



## Sugar Maple Nature School Governance Council Meeting Minutes

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### Date and Time


Thursday, September 28, 2023 at 6pm **Virtual Meeting**

**Attendance:** Brian Fortney, Korinne Haeffel, Adam Eader, Michelle Travis, Cindy Raimer, Kat Chronis, Sarah Neumann

*This is a meeting of the Sugar Maple Nature 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 the agenda: Michelle Travis
    2. Second: Adam
    3. Discussion: There is a vote noted in the agenda regarding the spirit wear shop, but without necessary input from Ryan, we may not be voting on that.
      - a) Michelle also said that we could call a special meeting to address it.
    4. Vote: Motion carried unanimously.
  - D. Approval of Meeting Minutes
    1.  20230914 SMNS GC Annual Meeting Minutes.pdf
    2. Updated: [Updated Minutes](#)
      - a) Motion to approve the agenda: Adam Eader
      - b) Second: Michelle Travis
      - c) Discussion: Correction to the line about CESA6 and CESA5 reflected in the updated minutes.
      - d) Vote: Motion carried unanimously.
  - E. Approve check register
    1. Motion to approve the check register: Brian Fortney
    2. Second: Adam Eader
    3. Discussion: Michelle points out that September is very busy transaction-wise, and should be less in the coming months.
    4. Vote: Motion carried unanimously.

- II. Public Comment
  - A. [Pre-Meeting Written Public Comments](#)
- III. Administrators Report
  - A. [Admin Report 9/28/23](#)
- IV. Policy Development
  - A. All GC members should read and comment on the policies and bylaws in progress.
  - B. Be mindful of collaboration so that we do not unintentionally form a walking quorum.
- V. Conflict of Interest Questionnaire
  - A. [w 2023-2024 Riveredge Outdoor Learning conflicts of Interest Questionnaire.docx](#)
  - B. Prior to the working meeting each GC member needs to complete the document and address each of the questions.
- VI. SMNS Website Transition
  - A. ROLES URL renewal
    - 1. We recently had to renew the ROLES URL
  - B. SMNS status
    - 1. There is a bare minimum of information and policies that are required by the state of Wisconsin, and until we reach that threshold, we cannot launch the SMNS website.
    - 2. Can the website host our documents (minutes/agendas/copies of policies, etc) so that we can link internally rather than link to Google Drive? - Yes
    - 3. How much storage space do we have?
    - 4. We would like to have the minimum requirements met so that we can officially launch the new website no later than November. Korinne would love help getting completed policy documents in .pdf form and linked to the site.
- VII. GC Committee Discussion
  - A. Group Charges
  - B. We should evaluate the work that we need to do as an entity and talk about reviving committees and populating those committees in an equitable way.
  - C. Governance Committee -> Executive Committee
  - D. Teaching And Learning Committee
  - E. Finance Committee
  - F. Facilities Committee
  - G. Parent Advisory Committee
  - H. Look at the committee descriptions (linked in email) and the Wisconsin Resource for Charter Schools and at the October 12 meeting, we'll dig into what work we need to perform and what committee structure we need. Then discussing recruitment, expectations, responsibilities, skills, and then using the committees as a leadership pipeline for the school community.
- VIII. Business Operations
  - A. CESA 6 Staffing Services

1. Teacher Contracts Approved 8/8/23
  2. CESA 6 handling payroll and teacher contracts
  3. We were not getting payroll invoices, so Cindy reached out.
    - a) Michelle followed-up after another payroll period without being invoiced
    - b) Korinne reached out yesterday morning and CESA6 responded today. It seems they are using a platform that is not delivering to NOSD emails. There is a delivery mode hiccup that needs to be resolved. They issued a payroll invoice for all three pay periods on September 8th, and due to the communication issue, the first time we saw it was today.
    - c) There will be a lump invoice payment that will go through when this invoice finally gets paid.
- B. Name Change
1. Charter Contract Amendment
    - a) Motion to approve the Charter Contract Amendment with Ryan Reilly's concurrence: Brian Fortney
    - b) Second: Michelle Travis
    - c) Discussion: None
    - d) Vote: Motion carried unanimously.
- C. Enrollment Fees
1. Three fees left to collect.
  2. 6% F&R certified - no fees
- D. Safety
1. Drills
    - a. Successful fire drill
    - b. Tornado drill at the end of the day - turns out that it becomes too crowded with backpacks
      - i. Learned to communicate via radio to coordinate access to the basement
- E. Nursing
1. Student Medications
    - a. Handful of students that require life-saving medications that were not turned in in a timely manner or were otherwise unusable (expired) that put the school at risk
    - b. Cindy has worked with the school nurse to ensure that the staff is trained in proper use as well as communicating with the parents to solicit the necessary medications
    - c. It's not just the student at risk, but the staff and school are at risk if required medications aren't on site and available when needed
    - d. Cindy was working closely with NOSD and the attorney to follow through to make sure that the critical medications were made available
    - e. School has also purchased a supply of epi pens
  2. "40th Day" Vaccine report
    - a. Cindy is meeting with the school nurse to compile the report for NOSD (due next week).
    - b. On the 41st day, students who are non-compliant, nor have completed the appropriate waivers will be excluded from school per the laws of the State of Wisconsin

IX. Committee Reports

A. Financial

1. CESA 5 Accounting Services
  - a) Greater transparency
  - b) Higher costs - but in line with the services provided
2. 2022-2023 Audit prep
  - a) Motion to approve the financial reports provided separately from last fiscal year: Adam Eader
  - b) Second: Brian Fortney
  - c) Discussion: These are not the final reports that go to the state. Awaiting the audit to resolve before we send them in.
  - d) Vote: Motion carried unanimously.
3. Budget & 5yr Forecast Development

B. Facilities and Operations

1. Status update on new location negotiations
2. We are not planning to purchase a property, we're negotiating a land lease for a temporary site while we develop our infrastructure on the long-term land lease which will be our final location.
3. Digital mapping grant work is complete
  - a) It's unfortunate that we can only utilize it for this year.

C. Exec Committee

D. PTO

1. First PTO meeting was on the 18th, Korinne filled in for Diane.
2. All of the teachers were present!
3. PTO officially elected officers.
4. MOU with SMNS GC and the branding guidelines needs to be finalized in order to inform the work that they're doing
5. Korinne had reached out to Jessica Koepsell prior to the meeting to discuss the MOU
  - a) There are scheduling conflicts that are preventing collaboration on the MOU
  - b) Korinne has received feedback from the community to move forward with the MOU and be prescriptive

X. 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)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
  - i. Motion to go into closed session: Michelle Travis
  - ii. Second: Brian Fortney
  - iii. Discussion:None
  - iv. Vote:
    1. Brian Fortney - Aye
    2. Adam Eader - Aye
    3. Michelle Travis - Aye
    4. Diane Abbey - Absent

5. Korinne Haeffel - Aye
6. Ryan Reilly - Absent
- v. Motion to go into open session: Brian Fortney
- vi. Second: Michelle Travis
- vii. Discussion: None
- viii. Vote:
  1. Brian Fortney - Aye
  2. Adam Eader - Aye
  3. Michelle Travis - Aye
  4. Diane Abbey - Absent
  5. Korinne Haeffel - Aye
  6. Ryan Reilly - Absent

XI. Items up for vote from closed session

- A. N/A

XII. Closing Items

XIII. Adjourn Meeting

- A. Motion to adjourn the meeting: Michelle Travis
- B. Second: Adam Eader
- C. Discussion: None
- D. 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.