**THE OPEN SCHOOL BOARD OF DIRECTORS’ MEETING MINUTES**

**August 11, 2016 at 5:30 PM (Start time 5:31)**

1. Roll Call-Shelly McFate, Tori Kriken, Delilah Pasman, Robin Despain, Kacee Schutterle, Claire Moloney
2. Principles of Operation
	1. Listen to Everyone’s Ideas
	2. Include All Who Attend
	3. Wait to Speak; Don’t Interrupt
	4. Focus on the Topic at Hand
	5. Respect Others
	6. Agree to Disagree/Vote
3. Approval of May 2016 meeting Minutes-Delilah motioned, Robin seconded, passed with an oral vote
4. New Business
	1. Bus Discussion-Shelly has found a 30 passenger 2003 Ford Microbird for $9,900. They are open to a third party inspection and a possible trade in of our van. The van has higher mileage than we were hoping for so Shelly will continue to search. We may possibly be able to take on a small payment due to the Wallis Trust write off (refer to 4k).
	2. Ashley Decker – Submitted a board application for our approval. Kacee motioned to appoint Ashley to the board, Claire seconded the motion, the motion was approved with an oral vote.
	3. NEW TREASURER -We will open the position to new parents at orientation night.
	4. Past Due Accounts-We have a past due account of $2607.00. The parent was contacted and has agreed to pay a good faith payment of $75/month until the balance is zero. The second past due account is at $1442. This parent did not pay her share of her tuition all year and at this point is unwilling to make payments. Shelly will send a letter, if she refuses to pay she will be sent to collections.
	5. Peppermint Parade/Music-The Peppermint Parade will be an all-encompassing program with Christmas as well winter songs.
	6. Healthy snack request by parent-A parent has requested that we require only healthy snacks for our students. The Board agreed that the school should encourage healthy snacks, but if parents do not like the snacks that are provided they are welcome to pack an individual snack or sign up for multiple days.
	7. Maintenance Day – October 1- University students will be available for maintenance day.
	8. Fall Field Trip – September 23-The field trip will be held at the Sigel Ranch.
	9. Fundraising – box tops, McAlister’s- We will no longer be using McAlister’s as a fund raiser due to their new rules. Box Tops will continue.
	10. Birth Certificate requirement – not required by DFS, remove?-We will still require birth certificates for enrollment to ensure that we are providing for the appropriate aged children.
	11. Mortgage – wrote off by Wallis Trust-Our Wallis Trust checks have not been cashed since January 2016, Shelly checked into and found that the Wallis Trust has been written off and we are no longer required to pay. Our books have been refunded for the January through May payments.
	12. Board meeting days/times for fall 2016-Board meetings will be held the third Wednesday of each month at 5:30. The Board Retreat will be held on September 21st at Tori’s house at 5:30.
	13. Other? Orientation will be held on August 23rd and 24th at 6:00, board members are asked to attend at least one.
5. Old Business
	1. ?
6. Director’s Report (Shelly)
* Spent $300 of our $300 allotment at the St. Laurence Preschool sale on new toys/games/educational material for the school.
* The new computer is in and will be set up soon.
* We are full for Fall enrollment with classrooms of 24,25, and 24.
* The kitchen and bathroom have been repainted.
* PreK 1 floor has been waxed.
* All teachers can now go to the Conscious Discipline training due to the grant opening up again.
* We will be hiring an extra after school person so that there will be two on staff.
1. Teacher’s Report
2. Treasurer’s Report
3. Committee Updates (as needed)
	1. Maintenance Committee
	2. Evaluation Committee
	3. Family/Staff Relations Committee –
	4. Fundraising Committee
	5. Strategic Planning
4. Closure/Identify Follow-up Tasks
* Kacee will look into the new outside door for Rhonda’s coat room.
* Shelly will continue the search for the new van.
* Tori and Shelly will welcome Ashley to the board.

***NEXT MEETING: September 21 for the Board Retreat, 5:30***

***(Meeting closed at 6:21)***