



# The Riveredge Outdoor Learning Elementary School Agenda

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## **Date and Time**

Thursday, 2023 at 6pm

## **Virtual Meeting**

**Attendance:** Korinne Haeffel, Michelle Travis, Adam Eader, Brian Fortney, Diane Abbey, Cindy Raimer, Amy Pollard, Jessica Koepsell, Tera Rogers

*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.*

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## **Agenda**

- I. Opening Items
  - A. Call the Meeting to Order
  - B. Record Attendance
  - C. Approval of Agenda
    1. Diane motioned to approve
    2. Brian 2nd
    3. Discussion - policies
    4. Adam motioned to remove the policies from the consent agenda due to more work needing done.
    5. Michelle 2nd
    6. Motion carried unanimously
  - D. Approval of Minutes
    1. [June 8 Special Meeting Minutes](#)
      - a) Brian motioned to approve
      - b) Diane 2nd
  
- II. Public Comment
  
  
- III. Approval of Consent Agenda
  - A. Policies [Policy List](#)
    1. [4112 Governance Council - Staff Communication](#)
    2. [5200 Attendance](#)
    3. 5340 Student Accident/Illness/Concussion

4. [5350 Student Suicide Prevention](#) - Remove from Consent Agenda
5. [6152 School Fees](#) - Remove from Consent Agenda
6. [6620 Petty Cash](#)
7. 7300 Disposition of real property
8. 7310 Disposition of personal property
9. [8120 Volunteers](#)
10. [8141 Required reporting of staff conduct](#) - Remove from Consent Agenda
11. [8315 Information Management](#)
12. [8442 Reporting Accidents](#) - Remove from Consent Agenda
13. [8462.01 Threats of Violence](#)
14. 8710 Insurance
15. 8740 - PROTECTION OF DISTRICT FUNDS
16. 8900 - FRAUD
17. [9130 - Public Requests, Suggestions, or Complaints](#)
18. [9210 - Parent Organizations](#) - Remove from Consent Agenda
19. [9211 - DISTRICT SUPPORT ORGANIZATIONS](#)
20. [9250 - Relations with Parents](#)
21. 9500 - RELATIONS WITH EDUCATIONAL INSTITUTIONS AND ORGANIZATIONS
22. 9555 - PARTNERSHIPS WITH BUSINESS
23. 9700.01 - ADVERTISING AND COMMERCIAL ACTIVITIES

IV. Elect Interim Officers

A. Vice-President

1. Brian Fortney nominated Diane Abbey
2. Adam Eader Seconded
3. Roll Call Vote:
  - a) Brian Fortney: Aye
  - b) Adam Eader: Aye
  - c) Michelle Travis: Aye
  - d) Diane Abbey: Aye
  - e) Korinne Haeffel: Aye
4. Motion Carried Unanimously

B. Treasurer

1. Michelle Travis volunteered to serve in this role
2. XX Seconded the nomination
3. Roll Call Vote:
  - a) Brian Fortney: Aye
  - b) Adam Eader: Aye
  - c) Michelle Travis: Aye
  - d) Diane Abbey: Aye
  - e) Korinne Haeffel: Aye
4. Motion Carried Unanimously

V. Business Operations

A. Resolution of bank signatories and dual control

1. Currently only one signatory.
2. Was recommended that we have dual control/signatories
3. Korinne recommends that the Treasurer/Admin/President be signatories
4. Michelle added the Vice President - just in case
5. Adam Eader motioned for the Treasurer/Admin/President and Vice President to be signatories on the bank accounts.
6. Brian Fortney seconds
7. Motion Carried Unanimously

B. Process for establishing financial controls

C. WI DFI Corporate Status/Annual Report


1. Need to file the current report and pay the backfee (Annually = \$25)

2. Brian Fortney motions that the secretary of the Governance Council act as the registered agent
3. Michelle Travis - Seconds
4. Motion carried - Adam Eader was unable to participate
  - a) All GC members need to pass their personal addresses via email to Cindy Raimer for the report.

VI. Personal Communication Device Policy/Guidelines

- A. State Statutes require that we keep copies of all communications - including from personal devices
- B. Any communications we have as GC members or Staff are properties of the school and we are required to have copies of those communications - this includes text messaging.
- C. With staff and GC members leaving, we have communications and records that we need to collect in case anyone were to ever do a public record request
- D. We have access to Google Chat through our NOSD accounts. We can download that application to our personal devices that would keep a record within our NOSD accounts.
- E. The Governance Council has reached out to most recent GC members to solicit copies of their documents.
- F. Korinne proposes that from now on any communications relating to school matters should be done within Google Chat if email isn't an option.

VII. Admin Report

- A.  GC Admin Report June 2023
- B. Korinne explained how hiring staff works with CESA6 as our HR representative.
  1. The contracts won't make it to CESA6's board until August (the next meeting) for a vote.
  2. For that reason, we've been asked not to announce candidates prior to the CESA6 board voting on the contract.

VIII. Committee Reports

- A. Financial
  1. May Financials emailed separately
  2. Postponing a vote on the May financials due to late arrival
  3. Michelle assured us that the reports will be more robust as she gets more time in the role.
- B. Facilities and Operations
  1. Adam and Korinne discussed transitioning the Chair of the Facilities Committee position to Adam and he accepted.
  2. Adam reported that we are working to secure a site that will be our intermediary school while we work to establish our forever school.
  3. Adam will put together an outline of what we need as far as costs to make this remote school site happen for our next meeting.
  4. Korinne explained that the stakeholders in our desired plot are working out the negotiations, and that may take some time. This is why we are seeking to procure the temporary site that Adam mentioned. If the deal for our desired permanent site closes earlier than anticipated, we intend to move our temporary school over to our permanent site while we begin our construction process.
  5. Korinne found something that we could build/use to put up a sign for our new brand and announcements and the other side could be used for teaching purposes. Depending on budgeting, we could produce 2 or 3 with some help from Adam.
- C. Exec Committee
  1. Kid Wind
  2. Grants
  3. Community Engagement
    - a) West Bend Farmer's Market
    - b) Green and Healthy Schools

4. Staffing
5. Cindy and Michelle were planning on meeting with CESA6 to discuss financial controls, record retention and processes.
6. We need to adjust the GC calendar for next year including swapping the timing of the working/business meetings
7. Develop a process/form to solicit GC candidates to fill vacancies
8. Need for a PTO MOU
9. Emily's departure
10. Personal Devices for communication
11. Proposed Adam for Chair of Facilities

D. PTO

1. Nothing significant to report
2. Amy Pollard has solicited a meeting with the Governance Council
3. We need to get our ducks in a row before we go into that meeting so that it is good use of their time. We are hopeful that we can sit down and have that conversation by the end of July.

IX. GFC Canon C5840 Contract

- A. [GFC CANON C5840 Contract](#)
- B. [Proposal](#)
- C. We can save \$4000 based on past use by entering into a rental contract for a copier.
- D. Using Riveredge's copier in the past cost approximately \$8000.
- E. RNC's only direction was that we keep the machine in our spaces that we currently rent and it couldn't require any changes to the electrical.
- F. Michelle Travis made a motion to direct Cindy to move forward with the lease of the copier as discussed.
- G. Adam Eader seconded the motion.
- H. Motion carried unanimously.

X. School Sponsored Organizations

- A. MOU PTO
- B. Intent in putting this in writing is to protect the school and the other entities, increase transparency and consistency in communication between the school and other entities.
- C. Moving forward we will have a simple MOU that outlines the things that the PTO and the school currently do and would elaborate/establish guidelines with respect to new branding and logo use, and clarify the roles and responsibilities between the two partners.
- D. Korinne intends to create a draft with inputs from Diane that she can bring to our working meeting for further discussion/comments and then present it to the PTO for their feedback and comment.
- E. The goal is to establish a document that will reflect what both organizations need.

XI. Schedule of Governance Council Meetings 23-24

- A. [Proposed meeting calendar and associated governance items](#)
- B. Flipping the business meeting and working meeting allows us to potentially get items to CESA6 for a vote in the same month.
- C. It will also allow the treasurer to have time to review the financial reports prior to the business meeting.

XII. 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.
- C. Adam Eader Motion to go into Closed Session
- D. Diane Abbey Seconds

- E. Motion carried unanimously.
- F. Michelle Travis made a motion to go back into open session.
- G. Adam seconded.
- H. Motion carried.

XIII. Items up for vote from closed session\

- A. No votes

XIV. Closing Items

- A. Adjourn Meeting
  - 1. Michelle motioned to adjourn.
  - 2. Diane seconds.
  - 3. Motion carried.

## [Summer Governance Council Meeting Dates](#)

July GC GC Business meeting and Retreat