

Odyssey Academy
6201 Noble Avenue North
Brooklyn Center, MN 55429

Board of Directors Regular Meeting
Wednesday, January 8, 2014
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: Board Chairperson, James Rosengren, called to order the regular meeting of the Board of Directors for Odyssey Academy at 6:05 P.M.

Roll Call:

Present: Chair James Rosengren; and Members; Kris Lawrence-Anderson, Kim Chalfen, Jeanine Hauer, Christine Grigor, Jenifer Adeleye, Dorothy Abellard, and John Sedey, Executive Director, ex-officio member.

Absent: Jessica Driscoll, Danielle Hanson

2.0 Additions to Agenda – Made at Board Meeting: No additions made.

3.0 Approval of Agenda: January 8, 2014

Motion: Lawrence-Anderson moved, seconded by Adeleye, to approve the January 8, 2014 agenda.

Motion carried.

4.0 Approval of Minutes: December 17, 2013

Motion: Lawrence-Anderson moved, seconded by Adeleye, to approve the December 17, 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 Revise 2013-14 Budget:

Lawrence-Anderson reviewed the amendments to the 2013-14 budget with the Board.

Motion: Adeleye moved, seconded by Hauer, to approve the revised 2013-14 budget, as presented.

Motion carried.

7.2 Selection of Minnesota Bank and Trust as the School Depository, Effective no later than March 31, 2014:

Motion: Grigor moved, seconded by Lawrence-Anderson, to approve Minnesota Bank and Trust as the school depository, no later than March 31, 2014.

Motion carried.

7.3 Revise Calendar to Reflect School Closing: The Board revised the school calendar to reflect the closing of school on January 6 and 7, due to inclement weather. A discussion followed with the Board agreeing that all hourly employees would have the option of using their PTO days to compensate for the loss of wages during the two closed days, as well as, being offered the opportunity to work an additional two days at the end of the current school year.

Motion: Adeleye moved, seconded by Chalfen, to revise the 2013-14 school calendar to reflect the closing of school on January 6 and 7, due to inclement weather.

Motion carried.

8.0 Committee Reports:

8.1 Community Action:

Board Representatives: Chalfen; Hauer

Chalfen reported that the committee has been working on new ideas for the upcoming February, "I Love to Read" activities, instead of doing the scheduled Read-A-Thon.

8.1.1 Sub-Committees:

8.1.1.1 Marketing:

8.1.1.2 Health and Wellness:

8.2 Finance:

Board Representatives: Lawrence-Anderson; Rosengren

8.2.1 December Financials: Lawrence-Anderson reported on the financials for December, reviewing the check register, Balance Sheet and Cash Flow Statement with the Board.

Motion: Grigor moved, seconded by Chalfen, to accept the December financial statement, as presented.

Motion carried

8.3 Facilities/Technology:

Board Representative: Rosengren

Committee did not meet.

8.4 School Improvement:

Board Representative: Driscoll

Committee did not meet.

9.0 Director's Report:

9.1 Enrollments:

9.1.1 Current: Sedey reported that enrollment was at 356 students.

9.1.2 Process for 2014-15: Sedey announced that Odyssey will start accepting registrations for the 2014-15 school year for both new and returning students. He noted that current families will be surveyed, regarding the enrollment of their student/s for the 2014-15 school year, during upcoming conference times.

9.2 Building "Ownership" Issues Discussion:

9.2.1 Snowplowing and Lawn Service: Sedey reported that the service used through Osseo would continue to provide our snow removal through the end of the school year. He added that Odyssey is currently taking bids for a lawn service contract.

9.2.2 Boilers: Sedey reported on the use of a company to service our boiler system with Craig Smith being the internal contact for the school.

9.2.3 Controls: Sedey stated that we are in the process of contacting the people who do the controls for the Osseo District and using them if the cost is reasonable for Odyssey.

9.2.4 Cleaning Out the Storage Area-Sales/Recycling/Trash: Sedey reported on the plan to clean out the storage area or central supply area and recycle/sell all out-of-date technology and items that are no longer useful to Odyssey.

9.2.5 Security: Sedey reported that Odyssey's security system will be maintained by Osseo through the end of the school year.

9.2.6 Insurance: Sedey stated that ASG Brooklyn Center will carry the insurance for the building.

9.3 Construction Planning: Sedey discussed with the Board, the part of the finance package that includes a set amount for building improvements and construction projects. He noted that the plan is to have all projects start and end during summer 2014 to eliminate disruption to the school year.

9.4 4/5 Program Issues and Strategy Development: Sedey noted a few strategies that have begun implementation to resolve some of the issues that had been discussed in the 4/5 classrooms such as, an additional morning meeting and the assistance of the Instructional Coach for 4/5 teachers.

9.5 2014 Summer Program Planning: Sedey reported that planning for the summer program had begun, noting that summer program information should be available soon, for families interested in enrolling their student.

Sedey noted that, due to the construction plan, the summer program will be held in one half of the building during the first part of the summer, and then moved to the other half of the building for the last part of the summer, to accommodate the construction projects scheduled during that time.

9.6 Responsive Classroom Training: Sedey updated the Board with the schedule for the Responsive Classroom training, taught by Driscoll and first grade teacher Pam Matuseski, which will extend Wednesday PLC meetings by 30 to 45 minutes.

9.6.1 March 14, Workshop Day: Due to the additional time added to PLCs for Responsive Classroom training, the Board agreed to remove the March 14, workshop day for those who participate.

10.0 Consent Agenda:

10.1 Payment of Bills Including Payroll:

10.1.1 Approval of Checks #22490 through #22509 Disbursements:

Motion: Hauer moved, seconded by Adeleye, to approve checks #22490 through #22509 for the payment of bills including payroll.

Motion carried.

10.2 Personnel Action:

10.2.1 Teacher Hirings: None.

10.2.2 Paraprofessional Hirings:

10.2.3 Appointments: None.

10.2.4 Non-Classified: None.

10.2.5 Resignations: None.

10.3 Contracts: None.

10.4 Receipt of Grants/Donations: None.

11.0 Old Business:

11.1 Policy XXX – Enrollment Policy (Third Reading and Approval):

Motion: Abellard moved, seconded by Chalfen, to approve Policy #XXX – Enrollment Policy, as presented.

Motion carried.

11.2 Policy 407 – Tobacco-Free Environment (Second Reading): No changes at this time.

11.3 Policy 404 – Drug-Free Workplace/Drug-Free School (Second Reading): No changes at this time.

11.4 Set February 22, Board Meeting (9:00-10:00 a.m.) and Work Session (10:00a.m.-3:00 p.m.):

Motion: Abellard moved, seconded by Adeleye, to approve Saturday, February 22, 2014 for the February Board Meeting from 9:00-10:00a.m and for the Board work session from 10:00a.m.-3:00 p.m.

Motion carried.

11.4.1 *Focus strategic planning – facilitated by Steve Allen using “The Seven Outs”*

11.4.2 *(Suggested agenda items for discussion)*

- *Review by-laws*
- *Member attendance at board meetings*
- *Pledge of Allegiance to start board meeting*
- *Salary structure for all classifications, aside from Executive Director*
- *Board and committee protocol*
- *Uniforms –next step*
- *Organizational chart*
- *Open Meeting Law overview*

12.0 Action to adjourn the meeting at 6:53 P.M.

Lawrence-Anderson moved, seconded by Hauer. Motion carried.