



## Sugar Maple Nature School Special Meeting Agenda

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### Date and Time

Thursday, August 24, 2023 at 6pm at the NOSD **Innovation Room**, 401 Highland Drive, Fredonia, WI 53021

### Attendance:

Brian Fortney, Diane Abbey, Korinne Haeffel-Petersen, Adam Eader, Michelle Travis, Cindy Raimer, Jessica Koepsell

*This is a meeting of the Sugar Maple 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 Sugar Maple Nature School. A copy was also posted on the school 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. Motion to approve tonight's agenda: Brian Fortney
    2. Second:Michelle Travis
    3. Discussion: N/A
    4. Vote: Motion carried
  - D. Approval of Meeting Minutes
    1. [August 10, 2023 GC Business Meeting Minutes](#)
    2. Motion to approve minutes: Brian Fortney
    3. Second:Michelle Travis
    4. Discussion: N/A
    5. Vote: Motion carried.
  
- II. Enrollment & Staffing Update
  - A. Current enrollment
    1. Officially registered 73, some families have not filled out Skyward registration
  
  - B. Staffing
    1. No significant changes to staffing
    2. 1 para in the two 3/4/5 classes
    3. 1 para in K,1
    4. Would like to see parent involvement in 2nd grade especially for hikes to enable them to get out farther on the land until the numbers can justify another para

- C. Recruitment needs
      - 1. Continue to boost enrollment numbers
      - 2. Hope to see a surge in enrollment when we can make the announcement about the new location
- III. Public Comment
  - A. [Pre-Meeting Written Public Comments](#) - No emailed comments
  - B. No one online or in person
- IV. Administrators Report
  - A. [GC Admin Report Aug. 24 2023](#)
- V. Community Engagement & Recruitment
  - A. [Top 10 Ways for Parents to Engage](#)
  - B. Enrollment Outreach Campaign
    - 1. Would like to get word in the local press talking about our school, our mission and the unique niche we fill
    - 2. Fliers in grocery bags
    - 3. Postcards
  - C. Speaker Series- bring in a speaker on a topic that is relevant to the organization to gather people in
    - 1. One of the areas that came up was social/emotional learning - We have Tierney - could invite her in to give a talk about how to help support students through anxiety
    - 2. Could further open it up to the public to speak on school-related topics
    - 3. Could have a teacher lead a discussion about how to support students at home with a given topic
    - 4. Influencer in environmental education and native seeds and seed vaults
- VI. Back to School Orientation Night - 8/30 4-8pm
  - A. Overview of Agenda
    - 1. School nurse at a table
    - 2. Director of Ed at a table
    - 3. Volunteer for paperwork
    - 4. Volunteers for bento boxes/oaakey suits - would like a GC member to oversee to ensure they sign for the expensive suits
      - a) 2 GC volunteers
        - (1) Brian will be there 6-8
        - (2) Diane will be there 4-6
    - 5. PTO Table
    - 6. GC Table
  - B. Volunteer Needs
    - 1. Information Tables
    - 2. Speakers
    - 3. End goal would be to build a "volunteer needs" portal on the new website to help families pick opportunities to support the school
- VII. GC Annual Meeting & Social - 9/14 6-8pm
  - A. Location
    - 1. Tellos of Port Washington has graciously offered to let us use their meeting room downstairs for the annual meeting. We'll have access to appetizers, food and the bar.
    - 2. Tellows would like for us to put their logo/website/facebook links on the invites
  - B. Goal setting for program
    - 1. Have to hold elections/reappointment of membership
    - 2. Have to hold officer elections as well
    - 3. Overview of finances
      - a) Michelle will do a high level overview

4. We will work with our partners to find out what we can disclose (if anything) about the Sugar Maple Nature School's' new location
5. Meet/Greet with GC members - highlight roles and areas of expertise
  - a) Can also identify our needs
6. Need two kidney tables for small group instruction - \$350 each

VIII. Working session on MOU with PTO

- A. [SMNS & PTO MOU - Draft.docx](#)
- B. Bylaws stipulate a parent advisory committee, early leadership determined that it could be the PTO
- C. Need to clarify the fundraising needs for operations and capital campaign and work in concert with the PTO to ensure both parties are successful with negatively impacting each other.
- D. Need to establish rules for using logo/branding.
- E. Will need at least an hour with the PTO to flesh out the document and provide opportunities for collaboration

IX. 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.
- 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. Motion to go into closed session: Brian Fortney
- d. Second: Michelle Abbey
- e. Roll Call Vote:
  - i. Brian Fortney - Aye
  - ii. Adam Eader - Aye
  - iii. Diane Abbey - Aye
  - iv. Michelle Travis - Aye
  - v. Korinne Haeffel-Petersen - Aye
- f. Motion to go into open session: Michelle Travis
- g. Second: Adam Eader
- h. Roll Call Vote:
  - i. Brian Fortney - Aye
  - ii. Adam Eader - Aye
  - iii. Diane Abbey - Aye
  - iv. Michelle Travis - Aye
  - v. Korinne Haeffel-Petersen - Aye

X. Items up for vote from closed session

- A. Motion to accept the MOU offered by NOSD to act as a fiscal agent for this school year: Brian Fortney
- B. Second: Diane Abbey
- C. Discussion: N/A
- D. Vote: Motion carried unanimously.
- E. Motion to delegate responsibility to negotiate and sign final contract with CESA5 for bookkeeping services for 23/24 school year: Brian Fortney
- F. Second: Adam Eader
- G. Discussion: N/A
- H. Vote: Motion carried unanimously

XI. Closing Items

- A. Adjourn Meeting
  1. Motion to adjourn: Michelle Travis
  2. Second: Diane Abbey
  3. Vote: Motion carried Unanimously

**Governance Council (GC) Meetings**

The GC hosts business meetings on the 2nd Thursday of each month, and working meetings the 4th Thursday of the month starting at 6pm.

Notice: 2023-2024 GC Annual Meeting & Social will be held on Thursday, Sep 14, 2023 at 6pm in place of the standard business meeting.