

Olympia Community School

Board of Trustees

Minutes

Meeting Type: Regular Board of Trustees Meeting

<i>Meeting Date:</i>	08.19.20
<i>Times:</i>	Scheduled – 6pm <i>Called to Order – 6:03pm Adjourned – 7:47</i>
<i>Location:</i>	Zoom Conference Room
<i>Minutes Prepared By:</i>	Jennifer Ulrich (Secretary)
<i>Quorum Present:</i>	Yes – 6 of 8
<i>Date Minutes Approved:</i>	8.19.20

Attendance:

Board Members	Teachers	Coordinators	Other
Jessica Nau (President) Heather Fitch (Vice President) Ryan Black (Treasurer) Jennifer Ulrich (Secretary) Jason Tucker Emily Wilkinson Kirsten Winter Heather A	Becky Schmid Jeriann Schriner Lauren Booher	Liz Perry (Enrollment Coordinator) Mariah Blakenship (Enrollment Assistant) Lauren Logsdon (Communications & Records Coordinator) Trisha Smith (Staff Coordinator) Jennie Patton (Cleaning Coordinator)	

Agenda Item	Discussion	Next Steps/Action Items/Vote	Resolution # (if applicable)
Location Update	<p>Nature’s Nurture: Ryan and Teacher Lauren had an initial meeting with Landlord to discuss moving forward.</p> <p>Teacher Lauren gave update on city’s list to bring it into code compliance. Mostly little things and things that would be doable.</p> <p>Ryan and Lauren went over the list with the landlord. It was a good first conversation with the landlord. She is going to go back and talk with her contractor to see what some of the items might cost.</p> <p>Wheelchair ramp needs to be done by a licensed contractor but most of the items can be done by volunteers etc. as long as they still meet code.</p>	<p>> Landlord has agreed to get back in contact by the end of this week.</p> <p>> Need to continue to work with her on lease timing, rates etc.</p>	NA

<p>Withdrawal Updates & Budget Review</p>	<p>We have had 4 students officially withdrawal over the last 4 months. We still have a couple families we consider high risk of withdrawing though the deadline to do so without the withdrawal penalty was today.</p> <p>Current class makeup is: Becky’s class is at 11 Jeriann’s class is at 14. Lauren’s class is at 13 We have 38 for total enrollment as of right now.</p> <p>Ryan presented an updated budget with current enrollment data. He also presented a scenario of us moving forward with NN lease. Assuming we don’t lose more than 2 more students we would be able to still move forward with the NN transition.</p> <p>Board discussed Trisha’s staffing proposal which included increase rates and change of roles.</p>	<p>> Liz is working on marketing and trying to fill at least 1 K1/K2 spot filled.</p> <p>> Tabled decision on staffing hourly rates, until we can also look at wholistic budge items with complete withdrawal numbers as well as financial assistance.</p>	<p>NA</p>
<p>Financial Aid Requests</p>	<p>So far we have received two financial aid requests, which includes a member of the Board. That person has recused themselves from any discussion or decision making in regard to financial aid requests. Families had until today to submit the SS paperwork for financial aid.</p> <p>One family that has requested aid already receives a 30% reduction but due to change in circumstances is requesting additional tuition reduction.</p> <p>EC will be reviewing those requests.</p>	<p>> We don’t need them to refile their SS paperwork for the one that has already filled that out for their prior approved reduced tuition.</p> <p>> If SS paperwork doesn’t meet the threshold we would still give the opportunity to provide additional context.</p> <p>> Next steps would be for the EC to review behind the scenes and then propose their recommendations at Sunday’s meeting.</p>	<p>NA</p>
<p>Update on Parent Calls</p>	<p>Parent led Zoom calls for parents by classrooms has been happening. People are mostly just adjusting to this new reality of starting virtual.</p>	<p>> Next newsletter should have some communication on what “Fridays” are,</p>	<p>NA</p>

	<p>K1/K2 class is the hardest since daycares and preschools are in person so enrollment feels that class is just going to be hard to fill.</p> <p>Some parents expressed wanted to make sure we are still fulfilling 180 days of school, meeting PE requirement etc.</p>	<p>how we are fulfilling school days, PE requirement etc.</p> <p>> We can communicate more clearly on what Wed, Fridays “look” like.</p>	
School Calendar	<p>Revisions to School Calendar draft that was circulated:</p> <p>We can double check calendar dates and vote on Sunday. We need to look at how to replace Samhein, Campout etc.</p> <p>But can confirm the start of school date is <u>Sept 9th</u>.</p>		
AP Coordinator	<p>Stefanie Hardy will vacate the position of AP Coordinator at end of August. Jessica Wheeler would like to take on this position and it is recommended by VP Heather Fitch that we vote Jessica Wheeler into this position started in August so she can start training with its associated tuition reduction for the remainder of the year.</p>	<p>Jennifer motions to approve put Jessica Wheeler into the position of AP Coordinator starting in Aug for the remainder of the school year.</p> <p>Seconded: Heather</p> <p>0 Nays 0 Abstentions Motion Passes</p>	
Bank Signers	<p>We added Heather F and Lauren L as bank signers at prior Board meeting. But we would like to also add new AP Coordinator as well as remove signers that should no longer be on the account.</p> <p>Ethan will work to set up all the new signers and remove old signers. Then signers can go in and complete the paperwork individually.</p>	<p>Jennifer motions to add Jessica Wheeler in her position as AP Coordinator as a bank signer.</p> <p>Seconded: Heather F.</p> <p>0 Nays 0 Abstentions Motion Passes</p> <p>Jennifer motions to remove Stefanie Hardy and Melissa Myer as a bank signers since they no longer hold coordinator positions at OCS.</p> <p>Seconded: Heather F.</p> <p>0 Nays 0 Abstentions Motion Passes</p>	
Vote on Debt Forgiveness Due to Bankruptcy	<p>An alumni family with past balance has submitted bankruptcy paperwork.</p> <p>The Board acknowledges receipt of bankruptcy paperwork and will discharge the balance of 3,441.88.</p>		

Fall Activities	<p>We discussed how to recreate some of our traditional fall activities while remote.</p> <p>Consider doing ice cream social over zoom, adding pen pals/buddies, meet families in newsletters etc.</p>	<p>> Remove campout from Google calendar and cancel reservation.</p> <p>> Enrollment and communications will work on going forward with zoom Ice Cream social on Sept 5th.</p>	
Minutes		<p>Jennifer motions to approve 8.12 & 8.19 Minutes Seconded: Heather 0 Nays 0 Abstentions Motion Passes</p>	

Items for next meeting (if applicable):

Area of focus:	Item:	
> <i>Parent mtg sept 2.</i>		
> <i>Populating committees.</i>		