

## Riveredge Outdoor Learning Elementary School (ROLES) Governance Council Meeting

Riveredge Nature Center  
4458 County Road Y  
Saukville, WI 53080

Thursday, September 20, 2018  
8:00 am

**Present:** Jessica Jens, Mia Arter, Ami Rosengren, Becky Wollner, Mary Ann Christopher, Dan Davis, Sunny Knutson

**Absent:** *none*

**Handouts:** Sample Planning and Design Timeline, ROLES Lead Teacher Draft Job Description

**Call to Order:** 8:05 am, reading of the Public Notice

- **Item:** Welcome & introductions
  - Each member introduced themselves and shared why they decided to join the Governance Council.
- **Item:** Approval of August 24<sup>th</sup> meeting minutes
  - Motion to approve minutes
  - 1<sup>st</sup> – Mary Ann Christopher, 2<sup>nd</sup> – Ami Rosengren. Item passed unanimously.
- **Item:** Discussion of Sample “Planning and Design Timeline”
  - Sunny Knutson provided a handout describing a sample process for planning and designing a charter school.
  - Discussion of current status of tasks, responsibilities of the Governance Council, and updates to make the sample specific to ROLES.
  - Sunny Knutson to produce ROLES timeline based on this sample.
- **Item:** Discussion of process of creating bylaws for the ROLES Governance Council
  - Mary Ann Christopher to review sample bylaws and summarize key decision points.
- **Item:** Review of the position description for the Lead Teacher
  - Discussion of desired skills and qualities in a Lead Teacher and Governance Council’s vision for the teaching staff.
  - Motion to approve job description with revisions.
  - 1<sup>st</sup> – Dan Davis, 2<sup>nd</sup> – Becky Wollner. Item passed unanimously.
- **Item:** Discussion of process for developing marketing materials
- **Item:** Updates from Planning and Leadership Coordinator
  - Meg Doyle is no longer available to serve on the Governance Council due to new commitments and limited availability. She submitted her resignation letter on September 11, 2018. Governance Council to recruit a new member.
- **Item:** Discussion of future meeting dates
  - Future meetings scheduled for Thursday mornings at 8:00 am, twice monthly through December.

**Meeting adjourned:** 9:27 am 1<sup>st</sup> – Jessica Jens, 2<sup>nd</sup> – Mary Ann Christopher

Next Governance Council Meeting will be 8:00-9:30am on Thursday, October 11, 2018.