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

**January 18, 2017 at 5:30 PM (Start time 5:37)**

1. Roll Call- Robin Despain, Sara Roberts, Delilah Pasman, Lisa Klinker, Shelly McFate, Kacee Schutterle, Ashley Decker, Tara Springsteen, Claire Moloney, Attending: Carrie King,
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 November 2016 meeting minutes-Robin motioned to approve the minutes as written, Sara seconded the motion. The motion was approved with an oral vote.
4. Business (Old & New) – combined with Director’s Report
	1. Selling the bus?-We will keep the bus listed on Craig’s List for sell, but we will house it at the school and use it for overflow situations until sold.
	2. Van update-Snow tires were put on the van to ensure safety, the regular tires will be stored and put back on when the weather changes in the Spring. The oil was changed in the van as well. The approximant total cost for the new tires and oil change was $750.
	3. Alumni speaker schedule-Shelly will coordinate with him to come meet with the board at a separate time from the formal board meeting.
	4. Taxes filed for 2015 (fiscal year ends June 30)
		1. Letter from Jason to review
	5. Website – updated with non-discrimination and school alerts- The 501C3 non-discrimination clause was added to the website. Kacee motioned to change the wording in the Bylaws to reflect the non-discrimination clause as it is written in the Parent Handbook, Lisa seconded the motion. The motion was approved with an oral vote. Shelly will check with the Secretary of State to see if we need to file the bylaws again due to changes.
	6. Donation-Two former students have donated $1000 to the school to be used at our discretion. We will brainstorm uses and try to come up with a plan that both benefits the school and is exciting for these young benefactors.
	7. Thanking Toyota/Wrap status-A design is currently being worked up and should be ready for approval soon.
	8. Tuition Express update-Shelly will be making this available next month. She will send out a notice to all parents explaining the process and fees. There will be a 2% charge added on the next month for credit card payments and a $1 fee for auto draft.
	9. Calendar 2017-18-Our calendar will run parallel to the School District with the following differences: The last day of school will be May 25 and we will reopen for summer school on June 4th. April 3rd will be a whole day off. Shelly will do some research with competitive pricing to see where we rank in town. We will use this information to determine if we need to raise tuition or keep it the same.
	10. Family Nights – March art show, May graduation- The classrooms will be having a Chinese New Year Celebration. The Art Show will be held at the end of March. Graduation will be held in May.
	11. Maintenance Update
		1. Heber-hired a man to replace lights and fix the toilets.
		2. Gate-Kacee has ordered parts and will repair the gate when they come in.
		3. Furnaces-The furnace in Laura’s room was repaired for $100. The furnace in Rhonda’s room needs a new motor. Estimated cost for parts and labor is $400.
5. Teacher’s Report-Carrie’s room has just completed a study of Jan Brett’s works as well as learning about Authors and Illustrators. The will be moving into a Lego unit where they will study patterns and measuring. Laura’s class is working on Space, counting to 100, and name writing. Rhonda’s class is currently studying Dinosaurs and the Chinese New Year. They will make a trio to the Geology Museum soon.
6. Assistant Report-All is good
7. Treasurer’s Report (review budget sheet)Reconciled
8. Committee Updates (as needed) – members verified
	1. Maintenance Committee Heber, Andy
	2. Evaluation Committee Robin, Lisa, Claire
	3. Family/Staff Relations Committee Kacee, Delilah, Tara
		1. Cards? (Nickell, Schumaker)
		2. New Families welcome
	4. Fundraising Committee Delilah, Ashley, Sara, Kacee
	5. **Strategic Planning Review** Lisa, Kacee, Delilah, Claire, Shelly, Carrie
	6. **Idea – Decorating or Event Committee** Possibly: Leann, Katie, Evelyn, and Heather with Sara as the Board Representative.
9. Closure/Identify Follow-up Tasks Kacee will get the parts and repair the gate. Shelly will look into if we need to send the By-laws in again and research competitive pricing. The meeting was adjourned at 7:13.
* ***NEXT MEETING: February 15th***