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

**November 16, 2016 5:30 (Call to order 5:35)**

1. Roll Call- Robin Despain, Delilah Pasman, Lisa Klinker, Shelly McFate. Kacee Schutterle,

Ashley decker, Tara Springsteen, Sara Roberts, Claire Moloney, Andy Ommen; Attending:Robin Cauffman, Amber

1. 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
2. Approval of October 2016 meeting minutes-Sara motioned to approve the October 2016 minutes as written, Delilah seconded the motion. The motion was approved with an oral vote.
3. Business (Old & New) – combined with Director’s Report
   1. Selling the bus-Options include donating, selling to local people who are interested for a minimal amount, storing at Tiger Tree with a for sale sign and posting on Craigslist. Sara motioned to store the bus at Tiger Tree with a for sale sign and post it on craigslist to get the most we can get out of it, Ashley seconded the motion. The motion was approved with an oral vote.
      1. Insurance(liability on bus, full coverage on van $371 more)
   2. Online tuition prices-Shelly considered fees and options through our attendance system, ProCare. ProCare offers: $97.50 startup fee, free card readers, $18.50/month fee, 42cents/transaction account to account, a percentage/transaction of total bill for debit/credit, automatic posts to Procare, cancel at any time with no contract. After discussion Lisa motioned to implement account to account transactions and online credit card payments at this time, Tara seconded the motion. The motion was approved with an oral vote.
   3. License renewal (gate)- The license renewal went well and we passed on all accounts. The suggestion was made to fix the lock on the entrance/exit fence so that the children are unable to operate it on their own.
   4. Wreaths order status-At the time of the meeting sales equaled $9190 with an extra $225 in donations. The profits should be enough to pay what we owe on the remainder of the van.
   5. Alumni speaker (donation?)-There is an alumni family that would like to come talk to the board about good ways to tap into alumni donations and volunteer opportunities. They are also exploring the idea of making a monetary donation to the school.
   6. Peppermint Parade- 12/12-Tara and Ashley will serve at the dessert table. Emma Schutterle will narrate the performance.
   7. Cookie exchange- 12/9 at noon-The board and staff will have a cookie exchange, if you are available to participate please bring four dozen cookies marked for gluten and peanut allergies.
   8. Shelly vacation-Shelly will be on vacation December 14-16, Carrie will be in charge of director duties.
   9. Festival of Trees- December 3rd-The children will be decorating a tree for the festival, the theme of the tree will be “Beary Christmas.” The kids will go to the museum on the second of December.
   10. Thanking Toyota-We will have a sign made for the van with Toyota on it. We will have a picture taken and include it with an article in the paper. We will have a plaque made for Toyota as a gift as well having the kids make cards.
   11. Request for December tuition prorate-A family has requested a prorated price for Decembers tuition. The family will not be attending in December and they would like to not pay for that month. After discussion Robin motioned to deny the request, Ashley seconded the motion. The motion was approved with an oral vote.
   12. Wood gathering committee update-The wood gathering committee was a group that gathered scrap wood from businesses in town to supply a building center that we no longer use as a learning tool. We will remove this committee from the handbook.
4. Teacher’s Report-Ronda reported that the Pre-K 1 class has been busy making turkeys and will be working on dinosaurs soon. The Pre-K 2 class has been experimenting with food and have finished their class book. They will be learning about insects soon. The Preschool class is still working on being at school and cooperating in a learning environment. All classes will attend the Charlie Brown Thanksgiving party on Tuesday the 22nd of November.
5. Assistant Report- all is good.
6. Treasurer’s Report-The current budget was reviewed.
7. Committee Updates (as needed)
   1. Maintenance Committee
   2. Evaluation Committee
   3. Family/Staff Relations Committee
   4. Fundraising Committee
   5. **Strategic Planning Review**
8. Closure/Identify Follow-up Tasks

* An email vote will be made within the next month concerning Staff Bonuses.
* An email discussion will be had concerning Tori’s retirement from the board.
* Ms. Shelly will consider a proper fee for account to account transfer through ProCare to ensure that we will not take a loss due to the service. She will also consider proper fee pricing for online credit card payment.
* Kacee will talk to Seth from Sheets Building and Contracting about possible options to fix the gate latch.

***NEXT MEETING: January 18,2017 at 5:30***