- 3. Communication and development
 - Feedback
 - What is the purpose of the goal? Is it to establish lines of communication, is it to encourage and engage underrepresented voices? What are we trying to achieve through the communication?
 - Clarify staff responsibilities for development work
- 4. Management of organization and staff
 - Feedback
 - Maybe plan for staffing changes should be earlier, March?
 - Include a sustainability goal?
 - Calendar must be decided; board committed to family council that we will review this in Wes’ first year, probably also an expectation of staff.
 - Consider student contact hours, professional development, assessments and timeline as needed.
 - How do we assess a sustainable calendar? Can we remove “sustainable” and solve the problem? Can we measure if a calendar is sustainable in a single year?
- 5. Charter Renewal

- This is an opportunity for Wes to become the face of the school and bring people in to see the great work we are doing.
 - **Finance committee (Kendra/Justin).**
 - Marcia looked items that need to be determined before the end of the year.
 - Curriculum development for new teachers coming in and adventure work, specifically money for Jen Woods (EL School Designer) and Liza to do some work over the summer.
 - Professional development for math.
 - New server.
 - Security camera for the main hallway.
 - April expenditures show a positive end-of-year fund balance of about \$17,000. Benefits for the 2014-15 year have been notably lower than we had budgeted. About \$15 K positive variance at the end of this year.
 - For next year's budget, we picked up additional dollars from the technology bond. Capital construction dollars have increased but cannot be used to pay rent to DPS. If we don't use those dollars on approved capital construction, we will not receive the dollars to offset other costs. We are effectively losing \$24K do to a loss of flexibility.
 - This budget gets most staff very close to the existing compensation system.
 - Adjusted budget to offset dollars for new computers for staff.
 - Set aside \$5K budget for Wes' ED onboarding – could include professional development, staff retreat, etc.
 - At end of day, slightly over \$30K positive on the fund balance.
 - Erin moved and Jon seconded approval of the budget; all approved.
 - **Board recruitment (Justin)**
 - We need to recruit two new community members. Particularly critical given an imbalance in the timing of board terms. We would like to have candidates to consider in June.
 - K-12 education, finance and state policy are all critical skills.
 - **Meeting minutes**
 - Jon motioned and Brenda seconded approving minutes from Aprill approved.



President of the Board



Date