

SUBJECT

Odyssey Charter School Pre-Opening Update

APPLICABLE STATUTE, RULE, OR POLICY

N/A

BACKGROUND

Odyssey Charter School (Odyssey) is a new public charter school authorized by the Public Charter School Commission (PCSC). Approved to open in fall 2013, Odyssey will implement project-based learning with Idaho Falls students in grades 6-10.

DISCUSSION

Odyssey will provide a pre-opening update.

The Odyssey educational program and curricula is focused on project-based learning. All curricula will be aligned to Common Core State Standards. Odyssey intends to use the following curricula: College Preparatory Math, It's About Time Science, Grammar Punk, Common Core Curriculum Maps, Pearson's Understanding by Design Social Studies, and the 7 Habits of Highly Effective Teens. The curricula will also be supplemented with literature and reading materials chosen by the school's teachers. The Buck Institute for Education and College Preparatory Math will be providing pre-opening professional development for teachers.

Projected enrollment for Odyssey for FY14 appears to be relatively strong. Odyssey currently reports having 205 students enrolled. However, because the report was submitted prior to the school's enrollment deadline, this enrollment projection includes students who have not confirmed. Therefore, it is possible that actual enrollment numbers may be lower than those provided in this report. On the other hand, even with some drop off, it appears likely that, at a minimum, Odyssey will exceed the worst-case enrollment projection (140) and be close to or reach the likely scenario projection (180) included in the school's petition.

Odyssey will be occupying a combination of buildings and modulars at Broken Bow Plaza in Idaho Falls. Odyssey reports that repairs and upgrades are currently underway, and the school anticipates having a move date of August 12, 2013. Odyssey will be leasing two spaces from Broken Bow Properties and two used modulars from Pacific Mobile.

Odyssey did not provide an updated budget with this report, as it was not a requirement. Based on a comparison of the estimated enrollment, staffing, and facilities costs provided in this report to those projected in the school's petition, it appears likely that Odyssey will be able to create a

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revised budget that will be balanced or include a small carryover at the end of the first year of operations.

IMPACT

Information item only.

STAFF COMMENTS AND RECOMMENDATIONS

Staff makes no comments or recommendations.

COMMISSION ACTION

Any action would be at the discretion of the PCSC.

June 13, 2013

**CHARTER SCHOOL DASHBOARD
PRE-OPENING UPDATES**

Date Submitted:

School Name: Odyssey Charter School
School Address: 1235 Jones, Idaho Falls, 83401
School Phone: 208-557-3627
Intended Opening Date: August 26, 2013

School's Mission:

Our mission at Odyssey Charter School is to graduate students who, in addition to being proficient in a range of academic subjects, possess an advanced level of interpersonal and social communication skills, have the ability to engage in critical thinking and rational problem solving, demonstrate respect for the value of the contributions of others, possess a strong sense of personal integrity and responsibility, and believe in their own capacity for achievement.

CHARTER SCHOOL BOARD

Board Member Name	Office and Term	Skill Set(s)	Email	Phone
Kimberly Evans Ross	President	Law, Contracts	kde@moffatt.com	208-757-9319
Amy Whitford	Vice President	Charter School Procedures	andrew_whitford1@msn.com	208-529-3094
Thomas Jones	Treasurer	Accounting	treasurerocs@gmail.com	425-301-1149
Monica Couch	Secretary	Law, Teaching	monhendricks@yahoo.com	208-351-8669
Chris Peterson	Member	Advertising	cpeterson@theaterfactory.org	208-681-1806

PRE-OPENING ENROLLMENT UPDATE

Grade Level	Current Enrollment	Current Waiting List	Enrollment Cap	% Enrolled	Notes
6	45	0	50	90	--
7	60	0	100	60	--
8	45	0	75	60	--
9	31	0	50	62	--
10	24	0	50	48	--
11	--	--	--	--	--
12	--	--	--	--	--
TOTALS	205	0	325	63%	--

NOTE: Because our enrollment deadline falls after this form needs to be submitted, we are including students who have not enrolled.

STUDENT DEMOGRAPHICS

(Please base these numbers on students who have accepted enrollment. We understand if you have incomplete data; provide estimates or state “unknown” if necessary)

	Hispanic	Asian	White	Black	American Indian	LEP	FRL	Special Education
Number	6	3	193	3	0	0	87.6	26
%	3%	1.5%	94%	1.5%	0%	0%	43%	12.44%

FACULTY AND STAFF

Please describe where you are in the process of hiring key staff:

We have hired most of our staff. We hired a few positions as part time in case we end up with less students than we now have on our lists. We told the part-time (.5 FTE) teachers that we may make them full time if we get more students, but we are not promising them full time. We hired teachers who have their secondary ed certificates in the core areas of language arts, math, science, and social studies. We have hired a few teachers who have elementary ed certificates for an inclusive 6th grade class and we are looking for another teacher for the other 6th grade class. We have also hired one teacher who has an elementary ed certificate to provide electives for the middle school students. Because we have a teacher who has a math endorsement and will finish his science endorsement before fall, we are looking for another math or a science teacher and we have had a few interviews. We have hired two Sped teachers and are looking at hiring another.

Have you hired an Administrator? Yes No
Administrator Name(s): Karl Peterson
Administrator’s Hire Date: May 1, 2013
of Weekly Hours Assigned to This Role: 40
of Weekly Hours Assigned to Another Role: 0
Administrator Contact Info (Phone, e-mail): 208-557-3627, kpeterson@ocharter.org

Have you hired a Business Manager? Yes No
Business Manager’s Name: Rebekah Pulsipher
Business Manager’s Hire Date: May 10, 2013
of Weekly Hours Assigned to This Role: 40
of Weekly Hours Assigned to Another Role: 0
Business Manager’s Contact Info (Phone, e-mail): 208-270-9292, rpulsipher@ocharter.org

	Intended FTE	Hired FTE	Comments
Classified Staff	2	3+	We have hired two classroom aides. We may hire more as we review IEPs to know better what we need to provide for our students. We have not hired a custodian yet.
Certified Staff - Total	10.6	10.6 - 12.6	We have hired a business manager and an office manager.
• Classroom Teachers	8.6	8.6 - 9.6	Two of our teachers have been hired as part time but are willing to move to full time if enrollment numbers warrant more classes.
• Special Education Staff	2	2 - 3	One of our teachers is hired as a classroom teacher, but is finishing her special education endorsement and will be available to help with special education if it is needed.
• Other Certified Staff	1	1	We have hired an administrator.

FINANCES

Please describe your progress towards establishing / finalizing your school's first year operating budget. What process have you used thus far to estimate revenue and costs?

The budget for Odyssey is being prepared in compliance with applicable codes, statues, and policies and will be presented at a public hearing in June. The budget is being prepared using the Idaho Financial Accounting Reporting Management Systems (IFARMS) format. As contracts and price quotes are agreed upon, the budget is updated to reflect more accurate costs. The finalized budget will be delivered to the State Department of Education by July 15 and copies provided to the Idaho State Charter Commission.

Estimates for revenues are based on:

- Pre-opening foundation grants received
- Support Unit Calculation for Charter Schools
- Salary Based Apportionment for Charter Schools
- State allocations for pupil transportation
- State allocations for technology

Estimates for costs are based on:

- Agreements with contractors
- Faculty & staff contracts
- Price quotes
- Historical costs

EDUCATIONAL PROGRAM

Please describe your progress towards establishing your educational program and how the curricular choices you have made thus far align to your stated mission / the description of your educational program in your charter:

We have been following the project based curriculum materials that we outlined in the charter. Our curriculum is aligned with the Common Core State Standards and with project based learning. We are planning to use College Preparatory Math, It's About Time Science, Grammar Punk, Common Core Curriculum Maps combined with literature and other reading material chosen by the teachers, 7 Habits of Highly Effective Teens, and Pearson's Understanding by Design social studies curricula.

We have contacted Buck Institute for Education and College Preparatory Math and have arranged our August professional development workshops with them. College Preparatory Math will be providing a week-long training for our math teachers and Buck will be providing the three day long professional development for all of our teachers.

We are in the process of ordering our curriculum. Our math books and e-license for online math textbooks have both arrived. Also, Grammar Punk, our grammar and writing program, has arrived.

We have not experienced any significant issues with our curricula as we prepare for opening the school.

PRE-OPENING SUCCESSES AND CHALLENGES

Please describe any significant changes you have had to your intended educational program, facility, or other pertinent strategies / plans outlined in your approved charter:

There have been no significant changes to our intended educational program, facility, or other issues. Two years ago, have been talking to Mike Bowcutt the owner of Broken Bow Plaza about using his facility for the school. At first, the city was not interested in having our charter school in Broken Bow, so we decided to pursue an old church that was for sale or lease, but a few neighbors of the church were against it and the remodeling costs were too high, so the city suggested we go back and pursue Broken Bow again. The city planning and zoning commission unanimously approved our conditional use permit. The work on the remodeling is moving forward on time and there no known issues to stop us from opening on time.

Please describe the greatest successes you have experienced during the pre-opening process:

The greatest success has been the use of social media to recruit students. We have used our Facebook page to make a daily comment about Odyssey. We have found that adding a engaging picture to our postings increase our likes to our posts. Most of our students have been found through Facebook. Another success has been having parties for our interested students and their families. Our first party had over 300 people in attendance.

Please describe any significant challenges you have faced during the pre-opening process:

The biggest challenge has been time. There is a lot to do between being approved and opening our doors in August.

Do you anticipate that any of the challenges you described could potentially prevent you from opening on time?

Though we are busy getting everything done, there are no significant problems that could keep us from opening on time.

If you answered “Yes” to the previous question, please outline how you plan to address these challenges and your timeline for making a decision regarding whether you will need to delay your opening.

REQUIRED ATTACHMENTS

- An updated pre-opening timeline (using the PCSC template) that demonstrates the tasks you have completed and the status of those yet to be done.
- An updated facilities plan (using the PCSC template) including narrative and attachments as necessary to demonstrate the details of your chosen facility, costs, and preparations that need to be done to prepare the facility for opening.
- An update regarding the marketing / outreach activities you have completed and intend to complete (table recommended)

OPTIONAL ATTACHMENTS

While the PCSC maintains the right to choose which additional attachments will be included in the meeting materials, you are welcome to submit additional documents that you feel are pertinent to your pre-opening process or demonstrate your capacity to have a successful opening and/or first year of operation.

Idaho Public Charter School Commission Pre-Opening Timeline

ODYSSEY CHARTER SCHOOL

► Phase 1: Immediately after Receiving Charter

Category	Task	Responsible Parties	Contacts or Resources	Start By (date)	Complete By (date)	Status
Governance	Join the ISBA	Board of Directors	ISBA	January 2013	January 2013	Done
	Transform the Founders Committee into the Board of Directors	Board of Directors	Kimberly Evans Ross	January 2013	January 2013	Done
	Arrange for board training in key areas like open meetings law, parliamentary procedure, effective meeting strategies, role of a board member, governing vs. managing, policy development, fiscal controls, Idaho Open Meeting Law, etc.	Board of Directors	ISBA	January 2013	Ongoing	Ongoing
	Schedule board meetings. Training will be completed through the ISBA and possibly the Charter School Network.	Board of Directors	ISBA, Charter School Network	January 2013	Ongoing	Ongoing
	Arrange for accreditation.	Administrator	AdvancED	January 2013	Ongoing for the first year	Ongoing
	Secure SDE passwords and ensure SDE communication.	Administrator	SDE	January 2013	May 2013	Done
Enrollment	Continue to collect names of potential students and notify them of the application process.	Administrator & Enrollment Director	Karl Peterson Chris Peterson	January 2013	Ongoing	Ongoing
	Document efforts to inform public of enrollment opportunities, especially for LEP students.	Administrator & Enrollment Director	Karl Peterson Chris Peterson	January 2013	Ongoing	Ongoing
Facilities	Work to solidify facilities contract.	Administrator	Karl Peterson	January 2013	May 2013	Done
	Communicate with the city to ensure that the facility will be acceptable to the planning and zoning committee, and seek a conditional use permit for the property.	Administrator, Board	Karl Peterson Kimberly Evans Ross	January 2013	April 2013	Done

► Phase 1: Immediately after Receiving Charter (continued)

Category	Task	Responsible Parties	Contacts or Resources	Start By (date)	Complete By (date)	Status
Fiscal Management	Contact the IRS regarding the approval of the school's charter.	Board Treasurer	Thomas Jones	January 2013	January 2013	Done
	Set up a business bank account.	Board Treasurer	Thomas Jones	January 2013	January 2013	Done
	Purchase 2M data system and set it up.	Board Treasurer, Administrator	Thomas Jones Karl Peterson	January 2013	May 2013	Purchased, still setting up
	Continue seeking grants and other donations in the areas of technical education, math, science, start-up help, advertising, and other areas suggested by the Board of Directors.	Board, Administrator	Karl Peterson Kimberly Evans Ross	January 2013	Ongoing	Ongoing
Fundraising	Apply for Walmart and Sam's Club grants.	Administrator Fundraising Director	Karl Peterson Chris Peterson	January 2013	January 2013	Done
Human Resources	Continue collecting names of potential faculty and staff, and notify potential applicants of interview and hiring dates.	Hiring Committee, Administrator	Chris Peterson Amy Whitford Karl Peterson	January 2013	August 2013	
Marketing & PR	Start monthly information meetings.	Enrollment Director	Chris Peterson	January 2013	Ongoing	Ongoing
	Continue advertising for potential students.	Enrollment Director	Chris Peterson	January 2013	Ongoing	Ongoing
	Continue collecting data on potential students.	Enrollment Director	Chris Peterson	January 2013	Ongoing	Ongoing
	Continue marketing through public relations outlets such as community calendars, posters, yard signs, local talk radio programs, etc.	Enrollment Director	Chris Peterson	January 2013	Ongoing	Ongoing
	Sign up a booth for the Idaho Falls Roaring Youth Jam.	Enrollment Director	Chris Peterson	January 2013	March 2013	Done
Other	Using ISBA materials continue creating a School Policy Manual that will incorporate a specific complaint process and a crisis/emergency policy. The crisis/ emergency policy will include prevention and procedures on the methods of responding to a crisis/emergency.	Board	Kimberly Evans Ross	January 2013	August 2013	

►Phase 2: 6 to 9 Months before Opening						
Category	Task	Responsible Parties	Contacts or Resources	Start By (date)	Complete By (date)	Status
Governance	Create a calendar of all state and authorizer deadlines.	Administrator, Business Mngr	Karl Peterson Rebekah Pulsipher	January 2013	May 2013	
	Complete school calendar, school hours, and administrator contracts.	Administrator, Board	Karl Peterson Kimberly Evans Ross	January 2013	May 2013	Done
	Hire an administrator	Board	Kimberly Evans Ross	February 2013	April 2013	Done
Enrollment	Open enrollments for students, distribute applications, and begin collecting them.	Administrator, Business Mngr	Karl Peterson Rebekah Pulsipher	January 2013	Ongoing	Ongoing
	Collect enrollment packets. Perform lottery if needed and notify applicants.	Administrator, Business Mngr	Karl Peterson Rebekah Pulsipher	March 2013	May 2013	
Facilities	Complete facility design with an architect in order to meet all design requirements for the facility.	Board, Administrator	Kimberly Evans Ross	February 2013	May 2013	
	Finalize the facility location and sign contracts with the land owner or the management company of the facility or modular classroom company.	Board	Kimberly Evans Ross	February 2013	April 2013	Done
	Get the conditional use permit for the facility.	Board, Landlord	Kimberly Evans Ross Mike Bowcutt	February 2013	April 2013	Done
	Finalize plan to bring city utilities to the site if needed.	Administrator, Landlord	Karl Peterson, Mike Bowcutt	February 2013	April 2013	Done
	Advertise bidding process for all contracts requiring bids.	Board, Administrator	Kimberly Evans Ross, Karl Peterson	February 2013	June 2013	
	Make sure that all relevant building permits are secured.	Administrator, Landlord	Karl Peterson, Mike Bowcutt	February 2013	June 2013	
Fiscal Management	Ensure that bids and expenses to open the school remain within budget.	Board Treasurer, Administrator, Business Mngr	Thomas Jones, Karl Peterson, Rebekah Pulsipher	Ongoing	Ongoing	Ongoing
	Secure insurance policies (liability, property, worker's compensation, etc.).	Administrator, Business Mngr	Karl Peterson Rebekah Pulsipher	February 2013	June 2013	

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► Phase 2: 6 to 9 Months before Opening (continued)

Category	Task	Responsible Parties	Contacts or Resources	Start By (date)	Complete By (date)	Status
Fiscal Management	Continue to monitor expenses and ensure that the school's expenses remain within budget.	Board Treasurer, Administrator, Business Mngr	Thomas Jones, Karl Peterson, Rebekah Pulsipher	Ongoing	Ongoing	Ongoing
Fund Raising	Research various grants and apply for applicable ones	Administrator Fundraising Director	Karl Peterson Chris Peterson	February 2013	June 2013	
Human Resources	Finalize salary schedule and benefits package.	Board Treasurer, Administrator, Business Mngr	Thomas Jones, Karl Peterson, Rebekah Pulsipher	February 2013	June 2013	
	Advertise job openings.	Administrator, Hiring Committee	Karl Peterson, Amy Whitford, Chris Peterson	February 2013	Ongoing	Ongoing
	Continue to advertise other job openings.	Board, Hiring Committee	Kimberly Evans Ross, Amy Whitford, Chris Peterson	February 2013	August 2013	
Marketing and Public Relations	Continue monthly open houses and continue advertising the dates of these open houses in community calendars, newspapers, radio, Internet, etc.	Enrollment Director	Chris Peterson	Ongoing	Ongoing	Ongoing
Other (Programmatic Development)	Develop a scope and sequence of classes and finalize class offerings.	Administrator	Karl Peterson	February 2013	May 2013	
	Finish a working draft of the Student Handbook.	Administrator	Karl Peterson	Ongoing	June 2013	

► Phase 3: 3 to 6 Months before Opening

Category	Task	Responsible Parties	Contacts or Resources	Start By (date)	Complete By (date)	Status
Board Governance	Retain legal counsel	Board	Kimberly Evans Ross	June 2013	July 2013	
Enrollment	Enroll new students if there is room	Administrator, Business Mngr	Karl Peterson, Rebekah Pulsipher	June 2013	Ongoing	Ongoing
Facilities	Continue progress on facility.	Board, Administrator	Kimberly Evans Ross, Karl Peterson	June 2013	Ongoing	Ongoing

► Phase 3: 3 to 6 Months before Opening (continued)

Category	Task	Responsible Parties	Contacts or Resources	Start By (date)	Complete By (date)	Status
Fiscal Management	Complete contracts for all contracted services such as transportation, food service, special ed. services, IT support, student information system, etc., and/or fiscal support services such as accounting, budget, payroll, banking, auditing, and purchasing. Secure telecommunications services.	Board, Administrator	Kimberly Evans Ross, Karl Peterson	June 2013	August 2013	
	Continue to monitor expenses and ensure that the school's expenses remain within budget.	Board Treasurer, Administrator, Business Mngr	Thomas Jones, Karl Peterson, Rebekah Pulsipher	March 2013	Ongoing	Ongoing
Fundraising	Research grants and apply to applicable ones.	Administrator Fundraising Director	Karl Peterson Chris Peterson	March 2013	May 2013	
	Find a PTO president and plan fundraising	Administrator Fundraising Director	Karl Peterson Chris Peterson	March 2013	May 2013	
Human Resources	Finish hiring faculty and staff and sign employee contracts	Board, Administrator, Hiring Committee, Business Mngr	Kimberly Evans Ross, Karl Peterson, Chris Peterson, Amy Whitford, Rebekah Pulsipher	March 2013	August 2013	
	Ensure all teachers hold valid Idaho teaching certificates for the grades they teach and that these are on file in their personnel files 33-5205(4)(g) and 33-5206(4).	Board, Administrator, Hiring Committee, Business Mngr	Kimberly Evans Ross, Karl Peterson, Chris Peterson, Amy Whitford, Rebekah Pulsipher	March 2013	August 2013	
	Ensure all teachers are highly qualified according to the NCLB or that they have waivers from the State Department of Education.	Administrator, Business Mngr	Karl Peterson, Rebekah Pulsipher	March 2013	August 2013	
	Ensure staff contracts are written in the form approved by the State Superintendent of Public Instruction 33-5206(4).	Administrator, Business Mngr	Karl Peterson, Rebekah Pulsipher	March 2013	August 2013	

► Phase 3: 3 to 6 Months before Opening (continued)						
Category	Task	Responsible Parties	Contacts or Resources	Start By (date)	Complete By (date)	Status
Human Resources	Ensure that criminal background checks have been completed for all employees 33-5210(44)(d) (consider background checks for volunteers).	Administrator, Business Mngr	Karl Peterson, Rebekah Pulsipher	March 2013	August 2013	
Marketing and Public Relations	Continue monthly open houses and continue advertising the dates of these open houses in community calendars, newspapers, radio, theater screen advertising, Internet, etc.	Administrator, Enrollment Director	Karl Peterson, Chris Peterson	March 2013	August 2013	
Other (Programmatic Development)	Order textbooks and other school supplies and equipment.	Administrator, Business Mngr	Karl Peterson, Rebekah Pulsipher	March 2013	August 2013	
	Arrange the dates of presentations for pre-opening professional development.	Administrator, Business Mngr	Karl Peterson, Rebekah Pulsipher	March 2013	June 2013	
	Revise the draft Student Handbook found in Appendix K.	Administrator	Karl Peterson	March 2013	June 2013	

► Phase 4: 0 to 3 Months before Opening						
Category	Task	Responsible Parties	Contacts or Resources	Start By (date)	Complete By (date)	Status
Board Governance	Continue to monitor Administrator actions and provide support as needed.	Board	Kimberly Evans Ross	March 2013	Ongoing	Ongoing
	Finish a working copy of the School Policy Manual that will incorporate a specific complaint process and a crisis/emergency policy. The crisis/emergency policy will include prevention and procedures on the methods of responding to a crisis/emergency. The manual will be periodically updated to meet the needs of the school.	Board, Administrator	Kimberly Evans Ross, Karl Peterson	May 2013	July 2013	
	Hold annual public budget hearing.	Board, Administrator	Kimberly Evans Ross, Karl Peterson	May 2013	July 2013	

► Phase 4: 0 to 3 Months before Opening (continued)						
Category	Task	Responsible Parties	Contacts or Resources	Start By (date)	Complete By (date)	Status
Enrollment	Update enrollment as new students enroll.	Enrollment Committee, Administrator	Chris Peterson, Amy Whitford, Chris Peterson	May 2013	Ongoing	
	Announce on the school's website if there are any openings for students and the available grades.	Administrator	Karl Peterson	May 2013	August 2013	
Facilities	Lease or purchase any office equipment.	Administrator, Business Mngr	Karl Peterson, Rebekah Pulsipher	May 2013	August 2013	
	Continue to monitor expenses and ensure that the school's expenses remain within budget.	Board Treasurer, Administrator, Business Mngr	Thomas Jones, Karl Peterson, Rebekah Pulsipher	May 2013	August 2013	
	Finish facility set up.	Administrator	Karl Peterson	July 2013	August 2013	
	Take delivery of school equipment and supplies.	Administrator, Business Mngr	Karl Peterson, Rebekah Pulsipher	July 2013	August 2013	
	Set up classrooms and office equipment and supplies.	Administrator, Business Mngr	Karl Peterson, Rebekah Pulsipher	August 2013	August 2013	
	Ensure that the facility has adequate HVAC, lighting, and space.	Administrator, Landlord	Karl Peterson, Rebekah Pulsipher	May 2013	August 2013	
	Ensure the grounds are safe and well maintained. Arrange for grounds care and snow removal.	Administrator, Business Mngr	Karl Peterson, Rebekah Pulsipher	July 2013	August 2013	
	Finish city inspections such as fire and health, and obtain a certificate of occupancy.	Administrator, Landlord	Karl Peterson, Mike Bowcutt	July 2013	August 2013	
	Post fire exit maps in all occupied spaces.	Administrator	Karl Peterson	August 2013	August 2013	
Fiscal Management	Have procedures in place for receiving donations and student fees.	Board Treasurer, Administrator, Business Mngr	Thomas Jones, Karl Peterson, Rebekah Pulsipher	May 2013	August 2013	
	Continue to monitor expenses and ensure that the school's expenses remain within budget.	Board Treasurer, Administrator, Business Mngr	Thomas Jones, Karl Peterson, Rebekah Pulsipher	May 2013	Ongoing	Ongoing

► Phase 4: 0 to 3 Months before Opening (continued)						
Category	Task	Responsible Parties	Contacts or Resources	Start By (date)	Complete By (date)	Status
Fundraising	Develop a Fundraising Committee of faculty, the PTO president, and other interested individuals.	Board Treasurer, Administrator, Business Mngr, PTO President	Thomas Jones, Karl Peterson, Rebekah Pulsipher	May 2013	Ongoing	Ongoing
Human Resources	Arrange for Fiscal and Programmatic Audits for the following school year.	Board Treasurer, Administrator, Business Mngr	Thomas Jones, Karl Peterson, Rebekah Pulsipher	May 2013	August 2013	
	Enroll all staff in PERSI	Board Treasurer, Administrator, Business Mngr	Thomas Jones, Karl Peterson, Rebekah Pulsipher	May 2013	August 2013	
	Provide social security, unemployment insurance, worker's compensation insurance and health insurance for all staff [33-5205(3)(m)].	Board Treasurer, Administrator, Business Mngr	Thomas Jones, Karl Peterson, Rebekah Pulsipher	May 2013	August 2013	
	Ensure that up-to-date and accurate personnel files that contain only appropriate information have been created for all staff. Ensure that all paraprofessionals working in an instructional capacity meet the requirements of State Paraprofessional Standards and Federal NCLB requirements.	Administrator, Business Mngr	Karl Peterson, Rebekah Pulsipher	May 2013	August 2013	
	Provide emergency preparedness training to all personnel.	Administrator	Karl Peterson	August 2013	August 2013	
	Provide procedures for emergency closure before, after, and during school.	Board, Administrator	Kimberly Evans Ross, Karl Peterson	July 2013	August 2013	
	Establish fire drill procedures and schedule fire drills.	Administrator	Karl Peterson	July 2013	August 2013	

► Phase 4: 0 to 3 Months before Opening (continued)

Category	Task	Responsible Parties	Contacts or Resources	Start By (date)	Complete By (date)	Status
Human Resources	<p>Complete school policy handbook that details policies and procedures, especially in the following key areas:</p> <ul style="list-style-type: none"> • attendance • check signing • credit card use • enrollment • family medical leave • job sharing • use of facility by outside groups • communication • homework • dress code • student discipline • Internet use • overnight excursion • background checks on volunteers and board members <p>Finish and publish student handbook. Finish obtaining immunization records for all enrolled students. Obtain Internet policy agreements signed by all students and their parents. Collect all existing IEPs. Revisit budgets and assumptions, and revise as needed.</p>	Board, Administrator, Business Mngr	Kimberly Evans Ross, Karl Peterson, Rebekah Pulsipher	May 2013	August 2013	
	Ensure that all personnel files are up-to-date and contain only appropriate information.	Administrator, Business Mngr	Karl Peterson, Rebekah Pulsipher	May 2013	August 2013	
	Provide two days for student registration, which will include signing up students, gathering Internet usage agreements, handing out schedules and student handbooks, and meeting teachers.	Board Treasurer, Administrator, Business Mngr, Office Manager	Thomas Jones, Karl Peterson Rebekah Pulsipher, Becky Burke	May 2013	August 2013	

► Phase 4: 0 to 3 Months before Opening (continued)

Category	Task	Responsible Parties	Contacts or Resources	Start By (date)	Complete By (date)	Status
Human Resources	Provide orientation and professional development activities for faculty and staff in order to educate the faculty in project based. learning, enable them to prepare their first interdisciplinary project aligned to state standards, familiarize them with the student information system, set them up with the school's email system, give room assignments, familiarize them with the student disciplinary procedures, and familiarize them with the school's professional standards and expectations, etc.	Administrator	Karl Peterson	August 2013	August 2013	
Marketing and Public Relations	Announce on website if there are any openings for students and the available grades.	Administrator	Karl Peterson	May 2013	Ongoing	Ongoing
	Advertise at the Idaho Falls Roaring Youth Jam.	Administrator, Enrollment Director	Karl Peterson Chris Peterson			
Other (Programmatic Development)	Order additional textbooks and other school supplies and equipment if needed.	Administrator, Business Mngr	Karl Peterson, Rebekah Pulsipher	May 2013	August 2013	
	Inventory and distribute all textbooks, materials, and supplies to teachers.	Business Mngr	Business Mngr, Teachers	May 2013	August 2013	

Idaho Public Charter School Commission Facility Details

School Name: Odyssey Charter School	Details for (in order of preference): Option 1
Facility Name / Title: Broken Bow Plaza	Option Status: Confirmed
Location Address: 1235 Jones, Idaho Falls, ID and 1167 Jones, Idaho Falls, ID	Primary Vendor Information (if applicable) Broken Bow Properties 8575 North 5 th East Idaho Falls, Idaho 83401 208-589-4484 Fax 208-529-4706 Email: DAFAB@QWESTOFFICE.NET

Narrative

The founders of Odyssey Charter School have been working with Mike Bowcutt, the owner of Broken Bow Plaza for over two years. Once we were approved by the PCSC we talked with Mike again about leasing his building, but in developing the option, the Idaho City Planning and Zoning Department gave us about a 40/60 chance of getting approved and recommended that we look at an old LDS church building. We pursued it, but at the Planning and Zoning meeting, the decision was tabled until the next meeting. We then found that the building was in worse shape than we had originally believed so that the cost of remodeling it was outside of our budget. We did not pursue it further.

The Planning and Zoning Department then suggested that we pursue Broken Bow again. We reminded them that they had discouraged us from pursuing it earlier. They said that they realized that it was probably the best option available. Mr. Bowcutt heard that we did not get the old church approved and called us about Broken Bow. We have moved forward on this option, have received the conditional use permit, and have signed a lease with Broken Bow Properties.

Mr. Bowcutt found that the remodeling would cost more than anticipated. He gave us the option of raising our lease rate or having a longer term on our lease. We chose to extend the lease from 5 years to 6. Mr. Bowcutt has also mentioned that the man renting the space next door to our multipurpose room will likely be moving to his own facility and that will allow us to expand into that area in about a year. We are looking at this option.

Right now, we have about 8 classrooms of students: two 6th grade classes, two 7th grade classes, two 8th grade classes, one 9th grade, and one 10th grade. This gives us 8 classrooms of students. Also, allowing for some classrooms being empty during prep time, requires us to have 10 classrooms. We have five classrooms in Broken Bow Plaza, one classroom in the 1167 Jones multipurpose room next door, and 4 classrooms in two modular structures. We also have a small office in 1167 Jones for small groups of special education students.

Because of the high interest in the school, we require two modular structures to meet our enrollment numbers. We found it as less expensive to remodel the bathroom in 1167 Jones rather than bringing water and sewer to the modulares. Mr. Bowcutt is taking a loan out to remodel Broken Bow Plaza so we are paying for the cost of the bathroom remodel. He was willing to amortize part of the remodel in exchange for a higher lease rate, but we chose to pay the cost now and have a lower monthly expense. The cost of this is \$23,913.00.

We have been able to secure used modular classrooms from Pacific Mobile since they have the modulares used by DaVinci Charter School, allowing us to get them at a much lower price than new modulares. This gives us a savings of over \$1,000.00 a month.

Mr. Bowcutt, the owner of Broken Bow Plaza, owns a construction company Dafab Construction. He has several jobs that he needs to do later in the summer so he has started work on both 1167 Jones (multipurpose room) and 1235 Jones (Broken Bow Plaza) and plans to have it ready to occupy on August 1st. Teacher development is scheduled to begin August 12 and students start August 26. This gives us almost a month between the scheduled occupancy date and the first day of students so we have some room for delays.

Draft Facility Budgets

Pre-Opening Expenses (required)

Description	Qty	Unit Cost	Total Cost	Comments
Remodeling Cost of 1167 Jones for Bathrooms for Site Prep and Bringing Utilities to Modulares	1	23913.90	23913.90	
Security deposit for 1167 Jones	1	1680.00	1680.00	
Security deposit for 1235 Jones (Broken Bow Plaza)	1	8510.00	8510.00	
Phone, internet, fire alarm, intercom, security cameras	1	30000.00	30,000.00	
Sign for 1235 Jones	1	1009.00	1009.00	
Sign for 1167 Jones	1	300.00	300.00	
Occupancy Permit	1	300.00	300.00	
Conditional Use Permit	1	400.00	400.00	
Design work for 13 th Street building	1	1500.00	1500.00	This is for work on a facility we ended up not using.
Set up for Modulares	2	4477.00	8954.00	
TOTAL Pre-Opening Costs			\$76,566.90	

Operating Expenses: Year 1 & Year 2 (required)

Description	Yr 1 Qty	Year 1 Unit Cost	Year 1 Total Cost	Yr 2 Qty	Year 2 Unit Cost	Year 2 Total Cost	Comments
1235 Jones (Broken Bow) Rent	11	7488.80	82376.80	12	7638.58	91662.91	The first year of rent will be for 11 months. The second for 12. The rent increases 2% each year on years 2-6.
Plus Net Charges for 1235 Jones	11	1020.00	11220.00	12	1056.00	12607.20	Year 2 includes a 3% inflation rate.
1167 Jones Rent	11	1320.00	14520.00	12	1346.00	1656.80	The first year of rent will be for 11 months. The second for 12. The rent increases 2% each year on years 2-6.
Plus Net Charges	11	360.00	3960.00	12	370.80	4449.60	Year 2 includes a 3% inflation rate.
Modular Class Room Building Rent	11	2900.00	31900.00	12	2900.00	34800.00	This is for 2 buildings for a total of 4 class rooms. Eleven months the first year and 12 the second year.
Maintenance	11	42.00	462.00	12	43.26	519.12	Year 2 includes a 3% inflation rate.
TOTAL Year 1 Costs			\$144,438.80	TOTAL Year 2 Costs			\$145,695.63

Operating Expenses: Year 3 (required) & Year 4 or Future Expansion (optional)

Description	Year 3 Qty	Year 3 Unit Cost	Year 3 Total Cost	4 / Exp Qty	Year 4 or Expansion Unit Cost	Year 4 or Expansion Total Cost	Comments
TOTAL Year 3 Costs				TOTAL Year 4 or Expansion Costs			

List of Attachments

Attachments (required)

Attachment Title	Brief Description	Notes or Considerations
Odyssey Lease 1_1235 Jones	1235 Jones (Broken Bow) Lease	
Odyssey Lease 2_1167 Jones	1167 Jones Lease	
Odyssey-Pacific Mobile Structure Contract	Pacific Mobile Structure Contract	

Odyssey Marketing Plan

Odyssey Charter School will use the following marketing plan to attract students for the opening year and for every year after that.

Category	Strategy	Status
Marketing Methods	<p>The following methods will be used for the first and each subsequent year. Odyssey Charter School will contact the families of students to encourage them to re-enroll. It will also to invite them to encourage their friends to enroll.</p> <p>Odyssey Charter School will use several of the following methods to recruit students:</p> <ul style="list-style-type: none"> • Community calendars on television and radio • Yard signs around the attendance area • Information tables at local gatherings such as the farmers markets and other civil events • School website, as well as blogs and Facebook • Speaking at community organizations like the Chamber of Commerce • Ongoing articles in the <i>Post Register</i>, <i>The Shelley Pioneer</i>, and <i>The Jefferson Star</i> • Holding public meetings within the attendance area once a month • News releases and articles <p>In each of these marketing methods, advertising will include strategies to reach at-risk and non-English speaking students. This process will include all current requirements as stated in Idaho Code § 33-5205.</p>	<p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p>
Marketing Methods for at-risk and underserved students	<p>Some of the methods Odyssey will use to attract non-English speaking, other at-risk and underserved students are listed below:</p> <ul style="list-style-type: none"> • Spanish language enrollment information posted on Odyssey's website • Posting advertising materials in English and Spanish in prominent locations (e.g., the library, the community notice board, at City Hall, stores, churches, and restaurants catering to Hispanics, etc.) • Providing materials in Spanish at the public meetings and at the tables at local civic events • Advertising materials will also be placed in locations targeting at risk students • Advertising materials will state Odyssey's non-discrimination policy 	<p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p>

Marketing Budget	<p>Since Odyssey Charter School will not have any state funding available until the end of July 2013, the marketing budget will rely on many free forms of public relations with some funds coming from donations from the Board of Directors and other sources. Also, some funding from the Albertson's Foundation grant will be used if it is available to Odyssey to help pay the costs of advertising. Volunteers will provide the manpower to accomplish the various public relations and advertising activities and will work under the direction of the Board of Directors. Please see Appendices H and I for the marketing budget for each beginning year.</p>	
Performance Analysis	<p>Odyssey Charter School's Board of Directors will monitor the progress of amassing information on potential students and will direct volunteers in this process. The Principal will administer the day-to-day implementation of marketing Odyssey once the Principal has been hired and has started work.</p> <ul style="list-style-type: none"> • July 2012: accumulate information on at least 100 potential students • May 2013: accumulate information on at least 200 potential students • July 2013: accumulate information on at least 250 potential students • September 2013: Start school with at least 180 students. 	<p>Done</p> <p>Done</p>
Implementation Schedule	<p>Marketing will continue after the school opens and will be adjusted in intensity depending on whether the school has met its enrollment caps for the various grades and the capacity of Odyssey Charter School's facilities.</p> <p>The principal will administer the day-to-day implementation of marketing Odyssey.</p>	
Additional Considerations	<p>The Principal will use the same techniques outlined above to attract students in subsequent years. Also, the school will seek out public relation opportunities to share the activities and accomplishments of the school.</p>	