

Olympia Community School

Board of Trustees

Minutes

Meeting Type: Emergency Board of Trustees Meeting

<i>Meeting Date:</i>	07.01.20
<i>Times:</i>	Scheduled – 6pm <i>Called to Order – 6:04pm Adjourned – 7:28pm</i>
<i>Location:</i>	Zoom Conference Room
<i>Minutes Prepared By:</i>	Jennifer Ulrich (Secretary)
<i>Quorum Present:</i>	Yes – 7 of 8
<i>Date Minutes Approved:</i>	7.15.20

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 Schriener Lauren Booher	Liz Perry (Enrollment Coordinator) Mariah Blakenship (Enrollment Assistant) Lauren Logsdon (Communications & Records Coordinator) Trisha Smith (Staff Coordinator) Jennie Patton (Cleaning Coordinator) Stefanie Hardy (AP/Purchasing Coordinator)	

Agenda Item	Discussion	Next Steps/Action Items/Vote	Resolution # (if applicable)
Minutes		Jessica motions to approve 06.17.20 Meeting Minutes Seconded: Heather F. 0 Nays 0 Abstentions Motion Passes	NA
Fire Alarm	RC and St. Johns came back with a proposal to cost share the fire alarm installation, what they proposed is: - We cost-share the fire alarm upgrades @ 50%, so our total would be approximately \$8,500. - We can pay our share over the next 6 months of lease payments, approximately \$1,417 per month. - R.C. will prepare this information in a memo so that everyone has it in writing.	Jessica motions to approve the cost sharing agreement proposed by St. Johns which is ½ of the total cost (which totals 8,309.53 to be paid by OCS) with payments made over the next 6 months. Seconded: Heather F. 0 Nays 0 Abstentions Motion Passes	NA

	<p>- R.C. does not need to do any more bids and will manage the work with Firetek going forward</p> <p>OCS representatives have set-up weekly meetings with RC moving forward so we can continue to talk spatial planning etc. as we finalize our 20/21 School Year Planning.</p>		
<p>Allocating Funds for 20/21 Supplies</p>	<p>As Jennie Patton went over at our last Board meeting and we discussed at our last planning meeting there are some PPE supplies etc. that we might need to acquire sooner rather than later because of lead times needed to procure supplies.</p> <p>Board discussed that setting a provisional budget for supplies (instead of approving each purchase) would be the best way to go. There was also some discussion about what “essential” supplies are at this time.</p> <p>There was discussion about mobile handwashing stations and air purifier systems (which are \$600-\$850 each plus filters).</p> <p>As an employer we are required to supply PPE for our staff. We discussed giving the teacher each PPE purchase budget so they can buy masks that work the best for them.</p> <p>Does 5k make sense for an initial budget so we can get the essential items that need lead time?</p> <p>There was a grandparent in the community that volunteered to purchase one air purifying unit.</p> <p>We still need to have some approval process, so purchases and tracking of items within this budget will be coordinated with the treasurer.</p>	<p>Kristen motions to allocate \$5,000 for Covid preparation expenses within the 20/21 budget so we can get the essential items that need lead time (subject to coordination with the Treasurer).</p> <p>Seconded: Heather F. 0 Nays 0 Abstentions Motion Passes</p> <p>> Jessica will reach back out to the grandparent who offered to purchase the air purifier unit.</p> <p>> Heather F will let the teachers know that they can pick out masks and face shields they want.</p> <p>> Lauren L. volunteered to do additional research on purifiers.</p> <p>> Kirsten is continuing with research on the handwashing stations. Emily W will also take a look at the options since she is helping with the footprint of items in the classrooms.</p>	<p>NA</p>

Budget for Hourly Staff	We discussed if we wanted to set up a small budget to have Willow and/or Maddie participate in our twice a month planning session throughout the summer. The Board feels like it would be valuable to have their input at these meetings.	Jessica motions to ask Maddie and Willow to attend our planning meetings and pay them their regular hourly rate for their participation. Seconded: Kirsten 0 Nays 0 Abstentions Motion Passes	NA
Parent Communication on 20/21 Planning	We have the draft survey and PowerPoint almost ready to go. There was some discussion about also calling people who don't do the survey, to make that personal connection with the parent community.	<ul style="list-style-type: none"> > Lauren L. will put the survey into the survey form and also create a draft newsletter to accompany the PP and the Survey. > Emily, Kirsten, Ryan and Jessica volunteered to reach out by phone to people that don't fill out the survey. > Jennifer will ask Liz about fast tracking the mentor family connections for those new families. 	

Items for next meeting (if applicable):

Area of focus:	Item:	
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