**THE OPEN SCHOOL**

**BOARD OF DIRECTORS HANDBOOK**

**2019-2020**

**The Open School**

**414 S. 24th Street**

**Laramie, WY 82070**

**(307) 745-7256**

**www.laramieopenschool.org**

(Adopted November 2016))



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**THE OPEN SCHOOL MISSION**

The Open School mission is to further every child’s desire and capacity to acquire knowledge through inquiry and discovery.

**THE OPEN SCHOOL BOARD OF DIRECTORS MISSION\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

The mission of the Open School Board of Directors is to support the school by providing general oversight, encourage parent participation, and facilitate success of the school.

**THE OPEN SCHOOL HISTORY AND STRUCTURE**

The Open School, a Wyoming 501(c)(3) non-profit corporation, was founded in 1971 by parents and concerned residents of Laramie who felt the need for an alternative to the public schooling then available in the early grades.

The Open School is a private, non-religious educational institution, currently licensed by the Wyoming Department of Family Services to provide educational instruction to students in Preschool

The Open School also is licensed by the Wyoming Department of Family Services (DFS) to provide daycare for children. The Open School is licensed to provide care on a 1:10 staff:child ratio for 3 year old’s and 1:12 staff:child ratio for 4/5 year old’s.

The Open School is staffed by experienced, qualified teachers. A volunteer Parent-Board of Directors sets all school policies, assists in making employment decisions, and manages the financial matters of the School. The Open School Board members and parents involve themselves to varying degrees in school operations, fund-raising, etc.

**THE OPEN SCHOOL PHILOSOPHY**

Flexibility, self-confidence, and a continued desire for learning are the primary goals of The Open School program. Students are offered choices, but must take responsibility for their own decisions. Teachers function to guide the students’ activities through individualized learning that meets each child's needs. Activities are geared to interest and excite the child and to involve him or her in the learning process.

The Open School is committed to remaining open to new ideas from students, parents, and teachers. Parents are encouraged to participate in the school's program whenever, and in whatever manner, possible. Though The Open School methods may differ from those of other schools, the core curriculum is similar. For school-aged children, we ensure that we incorporate the common core of skills and the common core of knowledge taught in the public schools and in accordance with the Wyoming Early Childhood Readiness Standards and the Wyoming Department of Education requirements.

**THE OPEN SCHOOL CURRICULUM**

The Open School Parent-Board of Directors has selected “Creative Curriculum” for providing educational instruction to its students.

Creative Curriculum uses a developmentally appropriate practice, which means teaching in ways that match the way children develop and learn. Creative Curriculum helps teachers organize their classrooms into interest areas and instructs them how to effectively use them. Creative Curriculum has five key components: (1) how children develop and learn; (2) the learning environment; (3) what children learn; (4) the teacher’s role’ and (5) the family’s role.

There are also eleven interest areas that provide an ideal setting for children who want to explore, make things, experiment, and pursue their own interests. These eleven areas are: (1) blocks; (2) dramatic play; (3) toys and games; (4) art; (5) library; (6) discovery; (7) sand and water; (8) music and movement; (9) cooking; (10) computers; and (11) outdoors. Separate interest areas with varied materials offer children a clear range of choices.

When and if appropriate, The Open School also incorporates instruction in the “Common Core of Knowledge” as required by the Wyoming Department of Education, namely: (1) language arts; (2) social studies; (3) mathematics; (4) science; (5) fine arts and performing arts; (6) physical education; (7) health and safety; (8) humanities; (9) career options; (10) foreign cultures and languages; and (11) applied technology.

**THE OPEN SCHOOL STAFF**

The Open School teachers work together to design, coordinate, and implement a program that promotes independent play and exploration. The program develops students’ self-esteem while addressing the needs of each individual child. The teachers provide a well-rounded program, working together to allow the students to experience language arts, social studies, science, and mathematics. The staff strives to achieve continuous progress in all areas of child development. Students explore academics through appropriate activities such as music, Spanish, American Sign Language (ASL), cooking, arts and crafts, physical activities, and field trips. Teachers communicate with parents regularly and encourage parental involvement whenever possible.

Each cooperative group of teachers includes a lead teacher and full-time and/or part-time teacher-aides as the schedule and enrollment demand. Whenever possible, The Open School strives to hire teachers who are state-certified by the Wyoming Professional Teaching Standards Board. Ultimately, however, a teacher’s fit with The Open School philosophy and values is most important to accomplishing the mission and meeting the needs of The Open School Students.. Parents shall be notified when any teachers are not state-certified. All teachers and staff also satisfy DFS licensing requirements for certified child care centers, including required education, training, experience, background check, positive references, etc.

**THE OPEN SCHOOL BYLAWS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Details on the governing rules and regulations of the Board of Directors can be found in the Bylaws of the Open School.

**BOARD OF DIRECTORS WEBSITE**

Board documents and information are digitally housed on the school website at:

www.laramieopenschool.org

**BOARD OF DIRECTORS MEETINGS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

The board will typically convene once a month for a board meeting. Meetings may be held more or less frequently, at the discretion of the board. The meeting time and day is established by the board at the beginning of the school year. If requested, The Open School will provide childcare during the board meetings. Board meetings are open to parents, staff, and any others that may wish to attend. All attendees are welcome to present issues or topics they would like for the board to discuss and consider. At the discretion of the board, an executive session within a meeting may also be called. Executive sessions are open to only board members. Minutes from an executive session should be very general, must be separate from the regular meeting minutes, and must be maintained in a confidential manner.

**BOARD OF DIRECTORS ROLES AND RESPONSIBILITES\_\_\_\_\_\_\_\_\_\_\_ ­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_ ­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_**

1. Hires/terminates the director

2. Evaluates the director on a yearly basis

3. Evaluates the board on a yearly basis

4. Supports, oversees, interprets, and creates school policies

5. Provides oversight of and approves the school budget

6. Provides support for the Director and Open School staff

7. Attend at least 75% of all board meetings

8. Active involvement in a minimum of two board committees and/or special events per year

9. Active involvement in ongoing volunteer opportunities at the school (volunteering in the classroom, switching out centers, maintenance days, Family Nights, etc.)

11. Be present, visible, and available to staff and parents

12. Complete all other board tasks (officer roles, gathering information for a meeting etc.)

13. Be knowledgeable of school policies and the school budget

14. Uphold the Open School Mission

**ORGANIZATIONAL CHART OF THE OPEN SCHOOL\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Teachers

Enrichment Staff:

-Art

-Swimming

-Music

-Bus

-Movement

Director

Board of Directors

The Open School mission is to further every child’s desire and capacity to acquire knowledge through inquiry and discovery.

Support Staff:

-Aides

-Lunch

-Before/After School

**YEARLY BOARD RESPONSIBILITIES\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

This is a list of the monthly and ongoing responsibilities of the board. The current board members may make revisions to these responsibilities throughout the year, as needed.

**June**

* No board meeting unless immediate business needs to be addressed

**July**

* President writes welcome letter to send out with welcome packet
* No board meeting unless immediate business needs to be addressed
* If needed, appointed board member(s) help with interview process for new employees

**August**

* Board Retreat held before school begins (generally planned by the President and Director)
* Committee chairs and members appointed at retreat
* Monthly meeting day/time for the academic year chosen at retreat
* Board members sign form acknowledging they have read and understand the Board, Parent, and Staff Handbooks and Open School Bylaws
* Secretary compiles and shares contact list of board members
* Parent/Staff Relations Committee writes welcome notes for each family
* Board introduction at Parent Orientation
* Maintenance Committee chair gets call list of parent volunteers at Parent Orientation

**September**

* Fundraising Committee begins planning wreath fundraiser
* Maintenance Committee plans and holds fall clean-up/maintenance day
* Strategic Planning Committee meets and reviews strategic plan
* Annual Board meeting (per bylaws)

**October**

* Board assists Director and staff, as needed, with Halloween parties
* Evaluation Committee prepares school feedback form to distribute to parents at parent/teacher conferences and compiles results

**November**

* Board reviews tax returns and President signs tax returns
* Board plans and provides snacks/meals for the staff during parent/teacher conferences
* Decide if there will be a December Board meeting (usually only held if immediate business needs to be addressed)

**December**

* Board assists Director and staff, as needed, with Peppermint Parade

**January**

* Board discusses if tuition increases/revisions need to be approved for the next academic year
* Board reviews Parent, Staff, and Board Handbooks, makes any needed changes, and approves handbooks for the next academic year
* Evaluation Committee evaluates the Director and Board (staff feedback collected, if wanted)

**February**

* Budget Committee presents budget for next academic year to board
* Board discusses raises and/or bonuses for staff (as part of budget discussion)
* Decide on March Board meeting date if regularly scheduled meeting falls during Spring Break
* Fundraising Committee begins planning Spring Raffle fundraiser. This may include asking for Board approval for a tuition credit as a raffle item.

**March**

* If able to do so, board approves budget for next academic year
* Evaluation Committee prepares school feedback form to distribute to parents at parent/teacher conferences and compiles results

**April**

* Board approves budget for next academic year, if unable to do so in March
* Board plans and provides snacks/meals for the staff during parent/teacher conferences
* Board assists director and staff, as needed, with Spring Art Show and Spring Program
* Board discusses plans for Teacher Appreciation Week (usually held in early May)

**May**

* Vote held to determine if returning board members will serve a new 1-year term (terms expire May 31 of each year, for all board members)
* Officers (President, Secretary, Treasurer and optional Vice President) for next academic year elected
* New and returning board members individually review the Board Handbook for the next school year and sign document acknowledging receipt.
* Maintenance Committee plans and holds spring clean-up/maintenance day
* Board assists director and staff, as needed, with Bike Day, patio block painting, and flower planting

**Each Month/Ongoing:**

* President, or appointed board member, prepares the "Board Corner" to be included in the monthly Director's Newsletter. Get to director 4-5 days before the first day of the month.
* Treasurer completes monthly duties (see Open School Bylaws for list of tasks).
* Secretary completes monthly duties (see Open School Bylaws for list of tasks).
* Secretary files printed copy of approved meeting minutes in the Board file in the front office.
* President prepares the agenda for the monthly board meeting, including gathering agenda items from the Director, and emails out to board members a week in advance of the meeting. Agenda is also posted in the front office and on the Open School website.
* President asks board members to let the Director know if they will need childcare for the monthly board meeting.
* Secretary emails minutes to the board after the meeting. Hard copies are printed and stored in the front office.
* Appointed board member updates the board website (http://openschoolboard.weebly.com/) with new information, documents, etc.
* President, or appointed board member, updates the board page on the Open School website as needed (posting monthly agenda, updating current board member list, etc.)
* Strategic Planning Committee meets and conducts any work as needed.
* Maintenance Committee chair is informed by the Director or other staff of any maintenance needs and arrangements are made to address the needs.
* Parent/Staff Relationships committee chair is informed by the Director or other staff of any messages that need to be sent.
* Monthly "Coffee With the Board" is held (optional, at discretion of current board).
* Other roles/responsibilities as outlined for the Board are completed.
* Review any new Board applications received.
* Director shares with the Board brief summary of staff evaluations as they are completed.

**BOARD COMMITTEES\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

All committee assignments will be made prior to the start of the school year (ideally at the beginning of the year Board retreat). If any new members join the board in the middle of the school year, they will be assigned to open committees. Board members will volunteer for the committee(s) they wish to serve on. The Director and/or President may ask for volunteers for any committees needing members.

**Strategic Planning Committee**

**Composition:**

The Open School Strategic Planning Committee is composed of: (1) The Open School Director; (2) the President of the Board of Directors; (3) one teacher; (4) and not more than two additional board members, to be selected by The Open School Board of Directors on an annual basis.

**Mission Statement:**

The mission of The Open School Strategic Planning Committee is to

* consider the present circumstances (including curriculum, philosophy, facilities, enrollment, services, etc.) of The Open School and assess whether the school currently is “on target” with its existing goals and policies;
* review and develop long-term goals for the school; and
* create an “action plan” that seeks to reach the school’s long-term goals in a realistic manner by providing concrete directions to staff, board members, and parents.

**Roles and Responsibilities:**

1. Review the “roles and responsibilities” of the Director, the Board of Directors, the Teachers, and the Staff and make changes as necessary;
2. Engage in a process to develop and/or assess short-term and long-term school goals;
3. As needed, actively consult with parents, teachers, staff, and other Board members in considering the development or implementation of short-term and long-term school goals;
4. For any newly created goals, create an action plan that outlines concrete steps for specific individuals/groups to undertake in achieving that goal and create and implement a flexible timetable for reaching said goal.
5. For existing goals that have not yet been achieved, assess the “action plan” a minimum of once per year to consider whether it allows for the school to reach the goal in a realistic and timely manner (and make changes as necessary);
6. Provide a full report to the Board of Directors following Strategic Planning Meetings, including advising the Board of the action plans;
7. Keep an ongoing log of all goals and actions plans.

**Budget Committee**

**Composition:**

The Open School Budget Committee is composed of 1) The Open School Director; 2) The Open School Bookkeeper; 3) the Treasurer of the Board of Directors

**Roles/Responsibilities**

1. Examine previous fiscal budget and make changes in order to determine fiscal budget for the next year for Open School by February of each year.
2. The Treasurer will present the new budget to the Board at the February meeting, to be approved no later than the April meeting.

**Maintenance Committee**

**Composition**

The Open School Maintenance Committee is composed of 1) The Open School Director; 2) Maintenance Chairperson; 3) a minimum of one other Board member; 4) Unlimited parent volunteers.

**Roles**

To create a safe physical environment for the staff and students of the Open School.

**Responsibilities**

1. Make a monthly list of maintenance projects to be completed.
2. Prioritize maintenance projects.
3. As needed, consult with the Open School staff to develop and implement short and long term maintenance goals.
4. Plan school-wide maintenance days as needed.
5. On a monthly basis, the Chairperson will report the progress and projects to the Board Members at the Board Meeting.
6. Maintain open communication with the Director regarding key projects that need attention.
7. Complete projects in a timely manner as communicated with the Director.
8. Actively recruit new members.

**Fundraising Committee**

**Composition**

The Open School Fundraising Committee is composed of 1) The Open School Director; 2) Minimum of 2 Board Members; 3) Unlimited Parent Volunteers.

**Roles/Responsibilities**

1. Consult with the Budget Committee to gather information regarding the monetary amount needed to meet fiscal budget.
2. Plan and implement fundraisers throughout the year, including, but not limited to the traditional fundraisers; Wreath Project, Spring Raffle, Domino’s Pizza Days, McAlister's Fundraising Nights, Box Tops, etc.
3. Provide personnel to complete fundraising projects from start to finish, including committee members and other parent volunteers.
4. Report to the Board members at the Board Meeting on the progress and plan to achieve fundraising.
5. Actively recruit new members for the following year.

**Evaluation Committee**

**Composition**

This committee is composed of the 1) the President of the Board of Directors; 2) a minimum of two, but not more than three, Board members.

**Roles/Responsibilities**

1. Conduct a yearly evaluation of the Director, individual Open School Board members, and the Open School Board as a whole.
2. Compile and share evaluation results with the Director and Board members.
3. Make suggestions for any needed changes based on evaluation results.
4. Facilitate parent and staff feedback processes, as needed.

**Parent/Staff Relations Committee**

**Composition**

This committee is composed of 1) at least one Board member.

**Roles/Responsibilities**

Communicate (in writing or otherwise) with Open School families, staff and Board members on an as-needed basis in order to facilitate school community-building and relationships. (Examples might include welcome notes for families at the beginning of the school year or get-well cards for sick family members.)

**THE OPEN SCHOOL CODE OF ETHICS AND CONFIDENTIALITY POLICY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Code of Ethics and Confidentiality:**

In order to encourage and foster open and candid discussion at its meetings, in the school, and in the course of duties, the Board of Directors of The Open School believes confidentiality regarding certain matters must be maintained. In order to ensure compliance with applicable laws and to protect The Open School, its members, officers, directors, staff, and committee members from potential legal problems regarding conflicts of interest and violation of fiduciary obligations, The Open School hereby endorses and adopts the following statement of policy:

**I. Duty of Loyalty**

Among the fiduciary obligations of an officer, director, staff member, or committee member of a non-profit corporation is a duty of loyalty to the non-profit corporation. This includes supporting, and not opposing directly or indirectly, or taking any other stance against, the policies, resolutions, and positions duly adopted by The Open School. As representatives of The Open School, officers, directors, staff, and committee members are obligated to maintain this duty of loyalty in all manner of activities during their terms of office and/or terms of employment at the school. This duty of loyalty is not intended to, nor should it; discourage debate within Board/Staff or committee meetings. Such debate is encouraged and is part of the individual's responsibility in the deliberation process.

**II. Confidentiality of Board Discussions and Board Documents**

It is the policy of the Board of Directors of The Open School that each Board and Staff Member shall keep confidential any and all information relating to confidential discussions/information at its Board meetings unless compelled by legal process to disclose such information, or as otherwise agreed by the Board. Disclosing certain information concerning the discussion of confidential items during the Board meetings is prohibited. Board and Staff Members acknowledge that any violation of this Policy could case harm to The Open School and frustrate Board deliberations. Therefore, any Board or Staff Member who violates this policy shall be subject to termination of his/her Board/Staff position.

**III. Conflicts of Interest**

Another fiduciary obligation of a non-profit corporation officer, director, staff, and committee member is to avoid “conflicts of interest.” A “conflict of interest” is generally defined as a transaction in which, because the individual is, either directly or indirectly, a party to the transaction or possible beneficiary of the transaction, there is or may be a conflict between the individual’s fiduciary obligations to the non-profit corporation and the individual’s personal or business interests. To avoid potential conflict of interest problems, The Open School implements the following procedures:

1. In any transaction involving The Open School and an Open School officer, director, staff, or committee member, and any corporation, partnership or other entity in which an individual is an officer, director, staff, or committee member has or expects or intends to have a financial or other beneficial interest, such individual, prior to any discussion or decision concerning the transaction, shall fully disclose to The Open School Board or the appropriate committee considering the transaction the material facts of the transaction and the individual’s interest or relationship.
2. Upon such disclosure, the individual shall take no further part in the meeting during which time the proposal is considered and voted upon.
3. After receiving such disclosure, prior to approving the transaction, the Board or Committee must conclude that the transaction is “fair to The Open School” and must approve the transaction *without* the participation or the vote of the interested individual.
4. The interested individual’s presence at the meeting may be counted in determining whether a quorum of the Board or committee is present, but that individual shall not vote on the transaction.

**IV. Fiduciary Obligations as to The Open School Opportunities**

Another fiduciary obligation prohibits an officer or director of a non-profit corporation from seizing a “corporate opportunity” for his or her company’s benefit or his or her personal benefit. This means that such an individual may not take advantage of a business opportunity in which the officer or director knows The Open School has a genuine interest and where such an opportunity would be consistent with The Open School’s purposes, mission and goals as a non-profit corporation. Further, if the officer or director becomes aware of such an opportunity, he or she is obliged to so inform The Open School and allow The Open School to act first.

**V. Participation in Deliberations and Actions**

In any case in which there is a question of loyalty, conflict of interest, or corporate opportunity raised, the officer or director shall not participate in the meeting for the entire time the matter is discussed and voted upon.

**WHISTLEBLOWER POLICY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

If any employee and/or board member reasonably believes that some policy, practice, or activity of The Open School is in violation of law, a written complaint may be filed by that employee and/or board member with the Director and/or The President of the Board of Directors.

It is the intent of The Open School to adhere to all laws and regulations that apply to The Open School, and the underlying purpose of this Policy is to support The Open School’s goal of legal compliance. The support of all employees and Board members is necessary to achieving compliance with various laws and regulations. An employee and/or Board member is protected from retaliation only if the employee/Board member brings the alleged unlawful activity, policy, or practice to the attention of the Director and/or The President of the Board of Directors and provides the Director and/or The President of the Board of Directors with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to employees and/or Board members that comply with this requirement.

The Open School will not retaliate against an employee and/or Board member who, in good faith, has made a protest or raised a complaint against some practice of The Open School, or of another individual or entity with whom The Open School had/has a business relationship, on the basis of a reasonable belief that the practice is in violation of law or a clear mandate of public policy.

The Open School will not retaliate against an employee and/or Board member who discloses or threatens to disclose to a supervisor or a public body any activity, policy, or practice of The Open School that the employee and/or Board member reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate or public policy concerning health, safety, welfare, or protection of the environment.

**VOLUNTEER POLICIES AND AGREEMENT\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

I, the Volunteer, desire to work as a volunteer for Open School and engage in the activities related to being a volunteer for a work project. I hereby freely and voluntarily, without duress, execute this Waiver under the following terms:

**1. Waiver and Release.** I, the Volunteer, release and forever discharge and hold harmless The Open School and its successors and assigns from any and all liability, claims, and demands of whatever kind or nature, either in law or in equity, which arise or may hereafter arise from my volunteer work with The Open School. I understand and acknowledge that this Waiver discharges The Open School from any liability or claim that I, the Volunteer, may have against The Open School with respect to bodily injury, personal injury, illness, death, or property damage that may result from my participation at or for The Open School. I also understand that The Open School does not assume any responsibility for or obligation to provide financial assistance, reimbursement, or other assistance, including but not limited to medical, health, or disability insurance, in the event of injury, illness, death or property damage.

**2. Insurance.** I, the Volunteer, understand that I expressly waive any such claim for compensation, reimbursement, or liability on the part of The Open School beyond what may be offered freely by the representative of The Open School in the event of such injury or medical expense.

**3. Medical Treatment.** I hereby release and forever discharge The Open School from any claim whatsoever which arises or may hereafter arise on account of any first-aid treatment or other medical services rendered in connection with an emergency during my time with The Open School.

**4. Assumption of the Risk.** I understand that my time with The Open School may include activities that may be hazardous to me, including, but not limited to, construction activities, loading and unloading of heavy equipment and materials, and local transportation to and from the work sites. I hereby expressly and specifically assume the risk of injury or harm in these activities and release The Open School from all liability for injury, illness, death, or property damage resulting from the activities of my time with The Open School.

**5.** **Expenses**: I hereby agree any costs and/or expenses, of any nature, incurred while volunteering must be preapproved, in writing, by The Open School Director or The Open School Board President, before I, the Volunteer, or my agents make the purchase. This includes costs and expenses for time, materials, labor, subcontractors, and any work performed for The Open School. I understand that any costs or expenses incurred will be my responsibility unless approved, in writing, by the above named individuals.

**6. Photographic Release.** I grant and convey unto The Open School all right, title, and interest in any and all photographic images and video or audio recordings made by The Open School during my work for The Open School, including, but not limited to, any royalties, proceeds, or other benefits derived from such photographs or recordings.

**7. Other.** I expressly agree that this Waiver is intended to be as broad and inclusive as permitted by the laws of the State of Wyoming in the United States of America, and that this Waiver shall be governed by and interpreted in accordance with the laws of the State of Wyoming. I agree that in the event that any clause or provision of this Waiver shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this Release which shall continue to be enforceable.

**BOARD APPLICATION\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

All applicants for the Board of Directors will be asked to attend the board meeting at which their application is being considered for approval.

Name: E-Mail Address:

Address: Preferred Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Names(s) of Child(ren) in Attendance (if any): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Can you generally attend one monthly evening Board meeting? YES NO

Are you a convicted felon? YES NO

Have you ever been convicted of any crime involving a child under the age of 18 or related to children in any way? YES NO If Yes, please explain:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please describe your reason(s) for applying to serve on the Board: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please describe any affiliation/friendship/relationship with any Staff at The Open School (including Teachers, Aides, Director, etc.): \_\_\_\_\_\_

Any additional information relevant to the Board’s consideration of your Application: \_\_\_\_\_\_

*By signing this form, you are acknowledging that you have received a copy of the Board Handbook and have had a chance to review and ask any questions concerning the roles and responsibilities of a Board member. You are also consenting to a background check to ensure the appropriateness of your appointment to the Board of Directors for The Open School.*

Signature Date

Name (Printed)

*\*If needed, childcare will be provided during Board meetings.*

**ACKNOWLEDGMENT OF RECEIPT AND ACCEPTANCE OF THE OPEN SCHOOL HANDBOOKS AND BYLAWS**

I, (Name of Board Member), acknowledge that I have received the most recent versions of: 1) *The Open School Board Handbook, 2) The Open School Parent Handbook, 3) The Open School Staff Handbook,* and *4) The Open School Bylaws*.

I understand that I am responsible for reading the above listed documents and understanding the policies and procedures contained in them. If I am unclear or uncertain about any policy or procedure, written or unwritten, I am obligated to ask the Director or the President of the Board of Directors for further clarification on the matter.

By signing this form, I agree to abide by the policies and procedures contained in the above listed documents while I am a member of the Board of Directors of The Open School.

Board Member Signature: Date: \_\_\_\_\_\_\_\_

Printed Board Member Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_