

Odyssey Governance Council Meeting Minutes

Monday, January 18th at 9:00 AM

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

In Attendance: Rebecca Miller, Mariel Brown, Megan Prellwitz, Jonah Adams, Tami Schattschneider, Julie Curtis,
Motion to start the meeting: Tami, Seconded: Mariel, meeting started at 9:07am

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

1. Approve Meeting Minutes
 - a. [December Meeting Minutes](#) Motion to approve: Megan, Seconded: Tami, approved at 9:52 am
2. Documents to share

Explanation from Jonah, documents below reviewed by Governance Board and questions asked

 - a. [Management Letter from 2019-20 Audit](#)- explained that Odyssey is audited as part of the school district and as a charter school
 - b. [Letter to Governance Council from 2019-20 Audit](#)
 - c. [Audited Financial Statements from 2019-20 Audit](#)
 - d. [Interim Budget Report - December 2020](#) Jonah explained General Tuition Payments, reviewed by Governance council
 - e. [IRS- Determination of Tax Exempt Status](#) explained by Jonah, reviewed by Governance Board
 - f. [Mid-Year Report Cover Sheet](#)
 - i. Met the federal deadlines, DPI deadlines are not posted, sought out deadlines on Jan. 6th to inquire, 1st Qtr- July 1-Sept. 30 (Oct. 16 deadline federal date, DPI date, before Sept. 30)
 - g. [RASD Enrollment Cap Recommendation](#) explained by Rebecca and Jonah, reviewed by Governance Board, Motion to approve Enrollment Cap: Mariel, Seconded: Tami, approved at 9:51 am
 - h. [Recommendation to Hire Business Services Specialist](#), with some Odyssey duties, shared memo, Motion to approve recommendation to Hire Business Services Specialist: Tami, Seconded: Mariel, approved at 9:50 am
3. [WCSP Allowable Costs \(Google Doc\)](#) -reviewed by Governance council (reviewed and documented in December and January minutes per corrective action plan)
4. [Review Lottery & Admission Policy](#) reviewed by Governance Board
([Google Version](#))
5. [Corrective Action Plan/ \(Google Doc\)](#) reviewed by Governance Board, motion to accept as written: Tami, seconded: Megan, approved at 10:02 am
 - a. Items due on January 31st- Discussed and reviewed by Governance Board
 - i. ILP Communication from start of year- gathered communication to submit
 - ii. Direct Instruction and ongoing communication with parents- gathered communication to submit
 - b. Items due on February 26th- discussed and reviewed by Governance Board
 - i. Whole Class Direct Instruction Minutes-shared documents to provide explanation
 - ii. Requirement of attendance at live lessons- communication- shared documents to provide explanation
 - iii. Reinforcement of Concepts taught- communication to parents- shared documents to provide explanation
 - iv. ILP Flowchart- developed to explain our process
 - v. Governance Board develops a plan, reflecting the grant application that states how the school will recruit educationally disadvantaged students within the RASD for 2021-22 school year

1. *School wide communications, translate marketing materials, make phone calls to population of 'Free & Reduced Lunch', Virtual Parent Information Sessions, Headstart populations*
 - vi. [Develop a Hiring Process- Odyssey Governance Board & Authorizer](#)
 1. *Rebecca shares Memo to the Board which explains the number of applicants, number that were interviewed, qualifications, experience & information provided by references*
 2. *Follow RASD policy and describe Governance Board's involvement*
 - vii. [Create the ILP Flowchart and Communication](#)- *shared the process and how this will be communicated to families→ meetings, newsletters, website, emails, welcome packet for new families*
 1. [Elementary](#)
 2. [Secondary- current students](#)
 3. [Secondary- new students](#)
6. [Mid-Year Report \(Google Sheets\)](#) / [Cover Sheet](#)- *reviewed by Governance Board*
 - a. *Share and review with Governance Council*
 7. *School Choice Event- Virtual Webinar*
 - a. *Wednesday, January 27th- 6:30- Megan- GC, Shelly Schueller*
 - b. *Looking for 2 Governance Board members to be a part of a panel to help answer questions about Odyssey*
 8. *Governance Board Training- WRCCS- provided by Nick Pretasky*
 - a. [Presentation of Training](#)- *Governance Board will review, come up with specific questions for Nick, schedule training with Nick for the near future*

Meeting ended at 11:21 am

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 February 26, 2021*
- *Mission & Vision of Odyssey*
- *Discuss changes in curriculum offerings, documentation and accountability*
- *Governance Board open positions, recruitment*

Next Meeting→ Monday, February 15th , 2021 at 9:00 am

