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

**September 21, 2016 at 5:30 PM**

1. Roll Call- Kacee Schutterle, Tori Kriken, Andy Ommen, Lisa Klinker, Shelly McFate, Delilah Pasman, Ashley Decker
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 August 2016 meeting minutes -Postponed until the next meeting.
4. Business (Old & New) – combined with Director’s Report
   1. New Board Members-There are two board applications: Sara Roberts and Tara Springsteen. After review and discussion of the applications Tori made a motion to approve both for board membership. Lisa seconded the motion. The motion was approved with an oral vote.
   2. Handbooks (review & changes)-Board members are asked to review the handbooks for a discussion at the next meeting.
   3. Treasurer- Shelly will present the position to one of our new board members, if they do not accept one of the current board members will volunteer.
   4. Past Due Accounts- Two of the current past due accounts are taking steps to resolve their bills, the third will be given until next week to come up with a plan and then the collections step will be taken.
   5. Maintenance Day – October 1-University students will be on hand to volunteer. Open School families will be invited to participate. Donuts will be provided.
   6. Mr. Don/Bus update-The search for the bus still continues. We will look at the possibility of one or two passenger vans, this will make it possible for anyone to drive. Mr. Don is still sick, Shelly’s husband will provide a driver with the correct license to drive the bus for the next week. We will continue the search for substitute drivers so we are prepared if this happens again.
   7. Halloween family night – This will be held October 26th at 5:30. Board members and staff will assist with games.
   8. HUB insurance update-This bill increased $73/year.
   9. Peppermint Parade-This will be held December 12th at 6:00 at the Civic Center. Children will be asked to arrive by 5:45.
   10. October board meeting date-Next month’s board meeting will be held on October 19th at 5:30. We will meet at Claire’s house due to parent teacher conferences. Please refer to email for address.
   11. UW Big Event- The students will be helping with maintenance day to fill their requirements.
   12. Enrichment-We will continue to provide educational material in the morning and enrichment in the afternoon.
   13. Other?

* Tuition Waiver- At this time we have one request for a tuition waiver. The student in question only attended the Open School for three days. The mother was in communication with Shelly about the possibility of the child moving to another facility, but was unable to give a definitive answer due to the other facilities change in policy. Tori motioned to approve the waiver on the due to the fact that we have been aware of the possibility since the beginning and the school year has just begun so the slot can be filled with a child currently on the wait list. The motion was seconded by Lisa and passed with an oral vote.
* We received a Board Communication slip. The submitter is not an Open School parent, but would like to be in the future. She is asking for the possibility of direct debit for tuition payments as well as permission to pursue fund raising and grants to build a two-year-old building. Shelly will look into the cost and feasibility of direct debit. Although we would appreciate a new building for our facility adding a two-year-old classroom would force us to change our licensing, which we are unwilling to do at this time.
* We will discontinue the board website and post agendas/minutes on the main Open School website.
* The board will provide food for parent/teacher conferences. Shelly will create a signup sheet.
* Conscious Discipline training went very well. The staff learned a lot about self-regulation and making kids conscious. Print offs and links will be available to parents.

1. Treasurer’s Report
2. Committee Updates (as needed)
   1. Maintenance Committee
   2. Evaluation Committee
   3. Family/Staff Relations Committee
   4. Fundraising Committee
   5. Strategic Planning -Shelly will provide us with the strategic plan so that we can discuss it at each meeting.
3. Closure/Identify Follow-up Tasks -the meeting closed at 7:10

* Follow up tasks:

Ashley will look into used buses from UW.

Andy will speak with Dan Toro about substituting for the bus.

Shelly will look into a passenger van for purchase.

All members are asked to look at Laura’s outside door and come up with a solution for fixing its appearance and prolonging its life.

All members need to review the handbooks.

Board members are asked to help provide food foe parent/teacher confrences.

***NEXT MEETING: October 19th at 5:30 at Claire’s House***