



# The Riveredge Outdoor Learning Elementary School ROLES Governance Council Annual Meeting and Election of Officers MINUTES

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## Date and Time

Wednesday, October 28, 2020 at 6:00PM CDT

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## Minutes

### I. Opening Items

#### A. Call the Meeting to Order

Dan Davis called the meeting to order at 6:03

#### B. Record Attendance

Remotely: Pete Christy, Brian Fortney, Dan Davis, Korinne Haeffel, Brynn Stadler, Tera Rogers (for last several agenda items only. She participated in no action items.

Public Attendees: Christina Knoske, Laura Wollersheim, Greta Malek, Sarah Fortney, Sarah Neumann.

#### C. Approval of Agenda

Korrine motioned and Brian seconded to approve the agenda with a couple of revisions including III A be renamed to Approval of September Financials and that item V Council PD would be postponed until next meeting due to the recent Council retreat. The motion passed unanimously.

#### D. Approval of October 14, 2020 Meeting Minutes

Pete made a motion, Korinne seconded it to approve the meeting minutes from October 14<sup>th</sup> Annual meeting. Motion was passed unanimously.

### II. Administrator's Report

#### A. Administrator's Report

Mike Mullen gave the administrator's report. See the attached report.

### III. Committee Reports

#### A. Finance

Dan Davis, with input from Sunny K. and Mike Mullen gave a brief explanation of the September financial report. Brian made a motion to accept the financial report as submitted. Brynn seconded the motion. It was passed unanimously. The approved report is attached.

#### B. Facilities & Operations

No Report

#### C. Governance

No Report

#### D. Teaching & Learning

No Report

**E. PTO Liaison**

Pete Christy provided some additional PTO updates not covered in the Administrators report as follows. The PTO volunteers finished painting the inside of the mud room at the new classroom. Laura and Amy and their families built some handwashing stations for the yurt village. PTO volunteers have been helping the staff with pick up and drop off every day. PTO volunteers also helped with the Riveredge Nature Center's Farm to Table dinner. PTO will be sending out a parent survey soon. The Council thanked the PTO for all their help and dedication.

**IV. Summary of Board Workshop**

**A. Summary of Board Workshop**

Dan Davis, Sunny Knutson and Mike Mullen gave a brief summary of the Governance Council retreat that occurred on October 24<sup>th</sup>. Education about the basics of the council, two hikes one focusing on the Nature Center's history and principles and the other about the day in the life of a ROLES teacher and student were the highlights of the day. A Google folder has been set up for Governance Council members to hold some of the base documents such as the charter, the DPI grant and the budget. Sunny is to distribute the link to the Council. Committee assignments were also made. The committee assignments are as follows.

**Teaching and Learning**

Amy Levash, Brian Fortney, Brynn Stadler, Mike Mullen, Sunny Knutson

**Governance**

Mary Ann Christopher, Brian Fortney, Amy Levash

**Development and Research**

Need volunteers

**Facilities and Operations**

Pete Christy, Dan Davis, Korinne Haeffel

**Finance**

Becky Jewell, Tera Rogers, Dan Davis, Sunny Knutson

**V. Council Professional Development Topic.**

**A. Council Professional Development Topic**

This was not discussed

**VI. Public Comment**

**A. Public Comment**

Several parents made public comment to introduce the idea of having a delayed return to in-person learning after the holidays to allow for visits with family and to avoid this contact to be brought to school. Some members of the Council, Mike Mullen and others recommended we make this discussion a deliberate one based on facts, advice from the experts and real data. Dan Davis assigned this topic to the Teaching Learning Committee. Amy Levash is to arrange a meeting.

**VII. Closing Items**

**A. Upcoming Meeting Schedule**

The next governance council meeting is scheduled for Wednesday, November 11<sup>th</sup> at 6:00pm.

**B. Adjourn Meeting**

Korinne made a motion to adjourn. Brynn seconded it. It was unanimously approved at approximately 6:50pm

YTD - September 30, 2020

	Actual Operational	Actual Grant	Actual Total	Budget Operational	Budget Grant	Budget Total	% Used Operational	% Used Grant	% Used Total
<b>Revenues</b>									
<b>Contract Amount &amp; Contributions</b>									
Contract Amount			\$ -	\$ 644,400		\$ 644,400	0%		0%
<b>School Fee's</b>									
Book & Supply Fees	\$ 7,405		\$ 7,405	\$ 7,650		\$ 7,650	97%		97%
<b>Other Government Payments</b>									
DPI Grant			\$ -	\$ 20,881	\$ 208,807	\$ 229,688	0%	0%	0%
Interest on Deposit Accounts	\$ 20		\$ 20						
<b>Total Revenue</b>	<b>\$ 7,426</b>	<b>\$ -</b>	<b>\$ 7,426</b>	<b>\$ 672,931</b>	<b>\$ 208,807</b>	<b>\$ 881,738</b>	<b>1%</b>	<b>0%</b>	<b>1%</b>
<b>Expenses</b>									
<b>Contracted Staff</b>									
Classroom Staff Salaries and Fringe	\$ 52,490		\$ 52,490	\$ 294,000	\$ 24,975	\$ 318,975	18%	0%	16%
Other Salaries and Fringe	\$ 6,505		\$ 6,505	\$ 94,000		\$ 94,000	7%		7%
CESA 6 Service Fee	\$ 4,541		\$ 4,541	\$ 25,000		\$ 25,000	18%		18%
Substitute Teachers			\$ -	\$ 6,000		\$ 6,000	0%		0%
Para professional services	\$ 5,619		\$ 5,619	\$ 90,000		\$ 90,000	6%		6%
Planning & Leadership Coordinator			\$ -		\$ 15,000	\$ 15,000		0%	0%
Contracted Administrator	\$ 13,510		\$ 13,510			\$ -			
<b>Total Contracted Staff</b>	<b>\$ 82,665</b>	<b>\$ -</b>	<b>\$ 82,665</b>	<b>\$ 509,000</b>	<b>\$ 39,975</b>	<b>\$ 548,975</b>	<b>16%</b>	<b>0%</b>	<b>15%</b>
<b>Contracted Professional Services</b>									
Accounting			\$ -	\$ 16,500	\$ -	\$ 16,500	0%		0%
Independent Auditing			\$ -	\$ 7,000		\$ 7,000	0%		0%
Educational Consultant			\$ -		\$ 19,701	\$ 19,701		0%	0%
Legal Services			\$ -			\$ -			
NOSD Administrative services			\$ -		\$ 10,899	\$ 10,899		0%	0%
IT Support Services			\$ -		\$ 1,000	\$ 1,000		0%	0%
Natural Playground Design			\$ -		\$ 1,500	\$ 1,500		0%	0%
Adventure Education Consultant			\$ -		\$ 5,253	\$ 5,253		0%	0%
Educational & Evaluation Services	\$ 14		\$ 14		\$ 5,740	\$ 5,740		0%	0%
<b>Total Contracted Professional Services</b>	<b>\$ 14</b>	<b>\$ -</b>	<b>\$ 14</b>	<b>\$ 23,500</b>	<b>\$ 44,093</b>	<b>\$ 67,593</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>
<b>Purchased Operational Services</b>									
Telephone			\$ -	\$ -	\$ -	\$ -			
Internet			\$ -			\$ -			
Electricity			\$ -			\$ -			
Gas			\$ -			\$ -			
Equipment			\$ -			\$ -			
Building Maintenance			\$ -			\$ -			
Bulding Repair			\$ -			\$ -			

Other Building Operational Expenses			\$ -		\$ -				
Food Service Prep and Meals			\$ -		\$ -				
Security Services			\$ -		\$ -				
Contractor Operated Pupil Transportation			\$ -		\$ -				
Skyward	\$ 1,583		\$ 1,583	\$ 1,583	\$ 1,510	\$ 3,093	100%	0%	51%
Testing Fees		\$ 120	\$ 120	\$ 2,500		\$ 2,500	0%		5%
<b>Total Purchased Operational Services</b>	<b>\$ 1,583</b>	<b>\$ 120</b>	<b>\$ 1,703</b>	<b>\$ 4,083</b>	<b>\$ 1,510</b>	<b>\$ 5,593</b>	<b>39%</b>	<b>8%</b>	<b>30%</b>
<b>Facility Occupancy Charge</b>									
Facility Rent			\$ -	\$ 113,400		\$ 113,400	0%		0%
<b>Total Facility Occupancy Charge</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 113,400</b>	<b>\$ -</b>	<b>\$ 113,400</b>	<b>0%</b>		<b>0%</b>
<b>Supplies</b>									
Administrative Supplies			\$ -	\$ 1,000	\$ 2,411	\$ 3,411	0%	0%	0%
Classroom Supplies	\$ 1,332		\$ 1,332	\$ 7,650	\$ 25,221	\$ 32,871	17%	0%	4%
Textbooks,Workbooks,Instructional Books			\$ -	\$ 850	\$ 26,916	\$ 27,766	0%	0%	0%
Technology-Classrooms	\$ 1,500		\$ 1,500		\$ 2,019	\$ 2,019		0%	74%
Technology -Staff &Administration			\$ -		\$ 5,852	\$ 5,852		0%	0%
Building Maintenance			\$ -		\$ -	\$ -			
Security Operations Supplies			\$ -		\$ -	\$ -			
Food Service Supplies			\$ -		\$ 3,320	\$ 3,320		0%	0%
Other Supplies			\$ -	\$ 10,440		\$ 10,440	0%		0%
<b>Total Supplies</b>	<b>\$ 2,832</b>	<b>\$ -</b>	<b>\$ 2,832</b>	<b>\$ 19,940</b>	<b>\$ 65,739</b>	<b>\$ 85,679</b>	<b>14%</b>	<b>0%</b>	<b>3%</b>
<b>Equipment</b>									
Furnishings-Classroom			\$ -		\$ 10,543	\$ 10,543		0%	0%
Funishings - Administrative			\$ -		\$ 4,325	\$ 4,325		0%	0%
Music Equipment			\$ -		\$ 3,150	\$ 3,150		0%	0%
Adaptive Equipment			\$ -		\$ 3,060	\$ 3,060		0%	0%
<b>Total Equipment</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 21,078</b>	<b>\$ 21,078</b>		<b>0%</b>	<b>0%</b>
<b>Capital</b>									
Electric Golf Cart					\$ 10,000	\$ 10,000		0%	0%
<b>Total Capital</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>		<b>0%</b>	<b>0%</b>
<b>Insurance</b>									
Liability & Property				\$ 6,500	\$ -	\$ 6,500			0%
<b>Total Insurance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,500</b>	<b>\$ -</b>	<b>\$ 6,500</b>			<b>0%</b>
<b>Other</b>									
Staff Professional Development		\$ 2,916	\$ 2,916	\$ 2,500	\$ 20,000	\$ 22,500	0%	15%	13%
Governance Council PD			\$ -		\$ 4,437	\$ 4,437		0%	0%
Registrations			\$ -		\$ -	\$ -			
Marketing - Purchased Services			\$ -		\$ -	\$ -			
Marketing - Printing and Binding			\$ -		\$ 1,975	\$ 1,975		0%	0%
<b>Total Other</b>	<b>\$ -</b>	<b>\$ 2,916</b>	<b>\$ 2,916</b>	<b>\$ 2,500</b>	<b>\$ 26,412</b>	<b>\$ 28,912</b>	<b>0%</b>	<b>11%</b>	<b>10%</b>
<b>INTEREST EXPENSE CURRENT CASH FLOW DEBT</b>									
			\$ -	\$ -		\$ -			
<b>Total Operating Expenses</b>	<b>\$ 87,094</b>	<b>\$ 3,036</b>	<b>\$ 90,130</b>	<b>\$ 678,923</b>	<b>\$ 208,807</b>	<b>\$ 887,730</b>	<b>13%</b>	<b>1%</b>	<b>10%</b>

Revenue Totals	\$	7,426	\$	-	\$	7,426	\$	672,931	\$	208,807	\$	881,738	1%	0%	1%
Surplus/(Deficit)	\$	(79,668)	\$	(3,036)	\$	(82,704)	\$	(5,993)	\$	-	\$	(5,993)			



## Governance Council Principal Report

### Governance Council

- Really looking forward to working with the Governance Council around the topics that will help sustain our school for years to come. The committee work will be important as it supports the students and staff of our school. We've witnessed the power of the committee's in the past and look forward to the work that they can accomplish. Please let us know if interested in lending your time and talents to our committee work.

### Interviews.

- This week we begin interviews for our 3rd grade position. We have a couple of solid external and one internal candidate.
- We look forward to a positive transition with the cooperation of Mrs Barrett (para) and Mrs Hilgendorf. Mrs Hilgendorf continues to provide an outstanding education and her husband this weekend installed the new flat screen tv!

### Professional Development

- We continue to work with RNC around professional development for our staff around environmental education.
- In November we have training for a number of our staff in CPR and first aid.

### Map testing

- Results will be coming home at the end of the week. Some have already shared during P/T conferences

### Additional Shed

- Working on the leveling of a spot, purchasing and installation of the shed between the yurts to serve as a changing area for the students in the yurts.

### PTO

- Art fundraiser is going on
- Continue to explore the Rock Sponsoring program
- School mascot has been purchased
- Continue to support parent volunteers where possible

### 5th grade leadership group

- Met last week with Mr Mullen
- Provide tons of ideas for school improvement
- Is in charge of naming of the school mascot

## Subbing

- We've added a couple of subs to our list who now have background checks and certified by the state.
- We have a couple more who are going through the state certification program