

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

**WEDNESDAY SEPTEMBER 22, 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/Guest Visitors: None

- 1.0 Call to Order: Board Chairperson, Mike Auld, called to order the regular meeting of the Board of Directors for Odyssey Academy at 6:00 P.M.

Roll Call:

Present: Chair Mike Auld; and Members Jim Rosengren, Kris Lawrence-Anderson, Roshelle Amundson, Heather Wincek, Jodie Hardenbrook, Lisa Larson, Jessica Driscoll, Alicen Thorstad, John Sedey, Executive Director, ex-officio member.

- 2.0 Additions to Agenda made at Board Meeting: No additions made at Board Meeting to the agenda.

- 3.0 Approval of Agenda:

**Motion: Thorstad moved, seconded by Rosengren, to approve agenda as presented.
Motion carried.**

- 4.0 Approval of Minutes: August 25, 2010 Board Meeting.

**Motion: Rosengren moved, seconded by Larson, to approve the August 25, 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 Executive Director Evaluation/Contract: John Sedey provided to the Members a self evaluation regarding his performance for the 2009 school year. Sedey reviewed the evaluation which outlined the areas in which he was not satisfied with his performance, such as staff evaluations, areas that he felt met or exceeded performance, and areas that he took considerable pride in over the past two years as Executive Director. He provided an overview of the challenges such as building acquisition, and student enrollment and school improvement. He provided an organizational chart and informed

the Members that in his absence, Kari Mitchell will be his designee. A question and answer session between Sedey and the Members followed his presentation and focused on his personal benchmarks and the benchmarks that would be set for the upcoming year.

Auld proposed to the Board that they review each of the benchmarks, allowing for each Member to ask questions or give their opinions. Members received a copy of the Benchmarks for the Executive Director for the 2009 school year.

Benchmarks included:

Financial Goals: Auld stated and the Members agreed that Sedey should not be held accountable for not achieving this goal.

Employee Performance Goals: Hardenbrook proposed that teachers could evaluate each for constructive peer evaluation and Thorstad suggested a business model of employee evaluations. Driscoll added that Sedey had spent time working on the dynamics of the staff, respecting the nature of Odyssey, but taking an administrative role when needed.

Educational Goals: Auld noted that we did not meet the goal of 15% MAP testing growth. Further discussion included the realization that 15% test growth was not an attainable goal, the success of Sedey's approach of organizing teams to assist in the test process, and 2009 school year's test growth.

Committee Monitoring: Sedey stated that he was not as involved in the committees as he planned. Auld added that the Board did not give clear direction to Sedey regarding the direction that the committees should take. This started a discussion regarding the Board directing the committees and not allowing the committees to set their own agendas.

Prepare Emergency Succession Plan: Sedey stated Mitchell is his designee when he is gone and he had provided that information to all staff, the names of the designees that they are to go to when he is unavailable. Lawrence-Anderson noted, as a parent, that she has noticed a dramatic change in the culture and philosophy of the school in regards to climate and safety.

Reviewing the benchmarks generated a discussion regarding Sedey's contract for the 2010 school year. Auld inquired if Sedey would be presenting the board with a new contract. Sedey proposed that it would be helpful to sit down with a Board Committee to go over expectations. Board set up a four member Benchmarks Committee. Further discussion included the awarding of \$12,000.00 in performance pay for Sedey. Auld proposed that for the additional work hours generated by Sedey he should receive \$6,000.00 in compensation. The board discussed further compensation for Sedey in the new school year's contract.

Motion: Auld moved, seconded by Lawrence-Anderson, to pay half of the \$12,000.00 (\$6,000.00) to John Sedey for his 2009 school year.

Motion carried.

- 7.2 Americorps Grant Program: Larson presented to the Board her research on the Americorps Grant Program which gives the school the opportunity to have someone from Americorps come in and instruct students in Reading and Math. She noted that it is too late to apply to the program for this school year, but she will follow through and obtain the necessary information for applying next year.
- 7.3 Budget Revision – Discussion: Sedey presented and reviewed with the Board the draft of the FY 2009 Budget and the FY Budget the Board adopted in June 2010. Budget Revision will be discussed at the October 2010 Board Meeting.

- 7.4 Change October Meeting: Due to a prior commitment, Sedey stated that he will be unavailable to attend the October Board Meeting. He proposed November 3, 2010 as an alternative date for the October Board Meeting. The Board agreed that the October Board Meeting will be moved back to Wednesday November 3, 2010.
- 7.5 Tenant Representative Services Agreement: Sedey informed the Board that NorthMarq Building would like to enter into an exclusive tenant representative agreement with them to negotiate a sale with Osseo. He requested the Board comment on whether they would agree to authorize Auld to enter into an agreement with NorthMarq as a tenant representative to negotiate with Osseo. The Board agreed to Sedey sending out the agreement to everyone on the Board before the next meeting and participating in an e-mail vote on the issue.

8.0 Committee Reports

- 8.1 Community Action: Thorstad provided the Board with the details and successes of Back-to School-Night. The upcoming fundraisers for the year will be mini-salsa jar sale and a book fair.
- 8.2 Health and Wellness: Committee meeting not attended.
- 8.3 Finance: Rosengren reviewed the available cash flow, and informed the Board that rent and utilities are paid. A discussion followed regarding the line of credit and past due accounts.
- 8.4 School Improvement: No committee meeting yet this month.
- 8.5 Technology: Rosengren reported that the technology budget is \$25,000.00, and the plan for acquiring new computers for the Media Center. Hardenbrook discussed the possible acquisition of portable Smart Boards.
- 8.6 Marketing: No committee meeting yet this month.
Amundson noted that she will e-mail the marketing report she performed over the summer to all members of the Board.
Cub brat booth funds should be included in marketing fund.
- 8.7 Facilities/OSBO: Sedey informed the Board that a contractor has made an offer to Osseo to purchase the building. He added that Osseo may still lease to us, providing more time for a decision.

9.0 Director Report

- 9.1 Workshop/School Opening Update: Sedey commented on the success of the workshops. Hardenbrook displayed the Social Contract signed by all staff.
- 9.2 Enrollment Report: Sedey informed the Board that enrollment that day was at 246. He will e-mail the Members an analysis of the enrollment.
- 9.3 Authorizer Issue: Sedey informed the Board that Osseo will continue to apply and be our sponsor. The Board discussed concerns over the strict expectations required by the State. There will be a meeting on Tuesday regarding Osseo sponsoring Odyssey next year. He will send out a memo after the meeting with the information.
- 9.4 December Title Audit: Sedey informed the Board that the Title funds will be audited in December.
- 9.5 AYP Team: Sedey informed the Board that an AYP team has been established and consisting of representatives from ELL, middle school math, middle school language arts, elementary school representative, a data and technology person, and a parent representative.
- 9.6 NWEA Testing: Sedey stated that fall testing will be completed this week. The Board discussed early results and answered a question posed by Thorstad regarding assisting students with testing.
- 9.7 AdvancED Accreditation: Sedey explained that the development of a plan is the next step after AYP.
- 9.8 NAEP Testing: Sedey reported that Odyssey was selected to participate in the NAEP on January 26, 2011. He explained that schools, as well as, students within the schools, are randomly selected to take the test. He informed the Board that not all students will be tested.

10.0 Consent Agenda

10.1 Payment of Bills included payroll:

Amundson brought to the attention of the Board that the logo/art person had yet to be paid. Sedey will follow up with the situation.

Motion: Thorstad moved, seconded by Amundson, for payment of the bills.

Motion carried.

10.2 Personnel Action:

10.2.1 Hires – Corrine Shields (para), Donna Callender (para), Paula Hetfield (sped coord.)

10.2.2 Resignations - Lorrie Semmelink (business manager), Dericka McCaleb (para)

The board agreed to listen to personnel actions, contracts for services, receipt of donations and journal entry before making a motion.

10.3 Contracts for Services:

10.3.1 Dona Fehr – business manager

10.3.2 Kirsten Erickson – communications (board minutes/annual report)

10.4 Receipt of Donations:

10.4.1 Sedey reported that a grant for \$500.00 was received from WalMart. He will provide more details at a later time.

10.5 Journal Entry to Transfer \$4517.16 from the General Fund to Cover Food Service Deficit:

Sedey stated that, by law, the deficit of \$4517.16 for food services cannot be carried from one year to the next and will need to be transferred from the general fund.

Motion: Hardenbrook moved, and Lawrence-Anderson seconded, to approve the Personnel Action, Contracts for Services, Receipt of Donations, and the Transfer of \$4517.16 from the general fund to pay the food services deficit.

Motion carried.

11.0 Old Business

11.1 Logo: Sedey noted that he will provide the Board with copies of the draft for the new stationary logo before it goes to print.

11.2 Election Report: Wincek reported that nomination forms have been sent out and explained where they are to be returned.

11.3 Employee Compensation: Sedey reported on the need to examine the effect of freezing wages and the inequities between new hires and current employees. The Board discussed various strategies, such as, technical raises to remedy the situation. He will bring to the next meeting the percentages and numbers it would take to straighten out the inequities.

12.0 Action to adjourn the meeting at 8:01P.M.

Amundson moved, seconded by Larson.

Motion carried.