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

**October 19, 2016 at 5:30 PM (Start time:5:35)**

1. Roll Call-Shelly McFate, Ashley Decker, Sara Roberts, Tara Springsteen, Robin Despain, Kacee Schutterle, Lisa Klinker, 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 September 2016 meeting minutes-Lisa motioned to approve the September 2016 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. New Board Members – welcome!
	2. Treasurer – Tara-Robin motioned to elect Tara to the position of Treasurer, Lisa seconded the motion. The motion was approved with an oral vote.
	3. Handbooks review- The board reviewed the current Staff, Board of Directors, and Parent handbooks. Shelly proposed several changes to each. Changes to the staff handbook include, but are not limited to cleaning, scheduling, housing, wording and employee duties. Changes to the Board of Director handbook include, but are not limited to classroom ratio, omitting Board of Director self-evaluations as well as the Board of Director website. Changes to the Parent handbook include, but ae not limited to ratio, scheduling, field trips, check in, fundraising, illness, snow days, tuition amounts, van vs bus wording, and required booster/car seat usage. Robin motioned to approve the Staff, Parent and Board of Director handbooks with the discussed changes, Ashley seconded the motion. The motion was passed with an oral vote.
	4. Past Due Accounts update –request for payoff-One past due account has been turned into collections due to refusal to pay. One account is being payed off with a monthly payment of $75/month. One account is being payed off with a monthly payment of $20/month, this accounts balance is currently at $875, a pay off was suggested by a third party for less than the amount owed. The board decided to continue with the current payment schedule as the request did not come from the primary payee.
	5. Maintenance Day – success!-The UW students were very helpful, Shelly wrote them letters of thanks with pizza coupons included. Laura’s back door was scraped and weather proofed, but will need replaced in the near future.
	6. Bus update:
		1. New van-A $1000 deposit was put down on the new van. The van will be picked up and payed for on Saturday (10/22) by Shelly.
		2. Car seats- New, current car seats will need to be purchased for the van. Shelly has spoken with the fire department about the possibility of donated or discounted car seats, however there is a possibility that we will need to purchase new ones at full cost.
		3. Mr. Don-Mr. Don will return to drive for regular weekly scheduled events. With the purchase of the van teachers will now be able to drive for extra field trips, pending insurance approval.
		4. Selling bus-Tiger Tree will store and facilitate the selling of the old bus. The board would like to explore the following options as well: contacting Matt Siegal to see if he is interested in purchasing the bus, looking into the tax write off from donating the bus vs the profit from selling the bus, and the possibility of trying to sell the bus for a limited amount of time and then looking into donating it if not sold.
		5. Insurance-Our insurance cost will increase on the new van, but at the current time we do not know what the actual increase will be.
		6. Permission slip-An announcement of the purchase of the new van will be put in the cubbies with new permission slips. The new permission slips will have wording that reflects the change from a bus to a van and the now required need for boosters/car seats.
		7. Kacee made a motion to write a $50 bonus check to our substitute bus driver in appreciation for his willingness to drive for us over the last month, the motion was seconded by Lisa. The motion was passed by an oral vote.
	7. ABC Mouse-ABC Mouse would like to obtain access to our parent information in order to provide services to Open School families, the board decided against this at this time.
	8. Online Tuition-Shelly has looked into the costs for online tuition pay through pro care. The fees are as follows: $195/one time set up fee, $18.50/monthly fee to maintain the site, 33cent/transaction fee for credit card, and a 36 cent/transaction fee for automatic debit, and an unknown percentage fee off of the top. Shelly will look into it a bit more and we will discuss possible tuition increase to include this as well as other options at a later date.
	9. Teacher package request-One parent has requested that we consider a “teacher packet” that would allow children to be picked up at 3:30 without having to enroll in the all-day package. At this time we will not be adding a specific package for this. We will consider adding a before school package either in the Spring or Fall as there seems to be a greater need for this.
	10. License renewal – Fire Inspection report-Our license renewal will be in December, the inspector from Cheyenne will be working with us on this as our local DFS inspector has her child enrolled at our school. Fire Inspection-The lights near the exit in Laura’s room are out, they will be replaced and we will be up to code.
	11. New District half days for elementary schools-We will not be adding these into our already set schedule.
	12. Wreaths-The wreath order forms will go out on Monday in cubbies, this will be accompanied by a letter that lets parents opt to make a donation to the school rather than participating in fundraisers.
	13. Family Night 10/26 5:30-The teachers and Robin will be manning booths. The event will take place from 5:30-6:30 with a costume parade at 6:15.
5. Treasurer’s Report-postponed until next meeting
6. Committee Updates (as needed)
	1. Maintenance Committee
	2. Evaluation Committee
	3. Family/Staff Relations Committee
	4. Fundraising Committee
	5. **Strategic Planning Review**-Our bus objective has been completed and we are on track with our strategic plan
7. Closure/Identify Follow-up Tasks -Shelly will continue to research on line payment options, she will also pick up the van and work on the purchase of new car seats/boosters.

***NEXT MEETING: November 16, 2016 @ 5:30 PM***

***Meeting came to a close at 7:23***