

Odyssey Governance Council Meeting Agenda

Monday, December 14th at 9:00 AM

Invited: *Mariel Brown, Megan Prellwitz, Herve Some, Tami Schattschneider, Lindsay Loewe, Rebecca Miller, Julie Curtis, Odyssey Teachers*

Present: Rebecca Miller, Jonah Adams, Lindsay Loewe, Mariel Brown, Megan Prellwitz, Julie Curtis, Tami Schattschneider, Mary Whitrock

Motion to start the meeting: Mariel, seconded: Tami, meeting started at 9:07 am

Mission: Empower learners through a customized and flexible pathway that fosters forward thinking.

1. Approve Meeting Minutes
 - a. [November Minutes](#) Reviewed by Governance Council, Motion to approve minutes: Tami, Seconded: Lindsay, approved 9:17am
 - b. [Governance Board Training Meeting Minutes](#) Reviewed by Governance Council, Motion to approve minutes: Megan, seconded: Tami, approved at 9:18am

2. Budget Update → Jonah
 - a. [November Budget Update](#) Reviewed by Governance council, Motion to approve: Mariel, seconded by Megan, approved at 9:39 am
 - b. [Request to Carryover Unspent Funds](#) Reviewed by Governance Council, Motion to approve updated carryover of unspent funds: Lindsay, seconded: Megan, approved at 9:41 am
 - c. Review Indicator 4 requirements and monitoring feedback from PI-9600-BS- reviewed by Governance Council

3. [DPI Response Letter](#)- reviewed by Governance Council
 - a. Governance Board Oversight- school finance, budget involvement
 - b. ILP Process- teachers have more oversight of this process
 - c. Admissions/Lottery Process
 - d. Parent Comments
 - i. ILP Flowchart
 - ii. Quick Assessments- literacy, writing, math, discuss curriculum options,
 - iii. ILP Process Explanation for Parents

4. Approval of Policies- explanations by Jonah
 - a. Policies for the following:
 - [petty cash](#)- reviewed by Governance Council, motion to approve: Megan, seconded: Mariel, approved at 10:12am
 - [cash handling](#)- reviewed by Governance Council, motion to approve: Megan, seconded: Lindsay, approved at 10:13am
 - [Fraud](#)- reviewed by Governance council, motion to approve: Megan, seconded Mariel, approved at 10:13am
 - [internal controls](#)- reviewed by Governance Council, motion to approve: Motion to approve: Megan, seconded: Julie, approved at 10:13am
 - [procurement for grants](#)- reviewed by Governance Council, motion to approve: Megan, seconded: Mariel, approved at 10:14am

5. [WCSP Allowable Costs](#) -reviewed by Governance council (*review and document in January minutes also per corrective action plan*)

6. [On-Site Monitoring Improvements- Report](#)- reviewed by Governance Council
 - a. **4.1.**--> School generates monthly financial statements for the governing board. ~ *will provide meeting minutes*
 - b. **4.2.**--> School submits and governing board reviews and approves monthly financial statements (documented in board minutes). ~*will provide meeting minutes*
 - c. **4.3.** Governing board reviews and approves budget and budget amendments (documented in board minutes). ~*will provide meeting minutes*
 - d. **4.4.** Governing board meeting minutes document discussions demonstrating fiduciary oversight of school (ex. financial and procurement policy discussions, review of monthly financial statements, development/ review/revisions/ approval of school budget, purchases, etc.). ~*will provide meeting minutes*
 - e. **7.11.**
 - i. The charter school demonstrates through its contract, policies, procedures, and board minutes that it has a high degree of autonomy in governance structure, operations, financial decisions, and staffing decisions.
 - ii. Charter schools that are instrumentalities of a district: The hiring process for charter school staff during the grant period demonstrates a high degree of autonomy from the district and aligns with the process described in the grant application and charter contract.
 - iii. Charter schools that have a relationship with a management organization: The submitted documentation, interviews, and observations demonstrate that the charter school is independent of the management organization.
 - iv. **REQUIRED ACTION**→ Going forward, the governance board must participate in the hiring process for staff and school leadership, as they did during the 2019-20 school year. By February 26, 2021, the governance board and authorizer must develop and share a hiring process with the Department. Additionally, the school will be required to submit board meeting minutes to demonstrate its fiduciary oversight, as described in Indicator 4.
 1. *Develop and share a hiring process that is created by the Governance Council and Authorizer.*
 - f. **8.1.** The educational program/grant activities observed matches the grant application description.
 - i. **REQUIRED ACTION** → *Complete a virtual charter school compliance corrective action plan developed with DPI's virtual charter school consultant, Cassi Benedict.* Cassi will contact the school to develop this plan after she receives a response to DPI's communication from 11/12/2020. As noted in that communication, a response is required from the school by December 1, 2020. (letter was submitted on Nov. 25, 2020)

7. [Corrective Action Plan](#)- reviewed by Governance Council

8. Future Governance Board Training

- a. WRCCS with Nick→ School Finance 101
- b. Governance Board Competencies- eCourses through WRCCS

9. Odyssey Mission/Vision- discussed balancing autonomy with requirements

Carry Over from previous meetings: carried forward to next meeting

- Governance Board Members
 - a. Open Positions
 - i. President
 - b. Motion to Approve Mariel for Secretary position (*interim President*)

Meeting adjourned at 10:37am

Future Agenda Items:

- *Cont. Site Monitoring Report Details & Cleaning up Processes*
- *ILP Process- Communication to Parents, ILP flow chart*
- *Hiring process plan*
- *Corrective action items due January 31, 2021*
- *Corrective action items due February 26, 2021*
- *Mission & Vision of Odyssey*
- *Discuss changes in curriculum offerings, documentation and accountability*

Next Meeting→ Monday, January 18th , 2020 at 9:00 am

Governance Council Training 101: 10:00 - 11:00 Virtual Meeting

Governance Board	Effective Governance	Clarifies/revisits the board's role in governance (not management) of the school. Autonomy is developed and extended to school leaders and teachers to make curricular decisions, hire staff, manage day-to-day affairs of the school, interact with parents, report to the board, implement the board's suggestions and strategies
Governance Board	Effective Governance	Creates/refines a system to recognize school operational deadlines and dates while following recommended DPI reporting and filing.
Governance Board	Effective Governance	Ensures/confirms the governance board fully understands its role and responsibilities
Governance Board	Effective Governance	Establishes/refines effective procedures for how the board functions. (ex. set goals and create metrics for measurement, approve budget, create school policies, know local and state charter school laws, and fundraise for the school.)
Governance Board	Effective Governance	Establishes/ensures governance board subcommittees for efficient operations
Governance Board	Effective Governance	Establishes/revisits methods or systems for frequent and transparent communication between the board and the school leader.
Governance Board	Effective Governance	Establishes/confirms a diverse governance board who agree with the school's mission, have time to give, and can offer vital expertise and resources on all operations areas (such as: finance and accounting; real estate and facilities; legal and human resource services; fundraising; marketing; community partnerships; and academic programming)
Governance Board	Effective Governance	Creates/implements evaluation procedures to evaluate the school leader(s)