

**Odyssey Academy
Board of Directors
Regular Meeting
6201 Noble Avenue North
Brooklyn Center, MN 55429**

**WEDNESDAY JUNE 23, 2010
6:00 P.M.**

Odyssey Board Mission:

The purpose of the Board, on behalf of Odyssey Academy membership, is to create sustainable conditions in which Odyssey Academy achieves desired results for students, parents and staff in a financially responsible manner.

Membership in Attendance: Mike Auld, Jessica Driscoll, Jim Rosengren, Kris Lawrence-Anderson, Roshelle Amundson, Heather Wincek, Jodie Hardenbrook, John Sedey, School Director, ex-officio member
Notetaker: Sheila Prokott

Absent members: Alicen Thorstad, Lisa Larson

Community members/Guest Visitors: none

1. Call to order and roll call at 6:00 p.m. by Mike Auld, Board Chairperson.
2. Additions to agenda made at Board Meeting: No additions were made to the agenda.
3. Approval of Agenda.
Jessica Driscoll motioned to approve the agenda. Roshelle Amundson seconded this motion. All Board members present agreed. No one abstained or objected. The motion to accept the presented Board Meeting agenda was approved.
4. Approval of minutes from May 26, 2010 Board Meeting.
A copy of minutes from May 26, 2010 was distributed to all Board Members for review.

Mike Auld motioned to approve the May 26, 2010 Board Minutes. Jim Rosengren seconded the motion. All Board members present agreed. No one abstained or objected. The motion to accept and approve submitted May 26, 2010 Board Meeting Minutes was agreed on and passed.
5. Community comments. No community comments were made or addressed by Board Members.
6. Closed Meeting as needed. No closed meeting was needed or held.
7. New Business. No New Business was presented or discussed.

8. Committee Reports.

8.1 Community Action Committee (CAC): Mike Auld reported on behalf of CAC.

No new activities, events, or actions taken by CAC were reported.

8.2 Health and Wellness Committee. John Sedey reported.

John was informed about issues with the scheduling and follow-through of the last meeting of this committee. Mr. Sedey was advised by this committee to approve the Food Service Contract with Caravan Kids, Odyssey's current contracted provider for the 2010-2011 school year.

8.3 Finance: John Sedey reported.

Specific areas were highlighted by John Sedey, Executive Director, on the "Cash Flow" and "Balance Sheet/Profit and Loss Report" which were distributed to all Board Members present.

-- Cash Flow: Review of June 2010 balance was provided. Odyssey still has bills to pay and is expecting one more IDEA payment. There is one more payroll to go out for June 2010. The Cash Flow is good for now. Mr. Sedey stated that a phone commitment has been received by Odyssey for a line of credit of \$250,000. Odyssey is waiting to receive paperwork related to this Line of Credit which should start in July 2010. Lease payments to Osseo need to be made since receipt of Lease Aid from the state has been delayed.

Mr. Sedey stated an additional Line of Credit for \$300,000 will need to be put in place for use from November 2010 to October 2011 due to how payments from the state are being received. Currently Odyssey is expecting in August 2010 to receive 30% of hold back for 2009-2010 payments from the state. In September 2010, another 40% of the hold-back funds is expected and in October 2010, another 30% of hold-back monies from the state are expected.

John Sedey stated in October 2010, Odyssey will pay back on the \$250,000 loan and Lease payments to Osseo Schools will be caught up by this time. In November 2010, Mr. Sedey stated a Line of Credit of \$300,000 will be loaned for 2010-2011 school year financial needs.

-- Accounts payable: Most of the fund amount on this line of the "Balance Sheet" is related to lease payment to Osseo Schools. The remainder of the "Balance Sheet" for June 2010 is similar to the May 2010 Balance Sheet.

Brief discussion was held regarding utility costs included with the lease Odyssey has with Osseo Schools. The water bill is paid by Osseo. Concerns about recycling costs were discussed. Kris Lawrence-Anderson stated that in Brooklyn Center, free recycling is included as part of the water services for residents. Question was raised about whether Odyssey is getting free recycling services included as part of our water bill. John Sedey indicated he would need to get a copy of Odyssey's water bill from Osseo to answer this question. John indicated he would follow-up on this concern.

-- Profit and Loss Report. John Sedey reported that expenditures on this report are through May 2010. Information about the "Food Service" portion of this report was discussed. John Sedey reported that Kari Mitchell, the Director of Operations believes the Food Service account will run a deficit. Currently a \$38,000 deficit is anticipated. Odyssey receives monies from the state for free and reduced lunch commodities, but the state does not provide a detailed report of what dollar amount is being paid during the school year. Odyssey is currently uncertain of the dollar amount we will receive from the state for food commodities because of how the State of Minnesota reports to us. Reimbursement for food commodities

doesn't match the exact number of lunches served. John Sedey stated Odyssey will fix up the discrepancies with this payment process and the Food Service budget when fiscal year-end budget clean-up occurs.

8.4 School Improvement Committee: Roshelle Amundson reported.

During the summer, Roshelle and Julie Pouliot, one of the teachers on the committee will be meeting this summer to work out planning details for enrichment program ideas for the 2010-2010 school year discussed this spring by this committee.

8.5 Technology Committee: No report presented.

8.6 Marketing Committee: Kris Lawrence-Anderson and Roshelle Amundson reported.

Brooklyn Center Parade is Thursday June 24, 2010. 50 T-Shirts have been ordered for parade participants. Kari Mitchell and Roshelle Amundson worked the last two day to beautify and improve the look of the front of Odyssey's building since this is the location where parade participants go to at the end of the parade route. Roshelle Amundson stated that promotional bags with stickers, pencils, and Odyssey information will be handed out along the parade route to school age children. Channel 12 will be in the back of to do a Spotlight feature. 500 people are expected for this event.

Roshelle Amundson distributed a "Marketing Update" information sheet to Board members. The following marketing activities were noted on this information sheet: website and Facebook pages including updates about Wolf Ridge Adventure Trip and student Boat Building project, Brooklyn Center Parade, KidStock event on June 26, 2010, Open House on June 29, 2010, Business Cards for distribution, establishing relationships and opportunities for exposure for Odyssey and work on Odyssey Logo. Roshelle reported that Odyssey continues to look for people to help with August 12 and 13, 2010.

Kris Lawrence-Anderson presented information about some additional programs that may help with marketing Odyssey and build relationships within the community. The programs and opportunities mentioned were: "Everybody Wins MN", a reading and mentoring program; "Power Lunch" Program where corporate volunteers come in to read with children at Odyssey; and Brooklyn Center Farmer's Market—Odyssey has a booth when we have food to sell from the small garden planted in front of the school this summer.

8.7 Facilities/Odyssey School Building Organization (OSBO): John Sedey reported.

On June 22, 2010, OSBO representatives met with the HighMark group via phone conference. Currently there is a deal on the table and representatives will be going to Chicago on June 29, 2010 to work out finances and bonds to sell the building back to Odyssey. HighMark is still involved in this process but will not push the ISchool concept. The week of July 15-20, 2010 has been designated when the deal to close with Osseo will occur. At this time, HighMark has no other school or property they are looking at in Minnesota except Odyssey's facility. Currently HighMark has the purchase agreement and Odyssey can't work with anyone else at this time regarding the building/facility. Greg Gredvig from OSBO has asked HighMark representatives to provide Odyssey with specific information.

John Sedey outlined the worst-case scenario which would be that the High Mark deal falls through and Odyssey may have to re-negotiate a lease or plan with Osseo Schools. Osseo School representatives have told HighMark representatives they want Odyssey to keep having

building access and Osseo Schools like what Odyssey is doing.

8.7 Facilities/Odyssey School Building Organization (OSBO): continued:

John Sedey stated two possible concepts regarding the building are possible by next week.

1. HighMark buying and engineering bonding and selling the building to Odyssey right away.
2. HighMark purchases the building and leases it to Odyssey

9. Director Report.

9.1 Enrollment: (current and projected) As of 6-23-2010, Odyssey has 224 students enrolled. At the end of the 2009-2010 school year, Odyssey's enrollment was 234 students. A chart breaking down the current 2010-2011 enrollment by grade level was distributed to Board Members. Mr. Sedey indicated some decisions may need to be made about staffing and budget based on student enrollment numbers.

9.2 NWEA Testing. A detailed data sheet reporting Fall 2009m Winter 2010 and Spring 2010 Northwest Educational Achievement (NWEA) Test results for students in grades 1-8 was distributed to Board Members. Jessica Driscoll was asked to discuss this data sheet with the Board. Kindergarten students did take NWEA tests, but data about this grade was not on the data sheet because the data gathered from Kindergarten tests is organized in a significantly different way than grade 1-8 data. Data from Fall 2009 to Spring 2010 is the most important since comparing these two data points shows growth levels during the whole school year. Math and Reading NWEA tests are given at Odyssey.

The data on this sheet shows that students who start out at Odyssey do very well. Jessica Driscoll discussed K-2 results. The 2009-2010 school year was the first year students in grades K-2 took NWEA computer based tests. This was an excellent experience. Ms. Driscoll reported that many students were proud of themselves for their progress. Teachers communicated to students their progress and areas to work on throughout the school year using NWEA testing data and skills information.

Jodie Hardenbrook shared information about Middle School students in grades 6-8 and NWEA results. The new Math and Language Arts teachers this year have made a difference for students. Not all groups are at grade level with reading and math skills, but the majority of middle school students made growth this year based on NWEA results. Odyssey acquires new Middle School students each year who have significant needs for learning.

Odyssey's student NWEA scores from Fall 2009 to Spring 2010 have show growth levels in reading and math that is above the national average.

Kris Lawrence-Anderson asked how Odyssey's NWEA scores compare to Osseo Schools NWEA results. Information about this comparison was unknown to Board Members at this time, but Osseo's NWEA results might be available from their public Annual Report.

Ms. Lawrence-Anderson stated it is important to put emphasis on NWEA growth and that this is good for Odyssey. Board members present agreed with this statement.

9.3 Curriculum Assessment/Development.

John stated that two curriculum planning groups will be meeting in July 2010 to review and

discuss Odyssey's Math and Reading curriculums.

10. Consent Agenda

10.1 Payment of bills, including payroll.

Jodi Hardenbrook motioned to approve payment of current bills, including payroll. Kris Lawrence-Anderson seconded the motion. All Board members present agreed. No one abstained or objected. The motion to pay Odyssey's current bills and payroll was passed and approved.

10.2 Personnel Action:

10.2.1 Hires.

John Sedey requested approval to rehire Lisa Sedlock as Middle School Math Teacher and Kristy Fehr as an Elementary Teacher for the 2010-2011 school year.

Jim Rosengren motioned to approve the rehiring of Lisa Sedlock and Kristy Fehr as teachers at Odyssey Academy for the 2010-2011 school year. Kris Lawrence-Anderson seconded this motion. All Board members present agreed. No one abstained or objected. The motion to rehire Lisa Sedlock and Kristy Fehr was passed and approved.

10.3 Contracts for Services:

10.3.1 Food Service

John Sedey recommended approval to renew a Food Service Contract with Caravan Kids for the 2010-2011 school year. Mike Auld motioned to continue a Food Service Contract with Caravan Kids. Jim Rosengren seconded this motion. All Board members present agreed. No one abstained or objected. The motion to renew a contract with Caravan Kids to provide Food Service for the 2010-2011 school year was passed and approved.

John Sedey briefly mentioned the Bus Service/Transportation contract for 2010-2011. No discussion, decisions, or motions were made regarding Bus Service/Transportation contract services during this meeting.

10.4 Receipt of Donations. No donations were received by Odyssey Academy during the past month.

11.0 Old Business:

11.1 Board Training. John Sedey and Mike Auld presented information about this topic.

Board Training will be provided by Non-Profit Assistance Fund on Wednesday August 27, 2010 from 4 to 7 p.m. The topic for this training will be finances using Odyssey's Financial documents.

Board Members agreed that the Regular Monthly Board Meeting will be held on Wednesday August 27, 2010 at 7 p.m. following the Board Training session.

11.2 2009-2010 Revised Budget. John Sedey presented information.

Board Members briefly discussed the revised budget document emailed to them prior to this

meeting. John Sedey reported that Odyssey anticipated more federal allocation than we were entitled to at the start of the 2009-2010 school year because of projected enrollment numbers and anticipated federal stimulus monies that would be available. We did not spend as much federal dollars during this current school year and these dollars will carry over to the 2010-2011 school year.

11.2 2009-2010 Revised Budget continued.

- Utilities and Bussing costs are coming in at less than anticipated for 2009-2010.
- Odyssey spent more money than anticipated for Substitute Teachers.
- Federal unemployment costs were higher than anticipated.
- Food Service budget for 2009-2010 has a deficit. This will impact final year end balance. Food Service budget was built on 255 students and 240 was the average of students during the past school year.
- Kid's Club balance is a positive \$5,000 at the end of 2009-2010 school year.
- Anticipated ending balance for Odyssey for 2009-2010 school year based on revised budget presented is \$22,432.

Mike Auld motioned to accept the 2009-2010 revised budget presented by John Sedey, Executive Director. Jodie Hardenbrook seconded this motion. All Board members present agreed. No one abstained or objected. The motion to approve the revised 2009-2010 budget for Odyssey Academy was accepted, passed and approved.

11.3 2010-2011 Budget Adoption. John Sedey reported.

A copy of the proposed 2010-2011 budget was distributed to Board Members. John Sedey stated that Odyssey will continue to get student enrollment in the summer, especially the second half of the summer and this will impact budget.

Mr. Sedey walked through sections of the proposed 2010-2011 budget with the Board. He highlighted and noted the following:

- Odyssey has better projections on Health Insurance cost
- need to figure out what to do for Substitute Teachers. Idea discussed: hiring in-house substitutes rather than contracting with substitute teacher service.
- addition of a half-time Health Teacher if enrollment of 279 is reached.
- addition of an English Language Learner (ELL) Teacher if 279 enrollment is reached.
- \$25,000 added in Technology budget to start developing a second Technology Lab
- discussion held about Scholl and Cultural Liaison Costs
- questions about Speech-Language, Occupational Therapist and School Psychologist costs. John Sedey stated these costs are to provide special education services and are totally reimbursed with Special Education funds. Mr. Sedey stated he will get an analysis of these services and costs.
- \$500,000 is included for building lease costs and this is an increase from the 2009-2010 budget.
- brief discussion was held about the costs related to the Dean of Students and Behavior Specialist services and the potential need to review and revise the job descriptions for these positions. No Board decisions were made about these two staff roles or job description updates at this time. John Sedey stated he would follow-up on this by meeting with the current people who hold these staff positions.
- Operations and Maintenance salary is increased on the assumption that costs will be greater if we purchase the building and have to do more maintenance work on our own.

Jim Rosengren motioned to approve the proposed 2010-2011 budget. Roshelle Amundson seconded this motion. All Board members present agreed. No one abstained or objected. The motion to approve the proposed 2010-2011 budget for Odyssey Academy was accepted, passed and approved.

Action to adjourn meeting was made by Jessica Driscoll. Jodie Hardenbrook seconded the motion. All members present were in favor. The Board Meeting adjourned at 7:39 p.m.

Next Board Meeting is scheduled for Wednesday July 28, 2010 beginning at 6 p.m.

**BOARD MEETING FOR JULY 2010 WAS CHANGED TO:
WEDNESDAY JULY 21, 2010 AT 6 P.M.**