

Proposed Agenda  
Odyssey Academy  
Charter School District #4030  
Wednesday, November 3, 2010

(October 2010)  
meeting

Regular Meeting  
Odyssey Academy  
6201 Noble Ave. No.  
Brooklyn Center, MN 55429

6:00 p.m. Regular board meeting

- 1.0 Call to order and roll call
- 2.0 Additions to agenda – at the board meeting
- 3.0 Approval of agenda
- 4.0 Approval of minutes of September 22 board meeting
- 5.0 Community comments
- 6.0 Closed meeting as needed
- 7.0 New Business
  - 7.1 Election results
  - 7.2 School Improvement Plan
  - 7.3 Annual Report
- 8.0 Committee Reports
  - 8.1 Community Action
  - 8.2 Health and Wellness
  - 8.3 Finance
  - 8.4 School Improvement
  - 8.5 Technology
  - 8.6 Marketing
  - 8.7 Facilities/OSBO
- 9.0 Director report
  - 9.1 Conferences
  - 9.2 Enrollments
  - 9.3 Authorizer consideration
  - 9.4 December Title audit
- 10.0 Consent agenda
  - 10.1 Payment of bills, including payroll
  - 10.2 Personnel action
    - 10.2.1 Para hires – Jacquelyn (Nicole) Renckens and Erin Roden
  - 10.3 Receipt of donations
  - 10.4 Authorization of Executive Director as LEA Representative for School Improvement Plan
- 11.0 Old business
  - 11.1 Fy11 budget revision
  - 11.2 Executive director contract
  - 11.3 Employee compensation
  - 11.4 Agreement with NorthMarq
- 12.0 Action to adjourn the meeting at \_\_\_\_\_

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.

## 7.0 New Business:

7.1 Election Results: Wincek reported that staff member, Craig Smith, received forty votes. Parent, Barb Newbauer, received 28 votes. She will contact Smith and Newbauer to congratulate them on their new Board positions. They will be present at the November 17, 2010 Board Meeting. The community seat opening will be filled by the new Board.

7.2 School Improvement Plan: Sedey reported that the committee is in the process of making the final alterations to the School Improvement Plan; which needs to be submitted on November 10, 2010. He presented to the Board the goals that Odyssey must work toward to achieve proficiency. He informed the Board that the law states that by 2014, Odyssey Academy will have to be at 100% of their students being proficient. He presented the areas that reflect deficiencies, the groups that have not reached Safe Harbor, and the goals to achieving proficiency. He informed the Members that they will receive a full copy of the report on Nov. 10th.

**Motion: Driscoll moved, seconded by Rosengren, to approve the School Improvement Plan.**

**Motion carried.**

7.3 Annual Report: Sedey reported that the Annual Report is in the process of being completed. He requested that the Board postpone the discussion until the November 17, 2010 Board Meeting as the report is anticipated to be completed by that date.

## 8.0 Committee Reports:

8.1 Community Action: Auld reported that the committee discussed the success of Spruce Up Odyssey. Family Fun Night suggestions were that the time allotted for Bingo should be increased. Club Choice had the biggest year yet, with 77 participants. He informed the Board that they will be meeting again next week.

8.2 Health and Wellness: Thorstad reported that she was unable to attend and had not received the minutes from the meeting. Driscoll informed the Board that the classrooms have received the tracking booklets to chart student activities and will start using them next week.

8.3 Finance: Rosengren shared with the Board the September 2010 Balance Sheet, the cash flow revenues and expenditures, and a new profit and loss worksheet. He reported that the \$250,000.00 line of credit had been paid off. He pointed out two \$950.00 payments which were made for lunchroom tables. Auld commented on the fact that Odyssey is reporting fewer enrollments than they are actually experiencing, which amounts to more security in the end.

8.4 School Improvement: Amundson absent from Board Meeting. No report given.

8.5 Technology: Hardenbrook reported that the committee is putting together a list of items needed to improve the Media Center which she will bring to the next Board

Improvement Plan: It was brought to the attention of the Board that they would have to approve Sedey to be the LEA Representative for the School Improvement Plan.

**Motion: Rosengren moved, seconded by Thorstad, to approve Sedey as the LEA Representative for the School Improvement Plan.**

**Motion carried.**

#### 11.0 Old Business:

11.1 FY11 Budget Revision: Sedey reviewed the revised FY11 budget with the Board. He pointed out that Odyssey received \$75,000.00 in stimulus money and noted that Kindergarten went from three sections last year to two sections this year. Sedey suggested that the Board approve this budget at the November 17<sup>th</sup> Board Meeting, which will reflect a more accurate audited fund balance.

Auld proposed to the Board that the \$6,000.00 bonus the Board approved for Sedey at the September 22<sup>nd</sup> Board Meeting should be added to this FY11 budget. All Board Members agreed.

11.2 Executive Director Contract: Auld reviewed with the Board the proposed contract from Sedey for the 10-11 school year. Auld, Hardenbrook, and Rosengren met prior to the Board Meeting to produce a draft of benchmarks the Board requests of Sedey and presented them to the Members.

Educational Benchmark – Auld proposed that the Board give their approval to allow Sedey the authority to do “all within his means” to obtain the 10% increase that is required to reach Safe Harbor for AYP this year.

Financial Benchmark – Auld proposed a 7% Fund Balance by the end of the fiscal year. All agreed.

Employee Performance Benchmark – The benchmark of one formal evaluation for each employee was discussed. Lawrence-Anderson inquired whether or not one standard evaluation was used for all, and if not, was this possible? The Board agreed that it would be a good idea to use the same evaluation form year after year. Lawrence-Anderson offered to bring in a sample evaluation form for this purpose.

Hardenbrook explained the need for Reading and Math Coaches.

Auld explained the need for job descriptions for all staff.

Monitor Committees Performances – Auld proposed the need for Sedey to be in communication with committees, not in a leadership role, but mainly to provide guidance.

Building Purchase/Lease – Auld stated a building or lease acquisition needs to keep progressing and remain a priority.

Odyssey Academy  
October 31, 2010  
YTD Profit and Loss

Description	Original Budget FY11 Adopted 06/23/10	Budget FY11 Revised 11/17/10	Actuals Oct FY11 P&L
Pupil Enrollment	279	240	240
WADM's	291	257	257
<b>Revenue</b>			
<b>State Revenues</b>			
State General Education Aid	2,095,168	1,953,746	454,929.76
Building Lease Aid	403,035	355,945	-
State Special Education Aid & Tuition Billing	454,743	438,558	122,981.28
Special Ed Transportation Revenue	27,939	27,939	-
<b>Total State Revenues</b>	<b>2,980,885</b>	<b>2,776,188</b>	<b>577,911.04</b>
<b>Federal Revenue (carryover)</b>			
Title I Part A	10,683	12,549	-
Title I Part A (ARRA)	8,481	8,481	-
Title II Part A	4,726	4,726	-
Title IVA	405	405	-
Title VIII (Stabilization)	24,378	24,611	-
Federal Special Education	309	1,251	-
Federal Special Education (ARRA)	28,141	28,571	-
Federal Early Childhood Incentive (ARRA)	2,231	2,450	-
Part B-611 CEIS	6,483	6,483	-
Federal SPED CEIS (ARRA)	8,134	8,134	-
Federal Revenue (FY11 entitlement)			
Title I Part A	84,107	84,107	-
Title II Part A	10,426	10,426	-
FY11 Stimulus		75,724	-
<b>Total Federal Revenues</b>	<b>188,504</b>	<b>267,918</b>	<b>-</b>
<b>Local Revenues</b>			
Tuition from Patrons			1,530.20
Fees from Patrons			366.90
Interest Earned			47.86
Grants/Donations	5,000	5,000	368.95
Miscellaneous Local Revenue	30,000	30,000	800.00
Material Cost For Fundraising	(18,000)	(18,000)	(8,109.15)
Fundraising Revenue	24,000	24,000	11,477.18
<b>Total Local Revenues</b>	<b>41,000</b>	<b>41,000</b>	<b>6,481.94</b>
<b>Fund 01- Total Revenues</b>	<b>3,210,389</b>	<b>3,085,106</b>	<b>584,392.98</b>

Odyssey Academy  
October 31, 2010  
YTD Profit and Loss

Description	Original Budget FY11 Adopted 06/23/10	Budget FY11 Revised 11/17/10	Actuals Oct FY11 P&L
<b>Kindergarten / Preschool Education</b>			
Salaries	111,621	77,621	13,107.38
Benefits	20,843	18,782	3,669.28
Purchased Services	1,625	2,000	266.00
Educational Supplies	2,750	2,750	286.49
Equipment	-	-	-
<b>Total Kindergarten Education</b>	<b>136,839</b>	<b>101,153</b>	<b>17,329.15</b>
<b>Elementary</b>			
Salaries	372,223	365,098	67,969.19
Benefits	98,177	88,920	19,906.55
Purchase Services	12,500	11,250	605.50
Educational Supplies	16,500	16,500	18,701.28
Equipment	-	-	950.00
Misc Expenditures	200	200	-
<b>Total Elementary Education</b>	<b>499,600</b>	<b>481,968</b>	<b>108,132.52</b>

Odyssey Academy  
October 31, 2010  
YTD Profit and Loss

Description	Original Budget FY11 Adopted 06/23/10	Budget FY11 Revised 11/17/10	Actuals Oct FY11 P&L
<b>State Special Ed Salaries</b>	<b>289,875</b>	<b>274,700</b>	<b>36,138.46</b>
<b>State SpEd Benefits</b>	<b>88,132</b>	<b>87,122</b>	<b>16,342.93</b>
<b>State SpEd Purchased Services</b>	<b>75,294</b>	<b>75,294</b>	<b>7,585.25</b>
<b>Educational Supplies</b>	<b>1,442</b>	<b>1,442</b>	<b>-</b>
<b>Total State Special Ed</b>	<b>454,743</b>	<b>438,558</b>	<b>60,066.64</b>
<b>Federal Special Ed Salaries</b>	<b>-</b>	<b>9,750</b>	<b>-</b>
<b>Federal SpEd Benefits</b>	<b>-</b>	<b>2,544</b>	<b>-</b>
<b>Federal SpEd Purchased Services</b>	<b>48,860</b>	<b>48,860</b>	<b>10,992.56</b>
<b>Educational Supplies</b>	<b>6,240</b>	<b>6,240</b>	<b>2,332.20</b>
<b>Equipment</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fed SpEd (ARRA)/Part B-611 CEIS</b>	<b>44,989</b>	<b>32,093</b>	<b>3,849.92</b>
<b>Total Fed Special Ed</b>	<b>100,089</b>	<b>99,487</b>	<b>17,174.68</b>
<b>Total Special Education</b>	<b>554,832</b>	<b>538,045</b>	<b>77,241.32</b>

Odyssey Academy  
October 31, 2010  
YTD Profit and Loss

Description	Original Budget FY11 Adopted 06/23/10	Budget FY11 Revised 11/17/10	Actuals Oct FY11 P&L
<b>Operations and Maintenance</b>			
Salary	80,750	57,126	16,179.50
Benefits	23,667	13,944	4,317.08
Purchased Services	107,000	94,000	8,763.27
Lease	510,000	475,597	159,650.91
Supplies & Materials / Dues	10,000	10,000	1,891.27
<b>Total Operations and Maintenance</b>	<b>731,417</b>	<b>650,667</b>	<b>190,802.03</b>
<b>Fiscal and Other Fixed Costs Programs</b>			
Fiscal and Other Fixed Costs	25,000	25,000	12,116.84
<b>Total Fiscal and Other Fixed Cost Program</b>	<b>25,000</b>	<b>25,000</b>	<b>12,116.84</b>
<b>Fund 01-Total Expenditures</b>	<b>3,068,487</b>	<b>2,934,813</b>	<b>674,130.66</b>
<b>Fund 01-Total Revenues</b>	<b>3,210,389</b>	<b>3,085,106</b>	<b>584,392.98</b>
<b>Fund 01- General Fund Net Income</b>	<b>141,902</b>	<b>150,293</b>	<b>(89,737.68)</b>

Odyssey Academy  
October 31, 2010  
YTD Profit and Loss

Description	Original Budget FY11 Adopted 06/23/10	Budget FY11 Revised 11/17/10	Actuals Oct FY11 P&L
<b>Kid's Club Program</b>			
Kid's Club Tuition			4,444.80
Kids Club Fees From Patrons			2.50
<b>Total Revenue</b>	<b>25,000</b>	<b>25,000</b>	<b>4,447.30</b>
Kid's Club Salary			6,303.50
Kid's Club FICA			482.24
Kid's Club PERA			441.29
Kid's Club TRA			
Kid's Club Consulting Fees			
Kid's Club Travel/Conf			
Kid's Club General Supplies			
Kid's Club General Food			
<b>Total Expenditures</b>	<b>25,000</b>	<b>25,000</b>	<b>7,227.03</b>
<b>Fund 04-Net Income</b>			<b>(2,779.73)</b>
<b>All Funds</b>			
Total Revenue For All Funds	3,395,389	3,270,106	591,684.42
Total Expenditures For All Funds	3,253,487	3,119,813	709,478.95
<b>Total Net Income (Loss) All Funds</b>	<b>141,902</b>	<b>150,293</b>	<b>(117,794.53)</b>
Audited Fund Balance 06-30-10	64,680	64,680	64,680.00
<b>Projected Ending Fund Balance</b>			
<b>06-30-10 / 06-30-11 YTD Fund Balance</b>	<b>206,582</b>	<b>214,973</b>	<b>(53,114.53)</b>



- Ran smoothly
- Possibly consider all students to meet in the gym for a snack prior to beginning station rotations so teachers can have time to turn their rooms around.

• Wellness Fair: Jan. 15<sup>th</sup>

Vendor contacts, food donations

- Looking for vendor contacts
  - If you know of any contact Shel
  - Possibly Pilot City now called Northpoint Wellness and Health Center
    - Sliding scale vision, health and dental

Donations

- Anderson's Maple Syrup is confirmed donation
- Requests to Wellshire Farms and Sturdiwheat have been sent. Response was positive, but no confirmation yet.

Bloodmobile

- VERY likely

Have not sent out vendor contacts yet

Sled-a-thon

- Waiting for student council lead/interest
- Possibly change to a sock drive to the homeless or something similar
  - Maybe blankets or mittens or CARS for Kids (organization that puts together backpacks filled with supplies for homeless kids)

Winter Carnival: Feb. 4<sup>th</sup>

Donations letter

- Ready and mailed
- List posted in so that staff and parents can check/add businesses to the list and be sure we don't double up

Silent Auction and raffle leads

- Start silent auction bids lower
  - Did not like giving away prizes last year
    - Sends the wrong message, people might not bid if they know we're just going to give them away at the end
    - Lynn and Dona may help prize items.
- Student items will be part of adult silent auction

Other November and December dates:

Middle School Lock-In – Nov. 19<sup>th</sup>

• Tri 1 Project Night/Winter Program – Dec. 2<sup>nd</sup> – Tentative schedule:

- 5:45 PM start time
- 6:15 Students in 1-5 need to be in the gym to rehearse.

**Odyssey Academy**  
**Balance Sheet**  
**October 31, 2010**

ASSETS	
Current Assets	
Regular Checking Account	125,662.44
Petty Cash - C.A.C.	29.73
Park Treasury Savings	7,488.99
Accounts Receivable	0.00
Due From Other Funds	26,629.23
Due From MDE - <i>Sept 03 Ed</i>	94,607.52
Due From Fed Thru MDE	0.00
Prepaid Expenditures/Deposits	16,875.50
Account Receivables 02	0.00
Due From MDE 02	0.00
Due From Fed Thru MDE 02	(13,369.62)
Account Receivables 04	0.00
Total Current Assets	257,923.79
Property and Equipment	
Technology Equipment	78,813.18
Other Equipment	77,917.14
Accum Depreciation on Equip	(131,154.71)
Total Property and Equipment	25,575.61
Other Assets	0.00
Total Other Assets	0.00
Total Assets	283,499.40
LIABILITIES AND CAPITAL	
Current Liabilities	
Salaries Payable	0.00
Line of Credit Payable	0.00
Accounts Payable	304,311.11
AP Other	0.00
Payroll Liabilities	1,369.99
Deferred Revenue	0.00
Total Current Liabilities	305,681.10
Long-Term Liabilities	
Total Long-Term Liabilities	0.00
Total Liabilities	305,681.10
Capital	
Net Fund Balance	70,037.22
Net Investment Capital Assets	25,575.61
Net Income (Loss)	(117,794.53)
Total Capital	(22,181.70)
Total Liabilities & Capital	283,499.40