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

**November 14, 2017**

**5:30 p.m.**

1. Roll Call – In attendance: Jessica Liggett, Delilah Pasman, Sara Roberts, Ashley Decker, Lisa Klinker, Tara Springsteen, Brant Schumaker, Bryan Ray, Shelly McFate, and Laura Shuler as teacher rep. Called to order at 5:35 p.m
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. Business (Old & New) – combined with Director’s Report
   1. Wreath Sales – Wreath sales wrap up on Friday, and direct ship will stay open until 12/1.
   2. Community Holiday Event? -Discussion regarding a community event that the families of Open School could participate in. Ideas were discussed such as food drive and bell ringing. Laura mentioned that the students are already going to the Laramie Care Center to sing, and we could coordinate efforts and bring items for the residents of the Care Center. This idea was approved, and the teachers will send out lists of items to collect. We will also postpone the performance until December so we have more time to practice and gather items.
   3. Van Magnets Shelly purchased new magnets for the new van, and 1 magnet that says thanks to Toyota for the black van.
   4. Snow tires Snow tires were purchased for the white van, and Cody Liggett has taken both sets of regular tires for both vans to his warehouse for storage.
   5. Light in Preschool The light in the preschool class above the carpet time area was completely out, so electricians were contacted to replace it. Only one electrician – Fremont – responded, and they were hired to replace the light fixture with a LED fixture at the cost of $175. It was discussed to get bids to replace all the fluorescents with LED’s, and possibly doing a few a month as a way to budget and save costs. Shelly will continue to get bids for updating all the lights as needed.
   6. Refrigerator status The PreK1 refrigerator is running, but not well and it was discussed replacing it during sales. Bryan can use his discounts with Lowes for a better price. Shelly will set up purchase, and work with Bryan on pricing. Brant moved to purchase a new refrigerator for the PreK1 classroom, and Delilah seconded motion. Unanimous approval to purchase a new refrigerator.
   7. Cookie exchange Board/Staff cookie exchange is December 15th, a flyer is on staff bulletin board. Bring 4 dozen cookies, indicate if peanuts are present, and enjoy exchanging cookies!
   8. Festival of Trees – Happy Holidays Laramie – The school will have a tree at the festival and classes are working on decorations. Supporting the Art Museum.
4. Teacher’s Report – Miss Carrie’s class is learning about the food groups and enjoyed a visit to Dominos Pizza to make pizzas. Laura’s class is learning about the body and visited the dentist and hospital. Amber’s class is learning about Thanksgiving.
5. Treasurer’s Report – bank reconciled, no issues
   1. Holiday $ Staff holiday bonuses were discussed (notes in file).
6. Committee Updates
   1. Maintenance Committee – Maintenance day was successful, painting will be done in spring.
   2. Evaluation Committee
   3. Family/Staff Relations Committee – committee purchased flowers and took food to staff/families
   4. Fundraising Committee
   5. Strategic Planning - Brant needs a copy of current strategic plan. Priorities were discussed for future purchases/updates:
      1. Computers – laptops for teachers.
      2. Curriculum – purchasing HWOT curriculum materials
      3. Lights – updating lights as needed in all buildings
      4. Bike Shed – purchasing/building a shed to store bikes/helmets. Cody Liggett is getting a bid.
      5. Furniture – updating tables, chairs in classrooms
      6. Wraps – purchasing BOGO wraps for vans through Toyota

Brant moved to purchase new laptops for teachers at no more than $2000 and Tara seconded. Unanimous vote. Shelly will research and purchase new laptops for teachers.

* 1. Event Committee – Peppermint Parade. Shelly will coordinate with Jessica regarding any needs for program.

1. Closure/Identify Follow-up Tasks – adjourned at 7:15 p.m.

***NEXT MEETING:***

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