



The Riveredge Outdoor Learning Elementary School Special Meeting Agenda

Date and Time

Thursday, July 27, 2023 at 4:00 p.m. at NOSD Innovation Room

In Person Meeting

Attendance: Brian Fortney, Adam Eader, Diane Abbey, Korinne Haeffel-Petersen, Cindy Raimer, Ami Rosengren, Michelle Travis - 4:20

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. 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

Opening Items

- A. Call the Meeting to Order
- B. Record Attendance
 1. Noted above
- C. Adoption of Agenda
 1. Motion to approve the agenda: Diane Abbey
 2. Second: Adam Eader
 3. Motion carried unanimously

Approval of Consent Agenda

- A. July 13, 2023 Business Session Meeting Minutes
- B. July 13, 2023 Closed Session Meeting Minutes
- C. 5340 - STUDENT ACCIDENTS/ILLNESS/CONCUSSION & SUDDEN CARDIAC ARREST
- D. po1662 Employee Anti-Harassment
- E. **3120 - EMPLOYMENT OF PROFESSIONAL STAFF**
- F. ~~3122 - NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY~~
- G. **3122.01 Drug Free Workplace**
- H. **3211 Whistleblower Protection**
- I. **3430 Leaves of Absence**
- J. **3430.01 Family and Medical Leave of Absence (FMLA)**
- K. ~~1422 Nondiscrimination and Equal Employment~~
- L. **4122.01 Drug Free Workplace**
- M. **4211 Whistleblower Protection**
- N. **5530 Drug and Alcohol Prevention**
- O. ~~7540 Technology~~
- P. ~~7540.4 Staff Technology Acceptable Use and Safety~~
- Q. **8120 - VOLUNTEERS**

Enrollment Update

- A. Establish sub-committee for 23-24 enrollment plan

- a. A family of two moved out of state. No other changes to enrollment.
- b. Propose a committee to bolster enrollment numbers.
 - i. Cindy Raimer, Diane Abbey, Michelle Travis, Mrs. Servais
 - ii. Charged with developing a plan to maintain academic standards being mindful of fiscal responsibility
 - iii. Would like two options to present to the GC at the next meeting for a decision to move forward

Business Operations

- A. Facilities Use Agreement
 - a. Has been signed by both parties
- B. Staffing Services Contract
 - a. Finalizing numbers
- C. Accounting Services Provider
 - a. Will use Skyward as our accounting platform for this coming school year
- D. Line of Credit/Credit Cards
 - a. Very close to securing backing by PWSB - maybe news on Tuesday
- E. Ansay Insurance Proposal
 - a. Series of insurance coverages with our existing provider
 - b. Ensure we are in compliance with our charter, policies and state regulations
 - c. Rates didn't increase as much as expected
 - d. Motion to approve Insurance Policy: Diane Abbey
 - e. Second: Michelle Travis
 - f. Motion carried unanimously
- F. Annual Audit
 - a. Michelle talked about it with CESA6 again today
 - b. We will do an RFP
 - c. CESA 6 assured Michelle that we can do both audits (Last FY and the End of Grant audit) by end of August

Approve Staff Handbook 23-24

- A. [23-24 SMNS Staff Handbook Draft](#) \
- B. Motion to approve the 1st EVER staff handbook: Diane Abbey
- C. Second: Michelle Travis
- D. Motion carried unanimously

Approve updated/revised EOP

- A. SMNS EOP 23-24
- B. Motion to approve the EOP: Michelle Travis
- C. Second: Brian Fortney
- D. Motion carried unanimously

Family Handbook

- A. Allergen Guidelines
- B. Motion to adopt the addition of allergen guidelines to the family handbook: Adam Eader
- C. Second: Diane Abbey
- D. Discussion: Michelle pointed out that the risk of not following the policy is that it puts all students at risk due to reduced ability to provide supervision in the event that one student has reaction.
- E. Cindy said that we could also add a note to the letter with the common decency to the letter
- F. Motion carried unanimously

Academic Report

- A. Cindy shared the test results which compared our school to NOSD as well as our results year over year
- B. Evidence suggests that small group instruction is correlating to testing improvements

Closing Items

- D. Adjourn Meeting
 - 1. Motion to adjourn: Diane Abbey
 - 2. Second: Michelle Travis
 - 3. Motion carried unanimously