

**Odyssey Academy**  
6201 Noble Avenue North  
Brooklyn Center, MN 55429

**Board of Directors Regular Meeting**  
**Wednesday November 17, 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 6:05 P.M.

Roll Call:

Present: Chair Mike Auld; and Members; James Rosengren, Kris Lawrence-Anderson, Heather Wincek, Jodie Hardenbrook, Lisa Larson, Alicen Thorstad, Barbara Newbauer, Craig Smith, John Sedey, Executive Director, ex-officio member.

Absent: Roshelle Amundson

2.0 Additions to the Agenda Made at Board Meeting: Sedey pointed out the additions made to the agenda for the evening's Board Meeting. They were points 7.6 Resolution to Terminate Sponsorship with Osseo, 7.7 Religious, Racial, Sexual Orientation or Harassment Policy, and 10.3.1 Donation from Social Security Administration. The 9.2 Osseo Update was removed from the agenda.

3.0 Approval of Agenda: November 17, 2010

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

**Motion carried.**

4.0 Approval of Minutes: November 3, 2010

**Motion: Hardenbrook moved, seconded by Wincek, to approve November 3, 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 Installation of New Board Members: Auld and Members welcomed new Board Members Newbauer and Smith.

7.2 Election of New Board Officers: Officers provided brief descriptions of their positions on the Board. Nominations were heard, with the results listed below.

7.2.1 Chairperson: Jodie Hardenbrook

**Motion: Lawrence-Anderson moved, seconded by Larson, to elect Hardenbrook as Board Chairperson.**

**Motion carried.**

At this time, Auld handed over responsibility for leading the evening's Board Meeting to Hardenbrook.

7.2.2 Vice-Chairperson: Alicen Thorstad

**Motion: Smith moved, seconded by Lawrence-Anderson, to elect Thorstad as Vice-Chairperson.**

**Motion carried.**

7.2.3 Clerk: Craig Smith

**Motion: Larson moved, seconded by Thorstad, to elect Smith as Clerk/Secretary.**

**Motion carried.**

7.2.4 Treasurer: James Rosengren

**Motion: Larson moved, seconded by Thorstad, to elect Rosengren as Treasurer.**

**Motion carried.**

7.3 Board Meeting Schedule: The possibility of changing the Board Meetings from the fourth Wednesday of the month to the third Wednesday of the month was introduced by Sedey. The Board was also informed by Auld that Amundson was no longer able to attend Wednesday meetings due to a schedule conflict. A discussion followed regarding having the meetings on the third Monday or Wednesday of the month. A decision was tabled until the end of the meeting.

7.4 Board Training: Sedey discussed the need for all Members to complete training in the three areas of Board Governance, Oversight of Financial Matters, and Employment Matters. The Board agreed to have Sedey set up a training session for one of the areas before the Board Meeting in January.

7.5 Filling Vacancies: Sedey reported that the Board needs to appoint one Community Member. He explained that the bylaws state, that the Community Member would be appointed until the next election. Hardenbrook suggested that Members could e-mail her with any suggestions or recommendations for the open position. The opening will remain on the agenda until the position is filled.

New Members, Smith and Newbauer, will have three year terms because their positions rotate every three years.

- 7.6 Resolution to terminate the sponsorship relationship with Osseo and directing the Executive Director to research authorizer options to present to the Board by its January meeting: Sedey reported that Osseo had given their notice to Odyssey to terminate sponsorship. He reviewed with the Board the Letter of Intent that Odyssey would have to sign to terminate the sponsorship relationship with Osseo. He discussed a possible relationship with the University of St. Thomas and the benefits of pairing with a college.

**Motion: Thorstad moved, Rosengren seconded, to sign the Letter of Intent to terminate the relationship between Osseo School District and Odyssey Academy for sponsorship.**

**Motion carried.**

- 7.7 Religious, Racial, Sexual Orientation or Sexual Harassment, and Violence Policy: Sedey presented to the Board a draft of a Harassment Policy. He suggested the Board review the policy and bring it back to the December meeting for further discussion and approval. During this time, the Board agreed to temporarily adopt the proposed policy.

**Motion: Thorstad moved, Lawrence-Anderson seconded, that the Board give the Harassment Policy a “first reading”, providing the Members additional time for research and adapting the policy to fit with Odyssey Academy’s needs.**

**Motion carried.**

## 8.0 Committee Reports:

- 8.1 Community Action: Thorstad discussed with the Board, details on successful fundraising events such as, the elementary school lock-in, the profits received from Read-a-Thon and book sales, and upcoming promotions including selling Palermos Pizzas and the Winter Carnival.

8.2 Health and Wellness: Thorstad presented to the group the food pyramid booklets and logs that will be given out to students promoting health and exercise. She reported that the Wellness Committee is looking at updating policies, defining the Wellness Committee, and implementing a tobacco policy

8.3 Finance: Sedey reviewed the Cash Flow, Balance Sheet, and the YTD Profit and Loss with the Board. He reported that Odyssey had received a majority of the holdback funds. The line of credit had been paid back; however, he reported that Odyssey still owed six months of rent to Osseo—two of them from last school year. He explained that once the audit is approved, Odyssey would be able to draw from a new line of credit.

8.4 School Improvement: No report given due to the committee had yet to meet this year.

8.5 Technology: Smith reported that the committee discussed plans to construct a second computer lab within the current Media Center. He explained the current technology budget of \$25,000.00 and the plan to update certain staff computers and rotate the older ones into the Media Center. He pointed out that the plan to purchase Smart Boards had been reconsidered due to cost issues, and that the committee was now looking at purchasing projectors instead for the classrooms. Smith also shared various strategies the committee had discussed for saving money such as, purchasing refurbished computer equipment and applying for grants.

8.6 Marketing: No report given. The committee will be meeting on December 9, 2010.

8.7 Facilities/OSBO: Sedey reported that NorthMarq will be meeting with Osseo to negotiate either a one-year or long term lease, with a provision to purchase the building.

## 9.0 Director Report:

9.1 Enrollments: Sedey reported that the enrollment was at 247 with the possibility of two additional students enrolling with Odyssey.

9.2 Audit: Sedey explained to the Board that the audit report would be presented at the December Board Meeting.

10.0 Consent Agenda:

10.1 Payment of Bills, Including Payroll:

**Motion: Thorstad moved, seconded by Lawrence-Anderson, for the payment of bills, including payroll.**

**Motion carried**

10.2 Personnel Action: None.

10.3 Receipt of Donations: Smith thanked Newbauer for her donation of books to Odyssey.

10.3.1 Twenty New Chairs for Media Center-Social Security Administration: Hardenbrook reported that Odyssey received twenty new chairs, which were placed in the Media Center, from the Social Security Administration.

**Motion: Smith moved, seconded by Thorstad, to accept the donation of twenty chairs by the Social Security Administration.**

**Motion carried.**

11.0 Old Business:

11.1 FY11 Budget Revision: Sedey reviewed with the Board a revised FY11 budget reflecting the current enrollment rate of 248 students which differed from the original adopted budget with the enrollment number of 279 students. He explained that revising the student enrollment number to the current enrollment rate of 248, would allow Odyssey to receive more money throughout the school year. He proposed that the Board approve the revised FY11 budget along with all necessary adjustments.

**Motion: Newbauer moved, seconded by Thorstad to adopt the revised FY11 budget.**

**Motion carried.**

- 11.2 School Improvement Plan: Smith provided to the Board a brief explanation of the 43 page School Improvement Plan Report that was submitted to the State of Minnesota. He pointed out that even though Odyssey's students are growing, they are not yet to grade level. He discussed the implementation of new curriculum aligning grades K-8, the effectiveness of the AYP teams, and the proposed use of professional development and job coaching for the teachers on staff. He stated that he would continue to update the Board as the AYP plan progresses.
- 11.3 Annual Report: Sedey reported that information and data are still being collected and that the Annual Report would be available for the December Board Meeting.
- 11.4 Employee Compensation: Sedey stated that the Board would not be able to discuss this topic until Odyssey had received the flow-through money.

At this time, the tabled discussion regarding the Board Meeting schedule was re-introduced. The Board decided that they would only look at setting the date for the December meeting and postpone discussing the remaining Board Meeting schedule until the December meeting.

**Motion: Hardenbrook moved, seconded by Thorstad, to establish Wednesday, December 15, 2010 as the date for the December Board Meeting.**

**Motion carried.**

12.0 Action to Adjourn Meeting at 7:54 P.M.

**Motion: Rosengren moved, seconded by Newbauer.**

**Motion carried.**