

Odyssey Academy
6201 Noble Avenue North
Brooklyn Center, MN 55429

Board of Directors Regular Meeting
Wednesday December 15, 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.

Community Members: None

Guest Visitors: Donna Fehr, Accountant - Odyssey Academy

Melissa Lauer, Auditor - MMKR & Co., P.A.

1.0 Call to Order: Board Chairperson, Jodie Hardenbrook, called to order the regular meeting of the Board of Directors for Odyssey Academy at 6:04 P.M.

Roll Call:

Present: Chair Jodie Hardenbrook; and Members; James Rosengren, Kris Lawrence-Anderson, Lisa Larson, Barb Newbauer, Craig Smith, John Sedey, Executive Director, ex-officio member.

Absent: Alicen Thorstad

2.0 Additions to Agenda – Made at Board Meeting: None.

3.0 Approval of Agenda: December 15, 2010

Motion: Lawrence-Anderson moved, seconded by Rosengren, to approve agenda as presented.

Motion carried.

4.0 Approval of Minutes: November 17, 2010

Motion: Larson moved, seconded by Smith, to approve the November 17, 2010 Board Meeting minutes.

Motion carried.

5.0 Community Comments: None.

6.0 Closed Meeting as Needed: A closed meeting was not called.

7.0 New Business:

7.1 FY 10 Audit Report: Upon being introduced to the Board by Fehr, Lauer provided to the Board, the Management Report and Financial Report for the year ending June 30, 2010. Lauer reviewed each report focusing on positive improvements such as, the increase in Odyssey's Fund Balance and the careful budgeting that made this possible. She highlighted areas that needed improvement such as, the approval of payments process and the payment of invoices in a timely manner. She praised Fehr for her hard work the past few months making sure that proper accounting procedures were in place. Lauer ended her presentation by stating that Odyssey Academy is in a much healthier position than it was last year and conveyed her optimism for the upcoming year.

8.0 Committee Reports (Confirm and establish a charge for each committee-appoint Board Representatives):

Hardenbrook discussed the need to establish or add to a charge for each committee and ensuring that each committee had adequate representation from the Board Members. Sedey will bring the committee members and charges up to date and provide to the Board a new Board Standing Committees list.

8.1 Community Action: Board Members Thorstad and Larson are the representatives for this committee. Lawrence-Anderson brought to the attention to the Board charges that relate to community outreach that overlap with the Marketing Committee and the confusion over roles between the two groups. A discussion followed focusing on defining events that are marketing opportunities to making Odyssey visible in the community. Marketing handles the relationships and advertising, and CAC handles the processes and the planning. The Board decided to have Sedey add to the charge for each that CAC and the Marketing Committee will collaborate with each other on events.

Report: Larson was unable to attend committee meeting and Thorstad was not in attendance at Board Meeting. No report given.

8.2 Health and Wellness: Board Member Thorstad is the representative for this committee. Hardenbrook stated that there is currently no charge given to the Health and Wellness Committee. Sedey stated that he will add the activities that they are currently planning as the charge for the committee.

Report: Thorstad was not in attendance at Board Meeting. Smith gave a brief report on the exercise and food log for students, which the committee is currently working on.

8.3 Finance: Board Members Rosengren and Hardenbrook are the representatives for this committee. No additional charges added to this committee.

Report: Hardenbrook reported that things are looking up for Odyssey. She explained the need for Odyssey to use the line of credit while we wait to receive their funds. She reported that the lease is paid through April. Sedey reported that there will be a budget revision in March.

8.4 School Improvement: Board Member Smith will be the representative for this committee. Sedey explained to the Board that since the State of Minnesota required that Odyssey have a School Improvement Team or AYP Committee, it is redundant to have an additional committee that deals with the same issues. He discussed with the Board the idea of joining together the AYP/School Improvement Team and the School Improvement Committee with priority given to AYP issues. The Board agreed that this was a viable solution.

Report: Committee did not meet. No report given.

8.5 Technology: Board Members Smith, Hardenbrook and Rosengren are the representatives for this committee. Smith will provide Sedey a charge for the Technology Committee.

Report: Committee did not meet. Smith thanked Rosengren and Newbauer for the donations of furniture to Odyssey. He stated that Odyssey will be receiving new computers with the projectors soon to follow.

8.6 Marketing: Board Members Lawrence-Anderson and Newbauer are the representatives for this committee. Sedey will categorize the various events listed in the committee's charge to make it more concise.

Report: Lawrence-Anderson reported that the committee discussed participation and enrollment in the local parades. She also discussed the importance of maintaining a positive relationship with Cub Foods for future fund-raising events, and providing the Sun Post information regarding all of Odyssey's events.

8.7 Facilities/OSBO: Board Member Rosengren is the representative for this committee.

Report: Committee is inactive until a building purchase. Sedey reported that Charter Schools Development Corporation will be visiting Odyssey on Friday December 17th to discuss a possible purchase of the school from Osseo with the intent to lease the building back to Odyssey, pending a purchase.

Based on the Board's discussion relating to each committee, Sedey will update the membership and the charges for all of the committees and provide a new Board Standing Committees list to the Members.

9.0 Director's Report:

9.1 Enrollments: Sedey reported that enrollment was at 247 students. All Board members agreed that Odyssey is doing well with maintaining enrollment numbers.

9.2 Authorizer Situation: Sedey reported that the article written in the Sun Post regarding the authorizer situation did not reflect the mutual agreement between Osseo and Odyssey. Sedey reported that he contacted Channel 12 and the Sun Post to invite them for a visit and discussion in order to provide Odyssey's viewpoint of the situation.

Sedey reported on the status of the three potential sponsors, Bethel, St. Thomas, and Audubon Society, for Odyssey. He informed the Board that Audubon Society and St. Thomas' applications had been rejected. St. Thomas was appealing the rejection and will notify Odyssey as soon as they received approval. He added that he will be meeting with Bethel, to discuss potential sponsorship, at noon on December 16th. He discussed the benefits of Odyssey pairing with a post-secondary institution for the advantages of utilizing their student teaching programs.

9.3 December Title Audit: Sedey informed the Board that the audit of Odyssey's Title One Funds occurred this month and received four minor citations.

9.4 2011-12 Calendar: Sedey informed the Board of the need to begin planning the 2011-12 school calendar.

9.4.1 Survey: A survey was given to parents attending Project Night to try and gather data however, not much data was collected.

9.4.2 Extended Day/Year: Sedey stated that AYP suggested that Odyssey consider adding more instructional time with students; possibly looking at extending the school year or lengthening the school day. Sedey questioned the Board regarding their thoughts and ideas regarding these suggestions. A discussion followed focusing on, the efforts of schools that have added additional instruction time, how the additional instruction time would be used, and the added costs of extending the school year which would add additional cost for transportation versus extending the school day which would not add additional transportation costs. The Board decided to exchange ideas by e-mail over the next few weeks.

10.0 Consent Agenda:

10.1 Payment of Bills/Payroll:

Motion: Rosengren moved, seconded by Larson, to approve the payment of bills including payroll.

Motion carried.

10.2 Personnel Action: None.

10.3 Receipt of Donations:

10.3.1 Dividers: Smith thanked Rosengren for the donation of dividers to Odyssey.

10.3.2 Television donated from Social Security Administration: Sedey reported that the Social Security Administration donated a 50" flat screen T.V. for Odyssey's raffle.

Motion: Smith moved, seconded by Lawrence-Anderson, to accept the donations.

Motion carried.

11.0 Old Business:

11.1 Filling Board Vacancies: Sedey stated that there are three people who have expressed interest in being on the Odyssey Board for a one-year Community Member slot; which would be up for election next year. He asked each person to prepare a short resume and a paragraph as to why they would like to be a Member on the Odyssey Board. Sedey suggested that any Board Members, who are aware of any additional persons who may be interested, to have them send their information to him, and he will provide all of the resumes received to each Board Member for review.

11.2 Board Meeting Schedule: The Board discussed changing the Board Meeting schedule from the fourth Wednesday of the month to the third Wednesday of the month. The Board agreed to change the schedule to the third Wednesday of the month with the exceptions of January's meeting which will be held on Monday January 11th and October's meeting which will be held on Wednesday October 26th to accommodate the MEA schedule.

Motion: Hardenbrook moved, seconded by Larson, to approve changing the Board Meeting schedule from the fourth Wednesday of the month, to the third Wednesday of the month, with the exceptions of Monday, January 11, 2011 and Wednesday, October 26, 2011.

Motion carried.

11.3 Board Training: Sedey stated that Booth Law Firm, based in Plymouth, will provide to Odyssey, a three-hour training in Employee Matters on February 16, 2011.

11.4 Annual Report-Consider an E-mail Vote: Sedey informed the Board that the annual report is in the process of being completed and asked if the Board would consider a possible e-mail vote over the Holiday Break. The Board agreed that this option would be acceptable.

11.5 Religious, Racial, Sexual Orientation or Harassment, and Violence Policy: Sedey provided the Board the draft of the Odyssey Academy Policy 542 for review, editing and any additional changes that may be required. The Board corrected various typographical errors, and proposed that the policy should contain references to harassing text messaging and any other forms of harassment through electronic equipment. Sedey suggested that the Board review the Statutes before amending the policy to include electronic

harassment. The Board agreed to review the Minnesota State Statutes regarding this issue.

Motion: Smith moved, seconded by Rosengren, to continue using the Odyssey Academy 542 Policy, until the Board gives it a third reading.

Motion carried.

12.0 **Action to adjourn** the meeting at 8:09 P.M.

Rosengren moved, seconded Larson.

Motion carried.