

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

**WEDNESDAY NOVEMBER 18, 2009  
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: Tim Hedberg, Mike Auld, Jessica Driscoll, Jodie Hardenbrook, Roshelle Amundson, Jim Rosengren, Alicen Thorstad, Kris Lawrence-Anderson, Lisa Larson  
John Sedey, School Director, ex-officio member  
Notetaker: Sheila Prokott

Absent members: Heather Wincek and Rochelle Gredvig

Community members/Guest Visitors: None present.

1. Call to order and roll call at 6:03 p.m. by Mike Auld, Board Chairperson.
2. Additions to agenda made at Board Meeting. The following agenda additions were requested by John Sedey, Odyssey's Executive Director.
  - 4.2.7 Facilities/OSBO
  - 8.3 AdvanceEd accreditation discussion
  - 10.6 Supplemental Educational Services (SES) mailing

John Sedey requested the following deletions on the agenda since no issues, concerns or Board actions needed to be discussed or taken during the November Board Meeting.

- 11.2 Personnel Action
- 11.3 Contracts for services
- 11.4 Receipt of donations

3. Approval of Agenda.  
Jodie Hardenbrook motioned to approve the additions and deletions requested by John Sedey, Odyssey's Executive Director to the November 18, 2009 Board Meeting agenda.  
Tim Hedberg seconded this motion. All Board members present agreed. No one abstained or objected. The motion to accept the presented Board Meeting agenda with requested additions and deletions was approved.
4. Board Organization/Welcome New/Goodbye Old  
Mike Auld, Board Chairperson, reminded all members present to be aware of their roles as Board Member, Parent, Teacher/Staff, and Community Member and the responsibility involved with being alert to confidentiality, sensitivity to Board Meeting content and what, how and who can and should know about Board Meeting discussions after meetings have been completed.

#### 4. Board Organization/Welcome New/Goodbye Old continued:

##### 4.1 Pick straws for length of Board Terms.

The following Board Member terms were determined.

Mike Auld, parent	2010	1 year term
Alicen Thorstad, parent	2011	2 year term
Kris Lawrence-Anderson, parent	2012	3 year term
Jessica Driscoll, staff	2010	1 year term
Jodie Hardenbrook, staff	2011	2 year term
Lisa Larson, staff	2012	3 year term
Heather Wincek, community member	2010	1 year term
Roshelle Amundson, community member	2011	2 year term
Jim Rosengren, community member	2012	3 year term

##### 4.2 Election of Officers.

The following Board Members were selected as Officers for the 2009-2010 school year.

Chairperson, Mike Auld  
 Vice Chairperson, Heather Wincek  
 Secretary/Clerk, Jodie Hardenbrook  
 Treasurer, Jim Rosengren

Jessica Driscoll motioned to accept the above named Board Members in the Officer Roles noted by their names. Roshelle Amundson seconded this motion. All Board members present agreed. No one abstained or objected. The motion to accept the named Board Members in specific Officer roles noted above during the 2009-2010 school year with requested was approved.

##### 4.3 Board Representation on committees (1 member and 1 alternate).

John Sedey led discussion about Odyssey's committees and the need for Board Members to be committee participants. An information sheet and review of standing committee meetings was reviewed and discussed before Board Members indicated which committees they wanted to participate in during the current school year.

#### Board Members on Odyssey Academy Standing Committees for 2009-2010 School

##### 4.3.1 **Community Action Committee (CAC)** Meets 2<sup>nd</sup> Monday of the month at 3 p.m.

Board Member: Lisa Larson      Board Alternate: Alicen Thorstad

##### 4.3.2 **Health and Wellness Committee** Meets 2<sup>nd</sup> Tuesday of the month at 4 p.m.

Board Member: Alicen Thorstad      Board Alternate: Kris Lawrence-Anderson

##### 4.3.3 **Finance Committee** Meets at 5 p.m. before Board Meetings

Board Member: Jim Rosengren      Board Alternate: Mike Auld

##### 4.3.4 **School Improvement** Meets 2<sup>nd</sup> Tuesday of the month at 4 p.m.

Board Member: Roshelle Amundson  
 Board Alternates: Heather Wincek and Jodie Hardenbrook

##### 4.3.5 **Technology** Meets 2<sup>nd</sup> Wednesday of the month at 4:30 p.m.

Board Member: Jodie Hardenbrook      Board Alternate: Jim Rosengren

##### 4.3.6 **Marketing Committee** Meeting day and time of month to be determined.

Board Member: Kris Lawrence-Anderson      Board Alternate: Jessica Driscoll

4.3 Board Representation on committees (1 member and 1 alternate) continued:  
Board Members on Odyssey Academy Standing Committees for 2009-2010 School

4.3.7 **Facilities/OSBO** Meets at various times during the school year

Board Member: Jessica Driscoll      Board Alternate: Mike Auld

Jodie Hardenbrook motioned to accept all described and discussed Standing Committees and the persons chosen as Board Members and Board Alternates on each committee. Kris Lawrence-Anderson seconded the motion. All Board members present agreed. No one abstained or objected. The motion to accept the identified Standing Committees and selected Board Members and Board Alternates during the 2009-2010 school year was approved.

4.4 Calendar of Regular Meeting Dates.

Board members confirmed that the next Board Meeting will be on Wednesday December 16, 2009 at 6 p.m. Board members agreed that monthly meetings starting in January 2010 will be held on the fourth Wednesday of each month unless Board Members need and agree to change Board Meeting dates and times.

4.5 Board Training.

Mike Auld, Board Chairperson, led discussion about need to schedule Board Member Training. The result of discussion was that Board Training for all current members will take place on Wednesday December 16, 2009 at 5 p.m. at Odyssey Academy prior to the scheduled monthly Board Meeting. Mike Auld agreed to contact the Board Trainer that met with Odyssey's Board Membership in October 2009 to lead the training session. Board members will be provided a box lunch/dinner during this meeting. The regular monthly Board Meeting will start at 6 p.m. on Wednesday December 16, 2009.

5. Approval of minutes from October 28, 2009 Board Meeting.

A copy of minutes for October 28, 2009 was distributed to all Board Members for review.

Mike Auld motioned to approve the October 28, 2009 Board Minutes. Jessica Driscoll seconded the motion. All Board members present agreed. No one abstained or objected. The motion to accept and approve submitted October 28, 2009 Board Meeting Minutes was agreed on and passed.

6. Community comments. No community comments were made or addressed by Board Members.

7. Closed Meeting as needed. No closed meeting was needed or held.

8. New Business.

8.1 2008-2009 Annual Plan (needs approval) John Sedey reported.

John distributed a print copy of Odyssey's 2008-2009 Annual Report for Board Members to review and approve. The presented written 2008-2009 Annual Report which is given to the Minnesota Department of Education (MDE) and Odyssey's sponsor/authorizer, the Osseo School District was walked through with Board Members. Several sections of this Annual Report were highlighted by Mr. Sedey. These sections were

--Sections #9 and 10 related to "Goals and Strategies for Current School Year" including staff development and more use of educational data (MCA, NWEA and AIMSWEB) testing results to make decisions.

### 8.1 2008-2009 Annual Plan (needs approval) continued.

--Section about "Academic and Non-Academic Goals" was highlighted with emphasis on continuing to work on improving on-going strategic plan and finance reporting.

John requested Odyssey's Board to approve this report so it can be sent to the Minnesota Department of Education and the Osseo School District. John stated he would make sure staff information on this report is accurate before being sent out.

Mike Auld motioned to accept the 2008-2009 Annual Report following John Sedey's making certain names and information in the report are accurate and then discussing this report further during the next Board Meeting. Roshelle Amundson seconded this motion. . All Board members present agreed. No one abstained or objected. The motion to accept and approve the submitted 2008-2009 Odyssey Academy Annual Report following name and information corrections and further discussion at the next Board Meeting was agreed on and passed.

### 8.2 AYP Improvement Plan (needs approval)

John Sedey walked through Odyssey Academy's Annual Yearly Progress (AYP) Improvement Plan following distribution of a copy of this plan to all Board Members present. John stated Odyssey needs to get this plan to Metro ECSU staff that is providing AYP Technical Assistance to Odyssey related to this plan through Metro ECSU's Consultant, Jan Peplinjak. John stated that much of the information in the Annual Yearly Progress (AYP) Plan ties into the Annual Report.

Jessica Driscoll motioned to approve the AYP School Improvement Plan with more discussion about its content at the next Board Meeting. Jodie Hardenbrook seconded this motion. All Board members present agreed. No one abstained or objected. The motion to accept and approve the submitted Odyssey Academy Annual Yearly Progress Improvement Plan and to conduct further discussion about it at the next Board Meeting was agreed on and passed.

### 8.3 AdvanceEd Accreditation Discussion. John Sedey presented information.

John stated AdvanceEd is an organization that accredits charter, private, and military schools. The accreditation process involves a school self-assessment, self-examination process. Then a group comes to visit and verify what Odyssey's self-assessment team and staff say in our assessment documents. John stated accreditation may help with marketing the school. The cost for AdvanceEd Accreditation is \$700 a year according to information John received.

Jodie Hardenbrook indicated the Board should look into this process and Kris Lawrence-Anderson agreed. Mike Auld also stated that John should go ahead with getting information about the accreditation process for the School Board to review and discuss further.

No motions or actions were taken regarding Odyssey's participation in AdvanceEd's Accreditation Process at this time.

## 9. Reports:

### 9.1 Odyssey School Building Organization (OSBO): Mike Auld and John Sedey reported.

HighMark has sent a letter of purchase with earnest money to Osseo schools. If Osseo accepts the purchase proposal, Odyssey would negotiate a lease agreement with HighMark. The Contractor from HighMark would be coming in after the purchase goes through to determine possibilities for improving the physical building following a Letter of Purchase.

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

At the last CAC Meeting, the following events were reviewed and discussed.

- Club's Choice Food Sales
- Evergreen Sales
- November 23, 2009 Soup/Chili Cook-Off and Trimester I Project Night
- Health-Wellness Booth at Soup/Chili Cook-Off
- February 5, 2010 Winter Carnival and Silent Auction
- Pancake Breakfast

9.3 Finance: John Sedey reported.

June 2009 Year-to-Date (YTD) Profit and Loss Report was discussed. John walked through information on the first page and highlighted information on the last page. The deficit for the 2008-2009 school year is \$19,752.34. John stated building monies to OSBO are about \$14, 000. The result is an approximate \$34,000 deficit at the end of the 2009 YTD budget.

John shared information about Federal Stimulus Dollars. He stated the Stimulus Dollars will be broken down in the December 2009 report John will present to the Board. Some of these monies can be carried over into the 2010-2011 school year. Odyssey needs to be sure we have adequate funding/monies for the next school year.

John distributed a Balance Sheet dated 6-20-2009 to Board Members present. He indicated there are monies due from other funds because of dollars loaned to OSBO to get the current school building purchased. John stated Odyssey will get these dollars back in reimbursement. John stated Odyssey has monies due from MDE, which is a 10% hold-back received later in the school year (fall). John highlighted the "Accounts Payable" line. He indicated this includes staff salary paid in the Summer and Lease Aide for the school building.

John distributed a Cash Flow Sheet. He stated what Odyssey's cash flow amount was expected to be at the end of November 2009. John stated Odyssey is expecting money from the state on 11-30-2009 John stated Lease Aide hasn't been paid to Odyssey. Lease Aide is \$1385 per student. John stated Odyssey continues to have not needed to tap into our line of credit during the current fiscal year.

John distributed an "Expense/Revenue Summary Report" dated October 31, 2009 to all Board Members for their information and discussion.

10. Director Report.

- 10.1 Enrollment: As of 11-18-2009, Odyssey has 245 students enrolled. This is a decrease in enrollment since 10-15-2009 when Odyssey had 261 student enrolled. Several families with more than one child attending Odyssey have moved out of the area during this time. John stated we get few new students who enroll at the start of Trimesters. John distributed an "Enrollment Projections" chart for Board Members to view and reference.

10.2 November 24/25, 2009 Staff Development

11/24/2009 will be a half day teacher and paraprofessional workshop after students Early Release Time from school.

10.2.1 Teacher Workshop.

A representative from PACER Center will do a one hour presentation. John will then do a one hour presentation about the Evaluation Model he will be implementing with licensed teachers. John distributed print information about the Charlotte Danielson Model being presented.

10. Director Report continued.

10.2.1 Teacher Workshop continued.

John stated the Charlotte Danielson Model for evaluating teacher effectiveness is a model he is familiar with and is used nationally. He indicated the Teacher Evaluation Process is going to be for developing individual teacher improvement plans, not to be punitive. The last hour of the day will be for teacher work time and to conduct a Specialist Teachers Team Meeting.

On 11-25-2009, all teachers have a full day as an End of Trimester Report Card and Paperwork Day.

10.2.2 Paraprofessional Training.

A staff trainer from District 916 will be leading a three hour training for all of Odyssey's paraprofessionals. All Special Education Teachers will be attending this training to learn with Odyssey's paraprofessionals so they can support and guide paraprofessionals in their work with students with special needs enrolled and attending Odyssey Academy.

10.3 Odyssey Academy/Brooklyn Center Collaborative.

Members from Brooklyn Center came to visit Odyssey last week and are interested in developing a collaborative relationship with the Odyssey Academy community. Ideas are being shared about joint funding ideas. Participation of Odyssey students in programs in Brooklyn Center including potential involvement with after-school athletics has been discussed. The potential for Odyssey and Brooklyn Center School to share busses or services in the future has also been a discussion that has begun.

10.4 H1N1 Update: John reported there has not been a large incidence of HINI in the Odyssey community. Dorene Thomas, the School Health Nurse, continues to monitor HINI in the school community. The number of students who have been vaccinated for HINI in the Odyssey community is unknown at this time. Jodie Hardenbrook, one of the school's teachers, stated that Odyssey has had many students ill with strep throat and other illnesses during the past month.

10.5 Disproportionate Representation Report.

John distributed a copy of the "Disproportionate Representation Technical Assistance Report" Odyssey recently received from MDE. There are too many student of color being identified for Special Education Services according an MDE review conducted during the second half of the 2008-2009 school year.

John briefly discussed the Technical Report and highlighted the following recommendations made to Odyssey by MDE in this report. The recommendations highlighted for Board Members were:

- hiring an English Language Learner (ELL) Teacher
- hiring a Cultural Liaison

In addition, John stated that Odyssey's Dean of Students and Technology Coordinator have been developing a database related to behavior referrals. Odyssey teachers need to know how to get access to this database linked to behavior referrals.

John stated that the "Disproportionate Representation Technical Assistance Report" now goes to Odyssey's contracted Special Education Director to figure out how we can follow-up and take action on this plan.

10.6 Supplemental Educational Services (SES) mailing:

John stated that Odyssey's current AYP status with MDE requires us to offer tutoring services to Odyssey's students. A letter is being prepared and mailed to Odyssey parents of students who may benefit from tutoring services.

Mike Auld asked, "How do we keep our bright students here at Odyssey?" John responded by stating that two actions need to occur: maintaining and retaining good teachers at Odyssey and teachers differentiating instruction in the classroom to meet student needs and abilities.

11. Consent Agenda

11.1 Payment of bills, including payroll.

Jessica Driscoll motioned to approve payment of current bills, including payroll. Alicen Thorstad seconded the motion. All Board members present agreed. No one abstained or objected. The motion to pay Odyssey's current bills was passed and approved.

11.2 Personnel Action: No issues were presented for discussion or action by the Board.

11.3 Contracts for Services: No Contracts for Services were discussed or present for action by the Board.

11.4 Receipt of Donations: No presentation or discussion of donations received by Odyssey during the past month occurred.

12.0 Old Business:

12.1 Retention and Promotion Policy –second reading (Driscoll)

Jessica Driscoll was unable to attend the most recent Leadership Team Meeting when more discussion about this proposed policy was to take place. She reported that she doesn't know what research or additional work has been done with this proposed policy since the last Board Meeting.

Jessica Driscoll stated that teachers are focusing on interventions and not discussing retention at the end of the school year. She said the intervention and retention process would be run through the Student Assistance Team (SAT) and the use of a Retention Scale would be part of this process.

John Sedey stated there is much research available about retention and there isn't much research available related to good student promotion guidelines and practices.

Jessica Driscoll suggest the Board table the "Retention and Promotion Policy" at this time and revisit it at the next Board Meeting. A consensus agreement among Board Members present was to have this proposed policy be revisited at the next Board Meeting.

12.2 MSBA Membership. John distributed an information sheet about the Minnesota School Boards Association (MSBA). He stated this professional organization has a charter school division. John highlighted for Board Members that this organization provides assistance to its members with insurance purchasing and training topics. John Sedey recommended that Odyssey join MSBA due to the membership cost, services, lobbying work this group does, and resource materials this organization provides its members rather than Odyssey joining the Minnesota Association of Charter Schools (MACS) which is more expensive.

12.2 MSBA Membership continued:

Jodie Hardenbrook motions that Odyssey Academy should join the Minnesota School Boards Association (MSBA) to access and receive their benefits and services. Lisa Larson seconded this motion. All Board members present agreed. No one abstained or objected. The motion for Odyssey Academy to join and obtain membership with the Minnesota School Boards Association (MSBA) was passed and approved.

13. Action to adjourn meeting was made by Roshelle Amundson. Kris Lawrence-Anderson seconded the motion. All members present were in favor. The Board Meeting adjourned at 7:50 p.m.

**Next Board Meeting is scheduled for Monday January 11, 2010 beginning at 6 p.m.**