



	Date: 07/27/2022
Meeting: July Monthly Board Meeting	Facilitator: Elias Pappas

Our VISION: Open as many doors as possible for our students once they matriculate through our program.
Our MISSION: The Mission of Odyssey Charter School is to prepare students for a lifelong enthusiasm for learning, develop a keen awareness of world citizenship and culture and establish critical thinking and problem-solving proficiency through the added learning of the Modern Greek language and Mathematics focus.
Our CORE VALUES: Aien Aristeuein.

**School Site Priorities:** What goals are we focusing on? What data do we have to support this goal (the next 4-6 weeks)?

School Site Goal #1	Hiring staff, updating guidelines for school operations, new committees
School Site Goal #2	Logistics/Enrollment, Code of Conduct Updates, Updated org charts, grant submissions
School Site Goal #3	Facilities move/remodel for building 26,
School Site Goal #4	Culture Focus: Beginning of Year PD with mission alignment focus, Restorative Practices implementation for fall 22-23, Fundraising for new building


<p><b>Goal 1:</b></p> <p><b>Hiring Staff</b></p> <p><b>Updated Operations Guide</b></p> <p><b>Creation of Welcome Committee</b></p> <p><b>New Advisory Councils</b></p>	<p>Conducting interviews for student advisor in building 20, district testing coordinator, continuing process for dean of Intermediate school</p> <p>Hiring Spec Ed teachers, counselors</p> <p>Finishing updates for student faculty and staff handbook with updated guidelines for conflict resolution process</p> <p>New committee responsible for building culture among new staff...includes planning opportunities for new staff to connect with current staff in non-academic settings but also works to build an OCS Mentor system to help stay connected throughout the year. This team will help plan welcome activities for next month including, staff coming as a result of our expansion, new hires, and new teachers coming from Greece</p> <p><u>Parent</u>: This group will work directly with the head of schools to create processes for more successful communication between families and the 4 schools, but also plan new culture activities, provide solutions to challenges and help communicate these updates to families..We plan to have parent members from every building. So far we have received three email requests to join. We encourage more people to join the</p>	<p><u>Student</u>:This new group will also meet directly with the head of schools and senior leadership to make sure programming and offerings are aligned with student interests and also to help improve systems. This group will meet every 6-8 weeks and will begin in September. It will be comprised of the elected student government officials for all bands that have student government</p>	<p><u>Teacher</u>: This committee will meet every 4-6 weeks to provide feedback on the progress of our school operations, academics, and culture. They will help provide solutions to enhance the learning experience for students and provide new culture experiences for our staff. We would like representation from all buildings. Please email me directly at <a href="mailto:elias.pappas@odyssey.k12.de.us">elias.pappas@odyssey.k12.de.us</a> if interested. The meetings will begin in late August.</p>
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	<p>council. If interested, please email me directly at <a href="mailto:elias.pappas@odyssey.k12.de.us">elias.pappas@odyssey.k12.de.us</a> We plan to begin meetings by the end of August, and meet every 4-6 weeks.</p>		
<p><b>Goal 2:</b></p> <p><b>Grant Submissions</b></p>          <p><b>Code of Conduct Updates</b></p>	<p>Charter School Expansion Grant has been submitted. Thank you to all the contributors for helping us put together a very strong proposal. We look forward to hearing from the review committee in mid August. The purpose of the <b>CMO grant program</b> is to support charter schools that serve early childhood, elementary school, or secondary school students by providing grant funds to eligible applicants for the replication and expansion of high-quality charter schools.</p> <p>The updating of the code of conduct has completed the first draft phase. The research based update provides the framework for our educational philosophy including the pillars of success, the shared responsibility model, PBIS, how right brain restorative practices translate into a discipline system, and provides the</p>	<p>Yass Grant: This grant we submitted is for <b>Sustainable, Transformational, Outstanding, and Permissionless education</b>, or STOP, for Education.</p> <p>The STOP principles are the core qualities that form the heart of the Yass Prize—because they have the power to drive educational change for every child. Thank you again to all the contributors that helped us put together a very compelling application! Go Odyssey!</p>	<p>Opportunity Grant: Senate Bill 56 of the 151st General Assembly codified the Opportunity Fund, an additional source of education funding for Delaware public schools intended to support the increased needs of low income and English learner students. We have seen an increased award every year over the last two years and anticipate securing even more funding this year to support our learners.</p>

**Culture Focus**

much needed tiers that highlight the system of support. It is now being reviewed by board members, leadership members, and attorneys. Next we will be asking for feedback from teachers and parents. Thank you to Dr. Yarram, the student advisors, and leadership members for helping to craft the updated document.

- The OCS ParentCamp kickoff was a successful event! We had 100 participants, which included parents/guardians, their children, community members, and school staff. Food was sponsored by Chick-fil-A (Kirkwood Hwy location), free child care was provided and every family walked away with 100% of their needs met! The OCS ParentCamp team is in the planning phase to offer this program for the 22-23SY.
- Continued preparation for the Lower School Building Reveal on August 19th.
- Continuing to work with the team to revamp the student code of conduct.
- Connecting with community partners to build our capacity to offer programs that will enhance our school culture.
- Assisting with building the Welcome Committee to provide our new staff with a pleasant experience.

	<ul style="list-style-type: none"> <li>• Contacting parents/guardians to start building our Executive Parent Council.</li> </ul>		
<p><b>Building Level Updates</b></p>	<p><b>Overall Events Update:</b></p> <ol style="list-style-type: none"> <li>1. We would like to announce Odyssey Charter has been chosen as 2022-23 First State Favorite's Best Public School in Northern Delaware for the second consecutive year!</li> <li>2. The Back to School Bash and soft opening of Lower School are scheduled for August 19 (4-7pm)</li> <li>3. We are still looking for parent volunteers to become part of our new parent advisory council. There will also be a student advisory council consisting of the class representatives. We will be forming a teacher advisory council as well in August. These councils will meet with the Head of Schools throughout the year to provide feedback and generate ideas to help our school continue to improve. Parents, please reach out to me by email at <a href="mailto:elias.pappas@odyssey.k12.de.us">elias.pappas@odyssey.k12.de.us</a> with the subject line parent advisory council expressing your interest.</li> </ol> <p><b>Lower School:</b></p>		

	<p>We are busy preparing for our move! We are excited to be branding building 26 with Greek and English signage that represent the mission &amp; vision of the school.</p> <p>We are still hiring a few positions and finalizing requests to furnish our 6 new Greek classrooms, matching the model of Greek instruction in the Intermediate School.</p> <p>We are working on postcards for families and welcome packets for teachers, which will be sent home the first and second weeks of August. We are also planning in-person and zoom orientations for families to foster open lines of communication and clear expectations at our new building.</p> <p>Lastly, we have begun collaborations and discussion around our building reveal and opening gala.</p> <p><b>Intermediate School:</b></p> <p>The Intermediate School is finalizing their schedules and class rosters in the coming weeks. Postcards will be sent home to families the second week of august. All postcards should be delivered by August 18th. Please refrain from calling the school prior to that date.</p> <p>We are excited to launch team teaching in 4th grade. Students in 4th grade will follow a similar model to 5th grade where they will have a teacher for ELA/SS and a teacher for Math/SCI, along with Greek Math and Greek Language.</p>		
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	<p><b>Middle School:</b></p> <p>The middle school has been busy interviewing and hiring new staff! We are happy to welcome a new science teacher and are still interviewing for math and ELA.</p> <p>Scheduling is currently in progress. We anticipate that students should see their class schedules in late August!</p> <p>We would like to remind all students that <b>Summer Work</b> is a requirement this year. All MS students should be doing math on Khan Academy, completing their Greek assignments, and reading a novel! All honors students should be completing their assignments in science and social studies, as well.</p>		
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<b>HS Updates</b>	<b>HS</b> <p>The high school has been busy hiring staff to keep up with our increase in enrollment! We are happy to welcome two new science teachers, one math, one social studies, two English, and two Greek teachers this year!</p> <p>Scheduling for high school students is also moving right along, and students and staff are being placed in classes. We anticipate that students should see their class schedules in late August!</p> <p>We would like to remind all students that <b>Summer Work</b> is a requirement this year. All HS students should be doing math on Khan Academy, keeping up their Greek on DuoLingo, and reading a novel!</p> <p>Our High School Student Store is open for business! High school students have additional approved uniform items and outerwear and can purchase these items from the site anytime now through 8/14. Delivery will be in the second week of school.</p>	<b>School Choice - HS</b> <p>Our Open House for new High School Students looking to join us in the 2023-24 School Year will be held on Saturday, October 22nd. We can't wait to welcome our new owls!</p> <p>We are also recruiting families who would potentially like to host a foreign exchange student in the fall! If you are interested, please email <a href="mailto:ashley.lipson@odyssey.k12.de.us">ashley.lipson@odyssey.k12.de.us</a></p>	<b>Recognitions - HS</b> <p>The HS would like to recognize the following accomplishments this month:</p> <p>Congratulations to our Food Studies Pathway Facilitator and Social Studies Teacher, Melissa Tracy! She recently won a \$10,000 Grant for the pathway that will support hydroponic gardening throughout the K-12 space and in all buildings, along with allowing our high school students to mentor their younger peers in urban gardening!</p>
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<p><b>Update on school priorities</b></p>	<p><b>Enrollment:</b> We are continuing to register our new students for the 2022/2023 school year. New families are being informed regarding forms/documents that are still owed to complete registration.</p> <p>We are especially excited to have over 60 new students join our high school. Next year's 9<sup>th</sup> grade (class of 2026) looks to be our biggest high school class yet, with potentially more than 140 students.</p>		
<p><b>CIA</b></p>	<p><b>Curriculum</b></p> <p><b>Placement Assessments</b></p> <ul style="list-style-type: none"> <li>• New incoming middle school and high school students have come in throughout the summer to get acquainted with OCS and take placement assessments in ELA and mathematics. If you are a new MS or HS student and have not had a chance to visit, please reach out to your Dean and/or Jackie McCutcheon to schedule a time.</li> </ul> <p><b>SY 22/23 K-5 Reading Curriculum Pilot</b></p> <ul style="list-style-type: none"> <li>• In progress is preparation for next school year's full-year curriculum</li> </ul>	<p><b>Instruction</b></p> <p><b>Budgets</b></p> <ul style="list-style-type: none"> <li>• Approved Instructional Resources related to instructional needs are being ordered for SY 22-23.</li> </ul> <p><b>Scheduling &amp; Courses</b></p> <ul style="list-style-type: none"> <li>• Scheduling is being completed for SY 22-23.</li> </ul> <p><b>Professional Development</b></p> <ul style="list-style-type: none"> <li>• Trade-in days and back to school professional development is being finalized this week.</li> </ul>	<p><b>Assessment</b></p> <p><b>District Testing Administrator</b></p> <ul style="list-style-type: none"> <li>• We are actively interviewing for the District Testing Administrator and excited to pick a candidate to join the team.</li> </ul>

	<p>piloting of the Amplify CKLA Reading Curriculum. Four teachers at each grade level (Immersion and FLES) will conduct the pilot. The goal is to determine if there is a difference in reading achievement for students who were taught using the Amplify reading program compared to those who were not. Data will be analyzed and disaggregated to determine effectiveness across all groups; EL, SPED, Immersion, and non-Immersion). Teachers met with Amplify on Monday, 6/13 where they received materials and began planning for next year. Additional PD will be provided to them before the start of the school year.</p>		
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**Financial Update**

- Aftercare revenue actuals were lower than originally forecasted for the month of June. Some catch-up anticipated in July, but minimal.
- Vehicle maintenance and parts expenses in June exceeded projection by approximately \$16k.
- Funds received for COVID-19 Substitute Reimbursements were provided in the form of a federal grant (rather than the Other State funding that was anticipated). Recoding to take place in July/August to reflect the expenses.
- Overages in Health Insurance related to grant budgeting including a total compensation (\$75k of the \$100k overage).
- Approximately \$65k will be considered accounts receivable from Red Clay School District for routes run by OCS for AI Dupont High School from March – June. Funds expected to be received in July/August as logistics of payment are resolved.
- Tenant Billings for St. Thomas tenant considered accounts receivable for approximately \$18k of the most recent invoice.
- As is typical, some FY22 budgeted invoices will be processed in FY23.
- Athletics Golf Outing Fundraiser was a great success. Final accounting has been completed, we netted approximately \$8,850 for the Athletics Facilities and Program.

	<ul style="list-style-type: none"> <li>• DE CSP Expansion grant application has been submitted for review. Determination of funding award to take place by mid-August.</li> <li>• Preliminary estimates from the State Charter School Finance Office are suggesting a possible larger increase in per-pupil local funding than budgeted.</li> <li>• To-date, \$1.72mill of expenses have been coded to Federal funds out of the final budgeted amount of \$1.75mill.</li> <li>• The projected year-end cash on hand is \$8.64million, of which \$6.94mill is unrestricted (not including State 2% contingency) and \$1.70mill is restricted for federal funds.</li> </ul>		
<p><b>Transportation</b></p>	<ul style="list-style-type: none"> <li>• 4 New buses are being delivered next week. Working on camera installation, radios, lettering, AC installation, etc.</li> <li>• We are still looking to purchase more buses and have a few feelers out to ensure we have enough spares this year.</li> <li>• <b><u>Tentative 2022-2023 routes are online!</u></b></li> <li>• <b><u>Carline maps will be posted next week.</u></b></li> <li>• Again, these routes are tentative and we are still updating and moving stops around, this will</li> </ul>	<p><b>Transportation Monthly Dashboard: is on the website, Transportation updates will be there as well.</b></p>	

	continue through Sept 2022 until they are close to perfect.		
<b>Student Services</b>	<p><b>ELL</b></p> <ul style="list-style-type: none"> <li>As new registrations come in, the ELL department is reviewing who needs to be part of the ELL screening based on the survey completed by families. Please know if a student has another language other than english in the home on their registration we will be screening for ELL services in the fall</li> <li>New Curricular support for our students receiving EL services called Lexia. Lexia is an adaptive blended learning program that <b>accelerates the development of literacy skills</b> for students of all abilities, helping them make that critical shift from learning to read to reading to learn.</li> </ul>	<p><b>MTSS</b></p> <ul style="list-style-type: none"> <li>CIA and Student services are in collaboration to support student struggling by implementing scientific, evidence-based interventions within a Multi-Tiered System of Support for the areas of : 1) Written Expression, 2) Reading, 3) Oral Expression, 4) Listening Comprehension, 5) Mathematics, 6) Behavior, and 7) Social-Emotional Skills.</li> <li>CIA and Student services will be working with the school administration, teachers and through the problem solving teams to review student data to determine student needs and how to best meet their needs.</li> <li>Addition of a new K-3 reading specialist to help support early intervention and state initiatives (Senate Bill 4 which focuses on implementing the Science of Reading for Kindergarten through Third Grade) involving the success of reading.</li> </ul>	<p><b>Special Education</b></p> <ul style="list-style-type: none"> <li>Student have been scheduled using the Stetson model to reviewing student scheduling based on need</li> <li>Working on the special education training for our staff next school year focused on the collaborative teaching model including inclusive practices to support all students</li> <li>In the process of hiring 6 new secondary special education teachers for the 2022-2023 school year as our enrollment has increased to support our special education students</li> <li>EDs are working to identify new special education students in the school for next year and completing the 30th count for the state</li> <li>At the secondary level many students receiving services through their IEP will have a class instead of an elective to help support direct instruction in their IEP goals including their transition goal. This class is aimed to support the growth and acquisition of skill areas of need. if you have addition question please feel free to contact the Manager of</li> </ul>

			Student Services <a href="mailto:Stephanie.demayo@odyssey.k12.de.us">Stephanie.demayo@odyssey.k12.de.us</a>
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<b>IT</b>	<p>As of 7/26 Odyssey has internet access installed and ready for the building. DTI delivered 38 new replacement switches to Odyssey this week. Building 26, 20, 21, and 23 have all had their older switches replaced. Bm22 will be done this afternoon, that will complete the removal of all Cisco 2960s switches from our environment, all of them being approx 13 to 10 years old. New Cisco Meraki switches replaced them, and we are running on brand new hardware. The school is still using Cisco 2960X model switches which have another decade of life in them. (purchases in 2017?)</p> <p>Paging system has been installed on the 2nd Floor, and tested. We will complete the 1st floor later this week as the academia move allows us to work in the hallways.</p> <p>We still need to add wifi access points, camera and speakers in the classroom once the whiteboards are installed.</p> <p>All but 5 Epson projectors have been installed in the classrooms of BM26, we are waiting for our backorder from CDWG to be processed, if they do not arrive before school</p>		
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	<p>starts we will move 3 spare classroom projectors out of BM21 to BM26. And provide temp tabletop projectors for the remaining rooms.</p> <p>Copiers are scheduled for installation in August, I need to confirm the dates.</p> <p>Chromebook ordering for the new year is delayed by the OMB for new vendor issues, Jeff Koss is working to get the matter resolved and approved, but we will not likely have the new chromebooks for grade 3,6,9 in time. We will begin the year with previous chromebooks we have in stock and swap them out after we get delivery of the new devices.</p>		
<p><b>Facilities</b></p>	<p>Prepping building 26 for lower school relocation</p> <p>Flag pole project for building 22</p> <p>Scheduling inspections for fire alarms systems, fire sprinkler systems and fire extinguishers in all buildings.</p>	<p>Repaired all holes in hallway walls on both the first and second floors</p> <p>Shampooed the carpets in nine classrooms with four left to complete</p> <p>Repaired roof leaks</p> <p>Working on HVAC issues in building.</p> <p>Cleaned all hallway walls in preparation for painter to arrive around 8/1/22</p> <p>Move date scheduled for 8/1/22</p> <p>Flag poles (2) arrived. Holes have been dug for foundation work.</p>	

<b>Food Service</b>	SY2021-22 represented the most meals ever prepared and served by the OCS Food Service program. SY2022-23 is likely going to return to pre-COVID processing, so this is one of the reminders for families to fill out the meal benefit forms for next school year. Forms will be uploaded to the website and sent to families in July.	An e-mail was sent to all families with instructions for completing the Meal Benefit Form. We ask that all families either complete the form on line or fill out a hard copy and return to us as soon as possible.  We are excited to announce that we have been awarded the Fresh Fruit and Vegetable Grant for the 2022/2023 school year. Students in grades K-5 will receive a snack of either a fresh fruit or vegetable 3 days a week. The snack will be distributed to the students either during the snack time or movement break.	
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**Fundraising/  
Development**

The Fund-Raising Committee met by zoom call on June 30<sup>th</sup>; the committee will again meet on August 2<sup>nd</sup>

§ We invite all to Save the Dates & plan on attending the following events.

o Lower school - "Under the Stars" fundraisers. Elias' plan for a two-part event the first slated for – August 19th, as an in-house event targeted to parents and staff; with a second event slated for September 10th to focus on our friends and sponsors. Both are to be executed as fund raisers with raised funds to support the lower schools rebranding and new playground equipment.

o Since our last meeting – work has advanced on the following:

§ Work on registration links, sponsors site and Solicitors card

§ Work on Pledge cards and outlining Logistics needs continues.

Other Development work in progress or planned:

During the past two months regular Marketing & Communications Campaigns have been conducted via OCS and PTO social media as well as via student family emails. These campaigns have been in support of Parent Camp, the PTO Hershey Park trip and use of Linked-IN supporting our current new hire needs.

We have worked to submit our dean of our lower schools Hrysoula (Soula) Davis as our candidate for the Delaware Business Reviews "40 under 40" nominations. We hope that the nomination will bring us opportunities to further share our vision and mission with the Delaware Business Community. We are pleased to share the outstanding achievements of Soula. We invite you to congratulate her and we ask that our community offer to submit letters of support for our nominee – reach out to Elias for details regarding letter submission.

PTO brick campaign continues with a limited time offer featuring a buy a brick and get a free replica brick with your order with free use of images. While we have seen several new brick orders as a result of the recent campaign. We note a low response to our recent email blast; we plan to re-target this campaign to families in September as well as include the brick offers in the corporate campaign to be executed in September. We hope to begin regular status reporting in September with the return from Greece by the Brick Campaign Coordinator Michael Roussos. Jon Steward reports that the Installation of the Intermediate school flagpole and bricks is on

Discussions continue regarding the feasibility of an OCS Health Fair. This event is a targeted fundraiser to offset anticipated expansion of our nursing staff needs as well as a community outreach. Scheduling a leadership meeting with nursing and athletic department staff is now set for the end of August. We are on track regarding our proposed timeline which includes the review of the concept by the end of August, a go/no-go decision by the end of September and an event slated for March of 2023. This concept jumps off the success OCS has had in partnering with the American Heart Association and looks to harness the mission goals of several medical non-profits.

Our Health Fair Leadership Volunteer committee is set to meet on August 24<sup>th</sup>. This meeting will focus on setting fundraising goals, a budget as well as outlining actions needed to execute the event, including the recruitment of volunteers. With the potential of realizing significant donations from a peer-to-peer fundraising scenario with regard to the Health Fair project we are exploring low-cost software solutions capable of managing team fundraising.

	<p>Our next Development Newsletter is scheduled for the month of September. We are considering the value of sending this in advance of our Sept 10<sup>th</sup> event.</p> <p>A focused effort to create and execute a <u>Corporate Sponsorship Appeal is underway</u>. This is planned as a limited mailing with email and phone call follow up appeal. We anticipate targeting corporate entities offering customizable sponsorship opportunities. We are now completing the collateral for the <u>Billboard Sponsorship</u>; to include Score Board Logo Sponsor &amp; Bleacher ads. Our goal would be to announce this partnership at our September 10<sup>th</sup> event.</p> <p><u>Our Grants focus</u> for the Development Office is on the larger grant opportunities, we anticipate maximizing these appeals and hope to set preliminary meetings with key targets (Longwood, Welfare and Creslea) in September with grant applications submitted in the fall cycle.</p> <p>Beginning in a focused effort in the month of August we anticipate bringing on and establishing our <u>LGL (little Green Light) CRM</u> system. We expect to begin to benefit from the tracking and automation aspects of our CRM system software.</p> <p>With the large number of development projects needing administrative resources efforts continue to identify interns for the development function at OCS. A proposal for</p>	<p>track. Site signs are awaiting final patron list confirmation. We anticipate an August installation. These signs will allow patron acknowledgment of their orders while final site implementation is pending.</p>	
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	<p><u>growing sustainable development capacity</u> has been submitted and a new position for a Development Administrator has been approved and the hire is pending the hiring process.</p>		
<p><b>Human Resources</b></p>	<p>Hiring, On-boarding, Retirements, Internal Transfers, and Separations in preparation of FY23 school year are in full swing.</p> <p>Approx 55+ positions were available, more than half filled to date.</p> <p>Training, SOPs, and best practices continue to be developed for all staff, leaders and new hires.</p>		
<p><b>Board Approvals</b></p> <p><b>Safety and Security.</b></p>	<ol style="list-style-type: none"> <li>1. For 2022-23 school year, Staff will be assigned front door access only, side entrances will be used by facilities and food service as needed.</li> <li>2. Our Facilities Team is removing all of the permanent door stops, one will be provided for Board Meetings.</li> <li>3. New Castle Glass will be installing an extra layer of laminate to all of the front glass doors/ windows that do not have it already,</li> </ol>		

	<p>replacing tempered glass with safety glass that is laminated and adding a second layer of security film to all front doors and windows. This will not necessarily make the glass bullet proof, but it will hold the glass together and deny entry to an outside threat. DE State Police (Thanks for your full support!). This project should be complete before students return, if all products are available.</p> <p>4. ALICE Training scheduled for all staff in grades 6-12 on 9/16 (Async. Day For students in grades 6-12)</p> <p>And on Oct. 7th. all staff in grades K-5 and make up day for anyone who missed this training on 9/16.</p> <p>This is mandatory in person training for all OCS staff.</p> <p>What to expect: Two Trainers from DEMA (Delaware Emergency Management Agency) will teach ALICE training steps and practical applications for our school district in a classroom setting.</p> <p>After a classroom session staff will practice these tools and techniques that they learned so you can choose</p>		
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	<p>which one will work best and in what situation. (This is not just a shooting exercise, it is an application that provides techniques and strategies that are simple and easy to follow and teach our students, so in a threatening situation we can extend the time we need for law enforcement to arrive.</p>		
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