

**The Odyssey School
Board Minutes
May 19, 2010**

In attendance

Heather Lamm, Heather Eversley, Justin Silverstein, Dei Wilson, Amy Anderson, Marcia Fulton, Peter Bonaker, Andrew Mohraz , Carolyn Kampman, Jessica West and Illana Poley.

April 2010 Minutes

Marcia asked that statements in the April minutes regarding Revolution Foods compensating Odyssey be removed because they were inaccurate. Carolyn made motion minutes be approved with corrections. Andrew 2nd the motion.

School Food Authority

The Board unanimously voted to assume the role of School Food Authority for the 2010/2011 school year and to give Marica the authority to contract with necessary parties (Illana 1st Heather L 2nd). The SFA allows schools and charters to continue to receive healthy school lunches. Odyssey has contracted with Revolution Foods to provide lunches to the 16 participating schools. Each school will pay a \$500.00 allotment to Odyssey to manage the program. Lori Deacon will be responsible for all management duties. Please refer to the attached electronic and paper document.

Philips move

- An all school packing day is scheduled for June 5th and 12. The moving trucks will arrive June 14, 2010.**
- DPS has committed the dollars to update the Philips building .**
- All boxes and equipment will be housed in the Philips Gym until construction is complete.**

BEST funding grant

The BEST staff will begin reviewing application s on June 4th 2010. We hope to receive some feedback by the end of June.

Lease

Odyssey has signed a 5 year lease with DPS for the Philips building. The lease will automatically renew every five years for five terms.

Budget

FY 2010 Budget is on track. We expect to end with a \$40K surplus. Odyssey did not purchase a bus in FY 2010 which accounts for \$20K. That \$20K is earmarked for technology expenses. The additional \$20K is from the spring auction dollars that will move forward into the FY 11 budget

Amendments' to the FY10 Budget:

-line item 1900D

- "other/Revenue-Misc". The current dollar amount shows \$31,500. The actual amount should be \$32,175.

-line item 610 A

-"Adventure". The current dollar amount shows \$28,200. The actual amount should be 22,760.

The FY 2010 Budget was unanimously approved (Carolyn 1st Justin 2nd) Changes as shown above will be reflect in the actual Budget.

Copies of the budget will be attached electronically as well as a paper copy.

FY 2011

Kindergarten tuition will follow DPS increase to \$325.00.

Peter made a motion to approve the FY 2011 working Budget with revisions to the fund balance and with the amendments to the FY 10 column as mentioned above. The Board will remain aware that PPF could be reduced midyear. Carolyn 2nd and it was unanimously approved.

Parent Board Rep

There are currently three applicants for the Parent Rep position.

Peter Sherman, Laurie Luth and James Trewitt.

Charter School Food Authority

Scope of Work

The Charter School Food Authority

In 2009, The League, working with partner organizations, worked to pass legislation to allow four charter schools to become School Food Authorities (SFA) along with districts. Because the number of allowable charter SFAs is limited, charter school SFAs can represent multiple charter schools in multiple different school districts, enter into food service contracts with vendors and companies, and collect reimbursements and pass those reimbursements on to the individual charter schools participating in their SFA structure. This legislation removed barriers so that charter schools may access better food options, receive reimbursements, and join a network of like-minded school leaders setting high expectations for health and wellness for their students and families.

CharterChoice Food Service Collaborative

The charter school SFA must provide certain administrative and management services to all charters that are participating in their SFA. Since a charter school typically does not have the capacity to provide these services without incurring extreme costs and liability, it contracts with the CharterChoice Food Service Collaborative to provide those services and help the SFA meet the requirements of the National School Lunch Act. CharterChoice performs the duties below with SFA review, approval, and endorsement.

SFA Roles & Responsibilities

- Access and enter information in the CDE online Claim system (Lori)
- Receive and send out reimbursement checks to all participating schools (Lori)
- Reviews all program meal prices as established by the participating schools (Lori)
- Reviews monthly financial spreadsheets (revenue and cost records) for completion and accurate and retains control of the food service account and overall financial responsibility for the food service program (Lori with verification by Jackie and Marcia)
- Reviews all policies (wellness, free and reduced price policies, etc.) (Jackie)
- Collect audit findings from schools or conduct single-point audit of schools' Fund 11s (Lori)
- In collaboration with CharterChoice, ensure vendor is abiding by provisions outlined in the contract (Marcia/Jackie)

- Retains signature authority on the application/agreement to participate in the NSLP, School Breakfast Program, Special Milk Program and After School Snack Program including the SFA's free and reduced price policy statement (Marcia)
- Oversees that CharterCHOICE has established internal controls and procedures to ensure accuracy of lunch counts prior to the submission of a monthly claim (Lori, Jackie)
- Oversees all contractual agreements entered into in connection with the school nutrition program (Marcia authorized to do so by board)
- Ensures resolution of program review and audit findings (Lori/Marcia)
- Contracts directly with the vendor for the provision of meals and other food to be served under the program (Marcia authorized to do so by Board)
- Participates in board meetings (monthly, via phone) and check-in meetings with CharterCHOICE Director and vendor (Jackie, Lori)

CharterChoice Roles & Responsibilities

- Collect s meal counts by eligibility from schools and send summary to SFA for entering into the CDE online Claim system
- Collects all paperwork to ensure accurate claiming: edit checks, receiving slips/menu production worksheets
- Vendor contract monitoring: ensure adherence to cycle menu, meal pattern requirements
- Collects financial spreadsheets monthly and send to SFA
- Ensures that the food service operation is in conformance with its agreement under the program and will oversee the monitoring of food service operation through periodic on-site visitations
- Oversees the development, distribution and collection of free and reduced price applications and ensures accurate eligibility determinations
- Establishes an advisory board composed of parents, teachers, and students to assist in menu planning and health and wellness initiatives
- Establishes an advisory committee to create criteria which will be used to grant contracts to vendors and/or food service management companies
- Maintains applicable health certifications at each site and assures that all state and local regulations are being met by the Vendor

The Odyssey School FY10 Revised Budget

	Approved FY10 BUDGET	2009-2010 Revision in process	Difference	NOTES
INCOME		212.5		
1000 · Foundation revenue	\$ 54,160	\$ 34,901	Def Rev clean-up	18,900 Sturm + 3,000 from DF (diversity)+13,001 from PD
1300 · Kindergarten tuition	38,880	38,880		
1510 · Interest Income	7,000	6,000		
1700 · Pupil Activities	-	-		
1700A · Pupil Activities-adventure	31,000	31,000		
1852A · Mill Levy Arts & Music	61,692	64,176		Based on DPS schedule
1852B · Mill Levy Technology	4,576	4,906	inflated in FY09	Based on DPS schedule
1852C · Mill Levy Kindergarten	7,290	7,290		Based on DPS schedule
1852D · Mill Levy Library	1,248	1,374		Based on DPS schedule
1852E · Mill Levy Reading	27,857	23,927	inflated in FY09	Based on DPS schedule
1852F · Mill Levy Textbooks	12,740	13,659		Based on DPS schedule
1852G · Mill Levy Tutorial	1,088	1,059		Based on DPS schedule
1900A · Other Revenue	20,000	-		Moved to 1900D
1900A · Other Rev-after & summer school prg	-	30,000		
	13,530	8,470		may also have access to \$13,530 (yr 2 bonds)
1900B · Other Rev-Technology bond	-	50,000		Estimated
1900C · Other Rev-Lunch program	-	32,175		Site Visit + Architect revenues (\$18K + \$14K)
1900D · Other Rev-Misc	1,000	-		Moved to line below
1920 · Gifts & contributions	-	1,500		Includes directory
1950 · Fundraising	20,000	20,000		
1950A · Fundraising-auction	2,300	2,300		
1950B · Fundraising-grocery coupons	26,000	31,000		
1950C · Fundraising-annual campaign	-	-		
1950D · Sale of Bus	9,984	10,625		
3113 · Capital construction	-	29,569		Learn & Serve grant
3900 · State Grant Revenue	13,649	15,645		
4000B · Title II-Part A-teacher quality	1,595,568	1,582,141		Using reduced PPR in case of rescission
5710 · PPR Funding	\$ 1,949,562	\$ 2,040,597		
TOTAL				
INCOME	\$ 912,597	\$ 991,839		
EXPENSE	13,000	31,930		PD, mentor, bonuses, + literacy
0110 · Salaries of regular employees	-	16,600		
0110A · Bonus/Stipend pay	12,000	9,000		
0110B · Summer school pay	-	8,000		Projected based on actual activities
0120 · Salaries of temporary employees	13,595	15,216		
0210 · Life & disability insurance	-	-		
0221 · Medicare	3,573	2,800		100% PERA participation effective 1/1/10 (includes subs) Change in ER contribution + Pcop (Employer cont avg=1.32%, Pcop avg=12.73%)
0222 · Social security	192,063	138,000		
0230 · Retirement-DPSRS/Pcop	72,818	80,000		Increased participants+projected based on actual
	7,416	8,000		
0250 · Health insurance	8,771	3,500		Smallwood admin, background checks, mileage
0251 · Dental insurance	-	60,000	lunch program	Estimated
0290 · Other Employee Benefits	1,000	4,000		
0300A · Professional Svcs-lunch program	750	1,200		
0313 · Bank service charges	3,400	5,000		

0320A · Prof ed svcs-CPR/wilderness first resp	37,900	22,000	
0320B · Prof ed svcs-testing & assessmt	5,950	-	
0320C · Prof ed svcs-instructional			PD, mentor, bonuses, +literacy
0320D · Prof ed svcs-memberships			
			Projected based on actual activities
			100% PERA participation effective 1/1/10 (includes subs)
			Change in ER contribution + Pcops (Employer cont avg=1.32%, Pcops avg=12.73%)
			Increased participants+projected based on actual
			Smallwood admin, background checks, mileage
			Estimated
			Partners in Literacy, FAST Learning, Stanley Intern
			Moved to line 0810 Dues and Fees

The Odyssey School FY10 Revised Budget

	Approved FY10 BUDGET	2009-2010 Revision in process	Difference	NOTES
0320E · Prof ed svcs-diversity	-	-		
0320F · Prof ed svcs-admin	1,500	-		
0330A · Other prof Svcs-school design	45,000	57,000		EL MOU+Learn & Serve grant (\$17K)
0330B · Other prof Svcs-afterschool program	-	7,000		Afterschool monitors
0330C · Other prof Svcs-summer camp	4,000	3,500		
0330D · Other prof svcs-payroll & cc	5,500	7,000		
0332 · Audit & accounting svcs	64,276	39,300	moved to salary	AI + 2 months of Adv. Director+Rootworks
0334 · Consultant services	14,000	14,000		
0340 · Technical services	6,000	22,800		Includes Architect fees
0430 · Repairs and maintenance service	39,392	35,000		
0441 · Rental of land & buildings	8,000	6,500		
0442 · Rental of Equipment	33,000	33,000		
0521 · Liability insurance	1,861	2,079		
0525 · State Unemployment	5,000	6,000		
0526 · Workers' compensation	4,120	4,000		
0531 · Telephone	2,200	2,000		
0533 · Postage	500	200		
0540 · Advertising & marketing	600	2,000		For directory - offset by revenue
0550 · Printing	-	5,000		Includes Learn&Serve activities (\$1K)
0580 · Travel,registration,entrance-PD	102,960	120,129		
0594A · DPS purchased svcs-SpEd	3,902	3,965		
0594B · DPS purchased svcs-DoTs	900	100		
0594C · DPS purchased svcs-Food svc	38,017	34,561		
0594D · DPS purchased svcs-custodial	2,115	2,149		
0594E · DPS purchased svcs-insurance	6,142	6,241		
0594F · DPS purchased svcs-security	56,459	48,428		Based on DPS schedule
0594G · DPS purchased svcs-utilities	-	1,250		
0594H · DPS purchased svcs-vision/hear	47,867	49,572		
0595 · DPS admin expense	-	500		
0610 · General Supplies	22,760	19,760		
0610A · Adventure	30,100	30,100		All class & staff supplies +Learn & Serve sups
0610B · Crew supplies	2,000	2,000		
0610E · Family council	3,500	3,500		
0610F · Passages & graduation	-	1,000		
0610I · Summer School supplies	14,000	14,000		
0611 · Office supplies	9,500	6,000		
0626 · Motor vehicle fuels	-	7,000		
0630A · Food-adventure	2,500	2,500		
0630B · Food-general	-	500		
0630C · Food-summer school	12,000	13,659		Mill levy
0640 · Books & Periodicals	200	3,400		
0650 · Electronic media materials	-	-		
0732 · Vehicles	31,530	18,000	expected 2 yr bond	May have yr 2 bond funding
0735 · Non-capital equipment	-	7,500		PD memberships (from EL MOU)
0810 · Dues & Fees	38,688	-		
0840 · Contingency	2,500	9,000		Estimated
0890A · Misc expenditures-Uncollected tuition	3,500	6,000		
0890B · Misc expenditures-Fundraising	\$ 1,950,923	\$ 2,054,277		
TOTAL EXPENSE	(1,361)	(13,680)		
NET OPERATING INCOME	23,000	51,000		

Revenue



The Odyssey School FY10 Revised Budget

	Approved FY10 BUDGET	2009-2010 Revision in process	Difference	NOTES
SURPLUS/(SHORTFALL)	\$ 21,639	\$ 37,320		Need \$20K-auction + \$20K-bus moving forward

Beginning Fund Balance (audited)	\$344,474	audited FY09
Ending Fund Balance	\$330,794	unaudited & projected (\$344,474-\$13,680)
Unrestricted (audited)	\$284,307	unaudited & projected
Unrestricted FB as % of annual budgeted expenses	14%	

Reserves earmarked for future purchases:

Gear van	\$4,667	
Technology	\$18,000	

Deferred Revenues	\$27,917	
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*Does not include the \$49,917 designated from reserves for def rev (below)

*Dollars required out of reserves to reflect correct balance
\$22K reduced for FY10

The Odyssey School

FY11 Approved Budget

	FY10 Supplement BUDGET	GENERAL OPERATING	LEARN & SERVE GRANT	TOTAL	NOTES
INCOME				209	Goal is 212
1000 · Foundation revenue	\$ 34,901	\$ 23,400		\$ 23,400	Sturm
1300 · Kindergarten tuition	38,880	46,800		46,800	
1510 · Interest Income	6,000	6,000		6,000	
1700 · Pupil Activities	-	-		-	
1700A · Pupil Activities-adventure	31,000	31,000		31,000	
1852A · Mill Levy Arts & Music	64,176	64,176		64,176	Based on DPS schedule
1852B · Mill Levy Technology	4,906	1,338		1,338	Based on DPS schedule
1852C · Mill Levy Kindergarten	7,290	7,290		7,290	Based on DPS schedule
1852D · Mill Levy Library	1,374	1,374		1,374	Based on DPS schedule
1852E · Mill Levy Reading	23,927	23,927		23,927	Based on DPS schedule
1852F · Mill Levy Textbooks	13,659	13,659		13,659	Based on DPS schedule
1852G · Mill Levy Tutorial	1,059	1,059		1,059	Based on DPS schedule
1900A · Other Revenue	-	18,000		18,000	EL site visit
1900A · Other Rev-after & summer school prg	30,000	30,000		30,000	
	8,470	13,530		13,530	Remaining amount confirmed (\$22K between 2 yrs)
1900B · Other Rev-Technology bond	50,000	35,000		35,000	Research
1900C · Other Rev-Lunch program	32,175				
1900D · Other Rev-misc	-	-		-	
1920 · Gifts & contributions	1,500	1,500		1,500	Includes directory
1950 · Fundraising	20,000	20,000		20,000	
1950A · Fundraising-auction	2,300	2,300		2,300	
1950B · Fundraising-grocery coupons	31,000	31,000		31,000	
1950C · Fundraising-annual campaign	-	-		-	
1950D · Sale of Bus	10,625	9,516		9,516	
3113 · Capital construction	29,569		30,998	30,998	Learn & Serve grant-yr2 of 3
3900 · State Grant Revenue	15,645	14,540		14,540	
4000B · Title II-Part A-teacher quality	1,582,141	1,496,417		1,496,417	
5710 · PPR					
Funding TOTAL	\$ 2,040,597	\$ 1,891,826	\$ 30,998	\$ 1,922,824	
INCOME EXPENSE	991,839	931,755	8,998	940,753	
0110 · Salaries of regular employees	31,930	20,035		20,035	PD, mentor, bonuses
0110A · Bonus/Stipend pay	16,600	23,000		23,000	Expenses match revenue - plus line 0330B
0110B · Summer school pay	9,000	12,000		12,000	
0120 · Salaries of temporary employees	8,000	9,000		9,000	
0210 · Life & disability insurance	15,216	14,439		14,439	
0221 · Medicare	2,800	-		-	
0222 · Social security	138,000	168,189		168,189	
0230 · Retirement-DPSRS/Pcops	80,000	88,000		88,000	assumes 10% increase
0250 · Health insurance	8,000	8,000		8,000	
0251 · Dental insurance	3,500	5,000		5,000	Smallwood admin, background checks, mileage
0290 · Other Employee Benefits	60,000	37,000		37,000	
0300A · Professional Svcs-lunch program	4,000	4,500		4,500	
0313 · Bank service charges	1,200	1,200		1,200	
0320A · Prof ed svcs-CPR/wilderness first resp	5,000	3,400		3,400	MAP only
0320B · Prof ed svcs-testing & assessmt	22,000	10,000		10,000	
0320C · Prof ed svcs-instructional	57,000	8,000	17,000	25,000	EL MOU+Learn & Serve grant
0330A · Other prof Svcs-school design	7,000	7,000		7,000	Afterschool monitors
0330B · Other prof Svcs-afterschool program	-	-		-	
0330C · Other prof Svcs-summer camp	3,500	4,000		4,000	
	7,000	5,500		5,500	

0330D · Other profes-sionals & cc



**The Odyssey School
FY11 Approved
Budget**

	FY10 Supplement BUDGET	GENERAL OPERATING	LEARN & SERVE GRANT	TOTAL	NOTES
0334 · Consultant services	39,300	30,000		30,000	back office/financial mngmt
0340 · Technical services	14,000	14,000		14,000	
0430 · Repairs and maintenance service	22,800	5,000		5,000	(DPS to contribute \$25K)
0441 · Rental of land & buildings	35,000	39,392		39,392	Stays current-per DPS
0442 · Rental of Equipment	6,500	7,000		7,000	
0521 · Liability insurance	33,000	33,000		33,000	
0525 · State Unemployment	2,079	1,992		1,992	
0526 · Workers' compensation	6,000	6,000		6,000	
0531 · Telephone	4,000	5,000		5,000	
0533 · Postage	2,000	2,000		2,000	
0540 · Advertising & marketing	200	500		500	
0550 · Printing	2,000	2,000		2,000	For directory - offset by revenue
0580 · Travel,registration,entrance-PD	5,000	5,000	1,000	6,000	
0594A · DPS purchased svcs-SpEd	120,129	117,667		117,667	
0594B · DPS purchased svcs-DoTs	3,965	3,856		3,856	
0594C · DPS purchased svcs-Food svc	100			-	
0594D · DPS purchased svcs-custodial	34,561	35,726		35,726	Stays current-per DPS
0594E · DPS purchased svcs-insurance	2,149	2,090		2,090	Stays current-per DPS
0594F · DPS purchased svcs-security	6,241	6,069		6,069	Stays current-per DPS
0594G · DPS purchased svcs-utilities	48,428	45,195		45,195	Stays current-per DPS
0594H · DPS purchased svcs-vision/hear	1,250	1,229		1,229	
0595 · DPS admin expense	49,572	44,893		44,893	
0610 · General Supplies	500	500		500	
0610A · Adventure	19,760	19,760		19,760	
0610B · Crew supplies	30,100	30,100	3,000	33,100	All class & staff supplies +Learn & Serve sups
0610E · Family council	2,000	2,000		2,000	
0610F · Passages & graduation	3,500	3,500		3,500	
0610I · Summer School supplies	1,000	500		500	
0611 · Office supplies	14,000	14,000		14,000	
0626 · Motor vehicle fuels	6,000	8,000		8,000	
0630A · Food-adventure	7,000	6,000	1,000	7,000	
0630B · Food-general	2,500	2,500		2,500	
0630C · Food-summer school	500	150		150	
0640 · Books & Periodicals	13,659	13,659		13,659	Mill levy
0650 · Electronic media materials	3,400	200		200	
0732 · Vehicles	-	-		-	
0735 · Non-capital equipment	18,000	17,000		17,000	
0810 · Dues & Fees	7,500	7,500		7,500	PD memberships (from EL MOU)
0840 · Contingency		20,000		20,000	Per DPS recommendation to budget additional 1%
0890A · Misc expenditures-Uncollected tuition	9,000	2,000		2,000	
0890B · Misc expenditures-Fundraising	6,000	6,000		6,000	
TOTAL EXPENSE	\$ 2,054,277	\$ 1,920,995	\$ 30,998	\$ 1,951,993	
NET OPERATING INCOME	\$ (13,680)	\$ (29,169)	\$ -	\$ (29,169)	
Other Sources/Uses of Revenue	\$ 51,000	\$ 49,917		\$ 49,917	From def rev (out of FB)+\$22K '10 fundraiser
	\$ 37,320	\$ 20,748	\$ -	\$ 20,748	Need \$20K-auction

Beginning Fund Balance (audited)	330,794	Projected based on FY10 approved budget
Ending Fund Balance	301,625	Unaudited & Projected (\$330,794-\$29,169) Unaudited & Projected; restricted includes Tabor & prepaid items
Unrestricted (audited)	255,138	items
Unrestricted FB as % of annual budgeted expenses	13%	*Does not include the \$27,917 designated from reserves

Reserves earmarked for future purchases:

Gear van \$4,667

Technology \$38,000

Deferred Revenues \$0 *Final dollars used in FY11 out of reserves

Unrestricted FB as % of annual budgeted expenses 13% *Does not include the \$27,917 designated from reserves def rev (below)

Reserves earmarked for future purchases:

Gear van \$4,667 if previous yr annual campaign >\$20K, \$5K goes into van reserve. Contributions stop @ \$20K during yrs where Ody doesn't sell a bus, contribute up to \$20K into tech reserves

Technology \$38,000 \$20K into tech reserves def rev (below)

Deferred Revenues \$0 *Final dollars used in FY11 out of reserves

if previous yr annual campaign >\$20K, \$5K goes into van reserve. Contributions stop @ \$20K during yrs where Ody doesn't sell a bus, contribute up to \$20K into tech reserves



Charter School Food Authority & Charter C



ODY FY10 revised approved budget FIN



ODY FY11 approved budget FINAL.pdf

