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

**September 12, 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. Called to order at 5:40 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. Welcome to New Board Members
	1. Secretary position – Jessica indicated willingness to serve as Secretary. Ashley made a motion to appoint Jessica as Secretary, Delilah seconded. Unanimous vote to appoint Jessica as Secretary.
	2. Contact list Passed out and reviewed contact information for board/staff.
	3. Notebooks and handbook – passed out board notebooks to new members. Reviewed content briefly. Delilah will get one more book for Jessica, and bring copies of board and parent handbooks to insert into notebooks.
	4. Board protocols -Reviewed Robert’s Rules
4. Business (Old & New) – combined with Director’s Report
	1. Shed -Discussed purchasing a bike shed. Bloedorn may be willing to work with us, but probably not until spring when they have sheds again. Delilah is talking to Bloedorn and Lowe’s to partner on getting a shed. Also, discussion was held regarding a van that Shelly and Delilah found on Auto Trader and were working on getting for the school. We are going to see if there is a way for a wholesale transfer with Toyota of Laramie and Ft Collins Dodge where the van is located. It is a 2012 Ford E350, 67K miles, seats 15. A motion was made by Jessica to try to purchase the van, car seats, and snow tires with a limit of $16,000 total. Seconded by Brant. Unanimous vote to move forward with the van. There was also discussion of the wraps that were presented by Toyota to wrap both vans, as advertising for the school, Toyota and the Richardson family who donated funds. However, we would need to get pricing for the wraps first. Shelly will email the pictures of the wraps to the new members so they can see what they look like and what the costs would be. Discussion of using the Richardson funds sooner than later, and recognizing our donors. A motion was made by Brant to further look at the cost of wraps and recognize Toyota and the Richardson family on the wraps, seconded by Delilah, with a unanimous vote. The shed will be tabled until spring when we can continue to work on partnerships. An idea was presented to have bike helmets for each child that were stored in their cubbies, therefore eliminating the need for helmet storage, and each child could have one properly fit to their heads. This will be pursued in the spring. We will store the bikes for the winter.
	2. Field Trip The fall family field trip is scheduled for September 22nd at the Fort Collins Museum of Discovery.
	3. Conference – Shelly, Amber, Laura, and Carrie will be attending a conference on Handwriting Without Tears in Denver on Friday – September 19th. They will have substitutes in the classroom, and Jessica Hyde will be in charge for the day.
	4. Halloween family night -Discussion was held regarding a family night for Halloween, and the date of 10/30 was decided upon. We will have games, snacks and a costume parade.
	5. Peppermint Parade – 12/12 The Civic Center has been reserved for December 12th for the Peppermint Parade.
5. Teacher’s Report Carrie reported that Amber’s class was settling in, working on friendship, and then the alphabet. Miss Sarah and Miss Jan have been a big help! Laura’s class was learning about apples, patterns, colors, and then will be learning about fall next week. Carrie’s class have been working on letters of the week – apples, bears. They are discussion fictional vs. real. She brought a real bear hide in the class for the kids to see/feel. They are enjoying getting in the routine and learning new songs.
6. Treasurer’s Report – the balance sheet was presented and discussed line by line so new members understood the budget. Questions regarding different line items were answered. Tara will reconcile once Tamie is done with her part of the month.
7. Committee Updates (as needed)
	1. Maintenance Committee
		1. UW Big Event October 21, 9:00 a.m.
		2. Toilet repair – Carrie’s classroom toilet was being repaired by Robert.
		3. Lights - Amber’s room will require new light fixtures soon, they are old and light bulbs are hard to come by now.
	2. Evaluation Committee
	3. Family/Staff Relations Committee
	4. Fundraising Committee
	5. Strategic Planning

Delilah and Sara will work on information regarding committees and new committee chairs/members will be discussed at the next board meeting.

1. Closure/Identify Follow-up Tasks Meeting adjourned at 7:20 pm.

***NEXT MEETING:***

***October 10, 2017, 5:30 p.m.***