

Odyssey Academy
6201 Noble Avenue North
Brooklyn Center, MN 55429

Board of Directors Regular Meeting
Wednesday December 19, 2012
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, Business Manager - Odyssey Academy

Melissa Lahr, 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 6:00 P.M.

Roll Call:

Present: Chair Jodie Hardenbrook; and Members; Alicen Thorstad, James Rosengren, Danielle Hanson, Kris Lawrence-Anderson, Faaria Husain, Julie Pouliot, Christy Grigor and John Sedey, Executive Director, ex-officio member.

Absent: Michael Auld

2.0 Additions to Agenda – Made at Board Meeting: Sedey requested the addition of 8.2.2 Approval of the 2012 Final Financial Statement.

3.0 Approval of Agenda: December 19, 2012

Motion: Rosengren moved, seconded by Lawrence-Anderson, to approve agenda with noted addition.

Motion carried.

4.0 Approval of Minutes: November 14, 2012

Motion: Rosengren moved, seconded by Pouliot, to approve the November 14, 2012 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: Upon being introduced to the Board by Sedey, Lahr presented the Audit Report for the year ending June 30, 2012. Lahr reviewed the Management 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 had improved such as, the size of the accounting staff relating to the segregation of duties and the payment of invoices in a timely manner. She praised Fehr for her hard work in making sure that proper accounting procedures and software were being used. Lahr ended her presentation by conveying her congratulations for improvements that have been made, as well as her optimism for the upcoming year.

7.1 Approval of Audit Report:

Motion: Rosengren moved, seconded by Pouliot to approve the FY12 Audit Report.

Motion carried.

8.0 Committee Reports:

8.1 Community Action: Thorstad reported that the committee meeting had been cancelled for the month of December due to illness.

8.1.1 Sub-Committees:

8.1.1.1 Marketing:

8.1.1.2 Health and Wellness:

8.2 Finance:

8.2.1 November Financials: Rosengren reviewed the November 2012 Cash Flow and Balance Sheet with the Board. He reported on the status of the lease payments to Osseo, IDEAS payments and Targeted Services funding. Rosengren noted that Odyssey is currently in a positive financial position.

8.2.2 Approval of the 2012 Final Financial Statement: Sedey introduced Fehr who reviewed the final 2011-12 financials with the Board. The Board reviewed and approved the final year-end 2011-12 financials.

Motion: Thorstad moved, seconded by Husain, to approve the final year-end financials for the 2011-12 school year.

Motion carried.

8.3 Facilities/OSBO/Technology: Sedey updated the Board on the status of the building purchase. He noted the importance of increasing enrollment to show Odyssey's viability as a good investment for the investors. He stated that a meeting had been planned with

Paul Donovan to review and reprioritize the renovations on the building construction list to ensure that the list was up to date with what Odyssey requires.

Hardenbrook reported that she would be sending, via e-mail, updates regarding technology from Craig Smith to all Members each month for review.

8.4 School Improvement: Committee on hold until building purchase is complete.

9.0 Director's Report:

9.1 Enrollments: Sedey reported that enrollment was at 284 students. He noted that the budget had predicted that the enrollment would be 294 at this time.

9.2 Strategic Plan:

9.2.1 Presentation: The Board reviewed a PowerPoint presentation, stressing the importance of Odyssey finding its focus, which had been presented at a meeting on December, 12th to all Odyssey staff members. Sedey reported that he had stated that staff was welcome to meet with him and discuss any and all ideas concerning the direction Odyssey should take to become a successful school.

9.2.2 Task Force Composition Draft: Sedey discussed the need for a task force to examine and research ways to reform the program placing Odyssey in a position to better reach its marketing and achievement goals. He provided the Board with a draft of an application for participation on the task force. The Board discussed the application requirements, how many participants should be on the task force and appointing a special Board Sub-Committee to review the applications and bring the recommendations to the January, 9, 2013 Board Meeting for the Board to review and approve.

Motion: Thorstad moved, seconded by Pouliot, to approve the appointment of Members, Rosengren, Lawrence-Anderson and Grigor to the Task Force Application Review Sub-Committee.

Motion carried.

9.2.3 Board Involvement: Members discussed how the Board should be represented on the task force and decided that two Members would be appointed to participate on the task force to provide updates and information at Board Meetings.

Motion: Rosengren moved, seconded by Lawrence-Anderson, to approve a task force consisting of two Board Member appointees, seven staff applicants, two liaisons and the use of Steve Allen as a facilitator for the task force meetings.

Motion carried.

10.0 Consent Agenda:

10.1 Payment of Bills Including Payroll:

10.1.1 Approval of Checks #21659 through #21736 Disbursements:

Motion: Hanson moved, seconded by Lawrence-Anderson, to approve checks #21659 through #21736 for the payment of bills including payroll.

Motion carried.

10.2 Personnel Action: None.

10.3 Contracts: None.

10.4 Receipt of Grants/Donations:

10.4.1 Approval of \$500.00 Grant for Field Trips – Target:

10.4.2 Receipt of \$1000.00 Grant for Wolf Ridge – Weesner Yellow Bus Fund:

Motion: Lawrence-Anderson moved, seconded by Pouliot, to approve a \$500.00 grant from Target and a \$1000.00 grant from Weesner Yellow Bus Fund.

Motion carried.

11.0 Old Business:

11.1 Approval of Annual Report: Due to a time constraint and the need to spend an appropriate amount of time reviewing the 2011-12 Annual Report for approval, Sedey suggested that the Board postpone agenda item 11.1 until the next meeting scheduled for January 9, 2013.

11.2 Uniforms: Uniform Task Force will be planning a meeting for the month of January to set up a meeting schedule and agenda.

12.0 Action to adjourn the meeting at 8:08 P.M.

Grigor moved, seconded by Hanson.

Motion carried.