



The Riveredge Outdoor Learning Elementary School Meeting Agenda

Date and Time

Thursday, July 13, 2023 at 6pm at the NOSD Innovation Room

Attendance: Cindy Raimer, Korinne Haeffel-Petersen, Brian Fortney, Diane Abbey, Adam Eader, Michelle Travis

This is a meeting of the Riveredge Outdoor Learning Elementary School Governance Council in public for the purpose of conducting the School's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated in the agenda. More than 24 hours prior to the meeting, notice of the time, place, date and subject matter of this meeting was posted at the entrance doors at Riveredge Nature Center and the Riveredge Outdoor Learning Elementary School. A copy was also posted on the ROLES website and sent to the Northern Ozaukee School District.

Agenda

- I. Opening Items
 - A. Call the Meeting to Order
 - B. Record Attendance
 - C. Approval of Agenda
 1. Motion to approve tonight's agenda: Diane
 2. Second: Brian
 3. Discussion: None
 4. Motion carried unanimously
 - D. Approval of Minutes
 1. [June 27. Special Meeting Minutes](#)
 2. Motion to approve minutes: Adam
 3. Second: Brian
 4. Discussion: None
 5. Motion carried.

- II. Public Comment - None

- III. Approval of Consent Agenda
 - A. [5350 Student Suicide Prevention](#)
 - B. [6152 School Fees](#)
 - C. [8141 Required reporting of staff conduct](#)
 - D. [8442 Reporting Accidents](#)
 - E. [9210 - Parent Organizations](#)
 1. Motion to approve consent agenda: Brian
 2. Second: Diane

3. Discussion: Brian and Korinne discussed formatting options to get them standardized and simplified.
4. Motion carried unanimously.

IV. Governance Council Recruitment

- A. Online [GC Expression of Interest Form](#)
- B. [GC Recruitment Needs Matrix](#)
 1. Motion to approve recruitment tools: Adam
 2. Second: Diane
 3. Discussion: Brian commented on the quality and usefulness of the content. Asked if the URLs could be shortened for appearances.
 4. Motion carried unanimously.

V. Staff Handbook 23-24 DRAFT

- A. Work in progress. Would like to have it voted on at the next meeting.

VI. Policy Work - Brian will take these on.

- A. [po1662 Employee Anti-Harassment](#)
- B. [3120 - EMPLOYMENT OF PROFESSIONAL STAFF](#)
- C. [3122 - NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY](#)
- D. [3122.01 Drug Free Workplace](#)
- E. [3211 Whistleblower Protection](#)
- F. [3430 Leaves of Absence](#)
- G. [3430.01 Family and Medical Leave of Absence \(FMLA\)](#)
- H. [4122 Nondiscrimination and Equal Employment](#)
- I. [4122.01 Drug Free Workplace](#)
- J. [4211 Whistleblower Protection](#)
- K. [5530 Drug and Alcohol Prevention](#)
- L. [7540 Technology](#)
- M. [7540.4 Staff Technology Acceptable Use and Safety](#)
- N. [8120 - VOLUNTEERS](#)
- O. [8350 Confidentiality](#)

VII. Bylaws

- A. [By-Laws Draft](#)
 1. Motion to approve current changes to the Bylaws with the understanding that more changes are needed: Michelle
 2. Second: Diane
 3. Discussion:
 4. Motion carried unanimously.

VIII. Business Operations

- A. Accounting Services Provider and Contract
- B. Authorization to open new accounts
 1. [Money Market Authorization Communication](#)
 2. Line of Credit & Credit Cards
 - a) Motion to approve executive authority for Michelle and Korinne to move forward with these items in order to set up the accounts and services necessary for the next school year without requiring a vote on each individual line item: Brian
 - b) Second: Diane
 - c) Discussion: Brian would like two party verification. PWSB does not do this, it will be self-proctored. Brian and Diane are supportive as long as there is a papertrail.
 - d) Roll Call Vote:
 - (1) Brian Fortney - Yes
 - (2) Adam Eader - Yes

- (3) Diane Abbey - Yes
- (4) Michelle Travis - Yes
- (5) Korinne Haeffel-Petersen - Yes

- C. CESA6 Staffing Services Contract
 - 1. Teacher Contracts -No vote
- D. Articles of Incorporation (Name Change)
 - 1. Articles were filed and verified

IX. RNC [Facilities Use Agreement](#) 2023-2024

- A. Motion to approve the Facilities Use Agreement:Michelle
- B. Second: Diane
- C. Discussion: Brian suggested that we strike "Anti-virus software" from RNC's responsibility. Section 4A. Korinne is in favor of signing as is, even if we have to keep the VPN.
- D. Motion carried unanimously.

X. Approve [Student Handbook 23-24](#)

- A. Motion to approve the Student Handbook for the 23-24 School year with the changes as suggested: Diane
- B. Second: Brian
- C. Discussion: Consumable supply list in addition to the school fee.
- D. Motion carried.

XI. Admin Report

- A. [July Admin Report 2023](#)

XII. Committee Reports

- A. Financial
 - 1. May Financials emailed separately
 - a) Motion to approve May Financials: Michelle
 - b) Second: Brian
 - c) Discussion: none
 - d) Motion carried.
- B. Facilities and Operations
 - 1. Adam has been working on the remote site operations, options for school-building, and reached out to 6 or 7 companies that provide those services.
 - 2. Talked to a company for temporary facilities while we're undergoing construction - heat/cooling/bathrooms for each class room.
 - 3. Will put together something to share with the group during the working meeting.
- C. Exec Committee
- D. PTO

XIII. Closed Session

Motion to go into Closed Session

- a. The exemption in Wis. Stat. § 19.85(1)(g) authorizes a closed session to discuss legal counsel advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. (contract review)
- b. Pursuant to section 19.85 (1) ©Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. (Teacher stipend)
 - i. Motion to go into closed session: Diane
 - ii. Second: Michelle
 - iii. Roll Call Vote:
 - 1. Brian Fortney - Aye
 - 2. Adam Eader - Aye

3. Michelle Travis - Aye
4. Diane Abbey - Aye
5. Korinne Haeffel-Petersen - Aye

6. Motion to go into open session: Diane
7. Second: Brian
8. Discussion: None
9. Roll Call Vote:
 - a. Brian Fortney - Aye
 - b. Adam Eader - dropped from the call
 - c. Michelle Travis - Aye
 - d. Diane Abbey - Aye
 - e. Korinne Haeffel-Petersen - Aye

- XIV. Items up for vote from closed session
- A. Motion to post part time admin assistant: Brian
 - B. Second: Diane
 - C. Motion carried

- XV. Closing Items
- A. Motion to adjourn: Diane
 - B. Second: Brian
 - C. Motion carried