

Odyssey Academy
6201 Noble Avenue North
Brooklyn Center, MN 55429

Board of Directors Regular Meeting
Wednesday July 24, 2013
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: None.

1.0 Call to Order:

- 1.1 Select Temporary Board Chair: The Board unanimously agreed to select, as Temporary Board Chairperson, James Rosengren, who called to order the regular meeting of the Board of Directors for Odyssey Academy at 6:15 P.M.

Roll Call:

Present: Chair James Rosengren; and Members; Kris Lawrence-Anderson, Danielle Hanson, Christy Grigor, Dorothy Abellard, Kim Chalfen, Jeanine Hauer, Jessica Driscoll and John Sedey, Executive Director, ex-officio member.

Absent: Jennifer Adeleye

- 1.2 Oath of Office: New Members of the Board recited the Oath of Office.

1.3 Establish Terms of New Board Members:

Teacher Representatives:

Hanson – 1 year/2014
Driscoll – 2 years/2015
Hauer – 3 years/2016

Community Representatives:

Lawrence-Anderson – 1 year/2014
Rosengren – 2 years/2015
Chalfen – 3 years/2016

Parent Representatives:

Adeleye (appointed) – 1 year/2014
Abellard – 1 year – 2014
Grigor – 3 years/2016

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

3.0 Approval of Agenda: July 24, 2013

Motion: Grigor moved, seconded by Lawrence-Anderson, to approve the July 24, 2013 agenda.

Motion carried.

4.0 Approval of Minutes: June 19, 2013 – Regular Meeting

Motion: Grigor moved, seconded by Lawrence-Anderson, to approve the June 19, 2013 Regular 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 Election of Board Officers:

7.1.1 Chairperson: Rosengren

Motion: Chalfen moved, seconded by Driscoll, to nominate Rosengren to serve as Chairperson.

Motion carried.

7.1.2 Vice-Chairperson: Driscoll

Motion: Hanson moved, seconded by Hauer, to nominate Driscoll to serve as Vice-Chairperson.

Motion carried.

7.1.3 Clerk: Grigor

Motion: Hanson moved, seconded by Hauer, to nominate Grigor to serve as Clerk.

Motion carried.

7.1.4 Treasurer: Lawrence-Anderson

Motion: Driscoll moved, seconded by Grigor, to nominate Lawrence-Anderson to serve as Treasurer.

Motion carried.

7.2 Board Meeting Schedule: The Board decided to schedule Regular Board Meetings on the fourth Wednesday of each month, with the noted exceptions: **Tuesday, November 19, Tuesday, December 17, and Wednesday, January 8.**

Motion: Grigor moved, seconded by Lawrence-Anderson, to adopt the scheduling of Board Meetings for the fourth Wednesday of each month, with noted exceptions.

Motion carried.

7.3 Board Training Schedule: Sedey will send out information and possible dates to all Members regarding Finance and Governance board training.

7.4 Resolution Providing Limited Authorization for Executive Director and Business Manager to Sign Contracts:

Motion: Hauer moved, seconded by Chalfen, to allow the executive director and the business manager the limited authority to sign contracts.

Motion carried.

7.5 Authorization to Approve and Pay Vendors before Board Meetings and Use Wire Transfers:

Motion: Grigor moved, seconded by Hauer, to grant the executive director and the business manager the authorization to approve and pay vendors before Board Meetings and use wire transfers.

Motion carried.

7.6 Selection of Park Midway Bank as the School Depository:

Motion: Hauer moved, seconded by Grigor, to approve the selection of Park Midway Bank as the school depository.

Motion carried.

7.7 Flexible Spending Plan Consent Resolution and 125 Plan Amendment:

Motion: Grigor moved, seconded by Chalfen, to approve the Flexible Spending Plan consent resolution and 125 Plan Amendment.

Motion carried.

7.8 Authorization for Business Manager to Transfer Funds:

Motion: Hauer moved, seconded by Grigor, to approve the authorization for the business manager to transfer funds.

Motion carried.

7.9 Reimbursement Resolution Regarding Expenses Paid on Behalf of OSBO:

Motion: Lawrence-Anderson moved, seconded by Driscoll, to approve the reimbursement resolution regarding expenses paid on behalf of OSBO.

Motion carried.

7.10 Memberships:

7.10.1 Minnesota School Boards Association- MSBA (Currently a member):

Motion: Lawrence-Anderson moved, seconded by Grigor, to continue Odyssey's membership with the MSBA.

Motion carried.

7.10.2 Minnesota Association of Charter Schools-MACS (Currently not a member): The Board discussed and decided on membership with MACS.

Motion: Driscoll moved, seconded by Hanson, for Odyssey to become a member of MACS.

Motion carried.

8.0 Committee Reports:

8.1 Community Action: Committee meeting scheduled for August.

Board Representatives – Chalfen, Hauer and Grigor (undecided)

8.1.1 Sub-Committees:

8.1.1.1 Marketing:

8.1.1.2 Health and Wellness:

8.2 Finance:

Board Representatives – Lawrence-Anderson and Rosengren

8.2.1 June Financials: Rosengren provided an overview of the financial statements to the newest Members on the Board. He reviewed the Cash Flow and Balance Sheet, and presented the Profit and Loss Statement to the Board.

Motion: Lawrence-Anderson moved, seconded by Abellard, to accept the June financial statements, as presented.

Motion carried

8.3 Facilities/Technology:

Board Representatives: Abellard and Rosengren

Sedey provided a brief update to the Board on the status of the building purchase.

8.4 School Improvement:

Board Representatives: Driscoll, Grigor and Hanson

8.4.1 Approval of Goals for 2013-14: Sedey presented a brief overview of the goals and targets for Reading and Math MCA scores. He noted that additional goals related to Odyssey's mission were in the process of being developed.

Motion: Hauer moved, seconded by Lawrence-Anderson, to approve the goals for 2013-14 including goals currently in development.

Motion carried

8.4.2 Instructional Coach Posting: Sedey noted that an instructional coach position opening had been posted, with a closing date of August 2.

9.0 Director's Report:

9.1 Enrollments - Projected: Sedey reported that enrollments for the 2013-14 school year were at 347 students.

9.2: Summer Enrollment and Program Update: Driscoll reported that the summer program was going well, with enrollment remaining steady throughout the summer.

9.3 Building Renovations/Purchase Status: Sedey discussed the building projects being worked on this summer and provided an overview of projects that would be occurring over the course of the upcoming school year and following summer.

9.4 Organizational Chart Update: No new update.

10.0 Consent Agenda:

10.1 Payment of Bills Including Payroll:

10.1.1 Approval of Checks #22103 through #22165 Disbursements:

Motion: Grigor moved, seconded by Hanson, to approve checks #22103 through #22165 for the payment of bills including payroll.

Motion carried.

10.2 Personnel Action:

10.2.1 Para Professional Renewals: None.

10.2.2 Non-Classified: To be discussed at next Board Meeting.

10.3 Contracts:

10.3.1 Catholic Charities (Counselor/Social Worker):

Motion: Hanson moved, seconded by Hauer, to renew the contract for Christine Linde through Catholic Charities.

Motion carried

10.4 Receipt of Grants/Donations:

10.4.1 Lions Grant for Community Garden Fence:

Motion: Grigor moved, seconded by Lawrence-Anderson, to accept a grant for the building of a fence around the community garden, from the Brooklyn Center Lions Organization.

Motion carried.

11.0 Old Business:

11.1 Para Salaries: The Board discussed and proposed a salary increase of two percent based on equity.

Motion: Hauer moved, seconded by Lawrence-Anderson, to approve a two percent salary increase based on equity for Para professionals.

Motion carried.

11.2 Other Non-Certified Staff Salaries: To be discussed at next meeting.

12.0 Action to adjourn the meeting at 8:03 P.M.

Hanson moved, seconded by Lawrence-Anderson.

Motion carried.