

**Community Education Association, Inc.**

d/b/a Odyssey School

Board Minutes

November 10, 2011

- **Open Board Meeting : 6:38pm**
- **Jimmy, Andy, Chris, Kris, Marge, Katie, Karen, Steve, Renee, Matt, ~~Bettie~~**
- Approval of old Minutes: Read and Approved minutes from October 13<sup>th</sup> - Katie and Kris , *Debbie*  
  - Edited Minutes to reflect correct date for next meeting – Approved – jimmy Katie , *Allison*
- **Board Responsibilities:**
  - Review Calendar – Review volunteer data/Reduced meal eligibility/
    - Pre ID report – Andy states was approved 11/10/11
    - Financial Review report (See Financial Update)
    - Pay Date – Steve stated that he will put an update to move the “Pay Date”
    - Marge – Asked about putting PTO data on the Calendar to be reviewed during the meeting.
  - **Financial Update:**
    - Upload of financial review report to DOE website issue, Marge is in discussion with main Charter organization.
    - Marge provided an updated financial report (transaction detail by account, P&L, new format,
      - Georgia Cyber Academy FY 2011-2012 reviewed
      - Profit and Loss July – October 2011 reviewed
      - Budget vs Actual Report – New report provided by Marge and
        - Main items discussed
          - Health insurance was over due to more people choosing the coverage in 2011 versus 2010. (Budget was planned on 2010 numbers)
          - Computer hardware/software/furniture was over budget due to the Power school and additional furniture items that were not budgeted in for 2011.
          - Marge and financial representative plan on modifying Budget vs Actual to add forecasting and actual number column.
          - Katie - Austerity cut is planned in annual budget? Andy - Austerity cut is already taken out of the payments from the state before it is put into the budget.
  - Cyber School Review:
    - Matt reviewed the Cyber school report
      - Revenue was updated based on the current student count; Title I, IIA funding is anticipated to be more based on the FTE count. This is not currently noted in the report provided in the meeting.
      - Title IIA funds were down this year due to State budget cuts.

- Katie/Marge – Questions regarding line item ISP: Explanation is that teachers are provided internet and phone service per the contract. ISP for students is part of the Title I requirements. K12 reimbursement to each family is \$9.99 per month.
    - Financial Review was closed at 7:17pm
  - **Gov. Deal's Office Money – Supplemental Budget Items Review**
    - Review of the Computer solution for the school
      - Computers are not in the plan for TA's in the proposed pricing. Discussion was tabled to return to discussion
      - Motion to approve the proposed plan as presented during the meeting.
        - Kris seconded the plan as presented in the meeting
        - (Blond near Katie) motioned to accept the plan
        - Motion to entire board, all motioned to approve none opposed
    - Smart Board pricing review – Take away for future discussion and how to implement.
      - Steve to take away and modify the options and send to board.
      - Katie – Take away to talk with rep about visiting a location with a unit in use.
    - Steve – Suggestion by staff members to get Andy a smart phone.
      - Take away - ???
    - Bettie – Fence repair timeframe – Item approved in October to move forward immediately. (Review minutes from October for approved amount)
    - Bettie – Repairs of the doors, and additional replacement option of replacing the existing glass inserts with Lexan versus the installed glass. Andy noted that the two side doors near the front do not have keys, Jimmy to add re-keying to the pricing for a total of \$3400.00
      - Motion to entire board, all motioned to approve none opposed
    - Review of final items will be discussed during next month's meeting.
      - Trailer removal moved to top discussion.
  - Supplemental discussion was closed at 7:47pm
- **Committees Discussion Review**
  - Steve reviewed the overall committee process document with the board.
  - Review and comments of the selections of the different committees.
  - Sub Committees should produce meeting minutes or a summary to the President as part of the process.
  - Question presented – Katie - Do the different sub committees have to have open public meetings? Steve - Meetings should be transparent and open to everyone on the board and the parents.
  - Discussion was closed at 8:14pm
- **Board Policies Proposal**
  - Alison – Board policies proposals for consideration review and proposal.
    - Steve – Tabled conversation and sent to financial committee for further discussion to bring back to the board for December's meeting.
- **Pay Date** – Move the pay date to December 20<sup>th</sup>

- Motion to move the pay date was approved by:
  - Katie first motion to approve
  - ??? second motion *Marge*
  - Motion to entire board, all motioned to approve none opposed
- **Cyber School – 8:28pm**
  - Matt – Reviewed the provided Georgia Cyber Academy Board Update November 10<sup>th</sup>, 2011.
- **Directors Report – 8:38pm**
  - Andy reviewed the provided Directors Report at 8:38pm
  - Teachers survey:
    - Question – How much did this cost? Andy \$948.00 dollars
  - Katie, Andy - Discussion about setting up an education forum with local political figures for the entire Coweta community. Katie and Andy to discuss offline.
  - **Professional Development**
    - Steve – Andy to develop a list of professional development and resources
  - Bettie – Discussion and clarification of the tardy policy. Andy discussed the current policy for tardiness.
  - PowerSchool Review: Andy reviewed the PowerSchool status per the provided report “PowerSchool”
- Motion to move to closed session – Katie first; Bettie second
- Closed Session
  - Steve noted closed session started at 9:04pm and current rules noted.
  - 10:06 ended closed session. Karyn, Allison, all in favor
  - Karyn working on a parent and teacher survey. Need to schedule the appropriate time to administer the survey.
  - Clarify training date. 11/22 will not work. May have to move it to December.
  - Karyn's father will provide strategic planning training for free. Maybe in the new year?
  - 10:15 Adjourn. Katie, Jimmy, all in favor

*Steve Holland*

*12/8/11*

---

Steve Holland, President

Date

Community Education Association, Inc.

d/b/a Odyssey School

*Kym Padro*

*12/8/2011*

---

Kym Padro, Secretary

Date

Community Education Association, Inc.

d/b/a Odyssey School