

Olympia Community School

Board of Trustees

Minutes

Meeting Type: Board of Trustees Meeting

Meeting Date:	05.20.20
Times:	Scheduled – 6pm <i>Called to Order – 6:05 Adjourned – 8:00</i>
Location:	Zoom Conference Room
Minutes Prepared By:	Jennifer Ulrich (Secretary)
Quorum Present:	Yes - 7 of 9
Date Minutes Approved:	06.17.20

Attendance:

Board Members	Teachers	Coordinators	Other
Jessica Nau (President) Heather Fitch (Vice President) Ryan Black (Treasurer) Jennifer Ulrich (Secretary) Jason Tucker Lauren Logsdon Emily Wilkinson Kirsten Winter Heather A	Becky Schmid Jeriann Schriener Lauren Booher	Janice Rosen (Enrollment Coordinator) Liz Perry (Enrollment Assistant) Toby Quinn (Volunteer Coordinator) Trisha Smith (Staff Coordinator) Jennie Patton (Cleaning Coordinator)	

Agenda Item	Discussion	Next Steps/Action Items/Vote	Resolution # (if applicable)
Minutes		Jessica motions to approve 041520 Meeting Minutes Seconded: Heather F. 0 Nays 0 Abstentions Motion Passes	NA
Coordinator Roles	Revised position descriptions were submitted. At our last meeting we approved the % of tuition reduction but not the actually final duties/descriptions. Last discussion had the enrollment coordinator and assistant coordinator had 120% total between and positions as 60% & 60%. New contracts drafted as 100% for Enrollment Coordinator and 20% of Assistant Coordinator.	Heather F. motions to change Enrollment Coordinator tuition reduction amount from 60% to 100% for and from 60% to 20% for Assistant Enrollment Coordinator. Seconded: Jessica 2nds 0 Nays 1 Abstentions Motion Passes	NA

	<p>Enrollment – Liz Staff – Trisha Communications – Lauren L. Cleaning – Jennie Purchasing – Stefanie</p> <p>Leave Records Coordinator and Assistant Enrollment open for the moment.</p> <p>Lauren L. is currently on the Board, has not participated in discussions on coordinator percentages and has abstained from voting on anything coordinator related. She would like to resign from Board and take on the Communications Coordinator position. The board feels comfortable granting this exemption.</p>	<p>Heather F. motions to put Liz into Enrollment Coordinator position. Seconded: Jessica 2nds 0 Nays 1 Abstentions Motion Passes</p> <p>Heather F. motions to put Trisha into Staff Coordinator position. Seconded: Jessica 2nds 0 Nays 1 Abstentions Motion Passes</p> <p>Heather F. motions to put Jennie Patton into Cleaning/Facilities Coordinator position. Seconded: Jessica 2nds 0 Nays 1 Abstentions Motion Passes</p> <p>Heather F. motions to put Stefanie into AP/Purchasing Coordinator position. Seconded: Jessica 2nds 0 Nays 1 Abstentions Motion Passes</p> <p>Heather F. motions to grant exemption to 60 requirements for Trustee to become a coordinator per the conflict of interest policy contingency upon Lauren L. resignation from the Board effective 5/21/20. Seconded: Emily 2nds 0 Nays 1 Abstentions Motion Passes</p> <p>Heather F. motions to put Lauren L. into Communications Coordinator position. Seconded: Emily 2nds 0 Nays 1 Abstentions Motion Passes</p> <p>> Heather will reach out to see if people are interested in other positions and we will have a bonus meeting next Wednesday to vote to fill the other positions so they can still start on June 1.</p>	
<p>Enrollment</p>	<p>Discussion on a current registration contract we are still waiting on that is approved for a tuition reduction. Board</p>		<p>NA</p>

	<p>members felt that during these unprecedented times we can be a little more flexible with people deciding what they can financially commit to because of their financial circumstances. And that they would still need to go through our waiver request process (which is just a letter describing why they are requesting a waiver) if they need to withdraw due to unforeseen impacts of Covid-19. But in this specific situation, this family has not submitted a contract but we are still holding spot and tuition reduction since it is for an upper class (which does not currently have a waitlist).</p> <p>Discussion about 2nd grade class composition and waitlist. Enrollment is requesting to admit one additional student into 2nd grade and bring Jeriann's class to a 15. If we don't admit the waitlisted student we might also lose a sibling into the K1 class as well. We also have at least 1 family in the 2nd grade class that is waiting to hear about Lincoln options.</p> <p>Board indicated we needed to wait to have this discussion for when Jeriann is present. We can table this conversation until next week. We would also need to consider what parents have agreed to for class sizes.</p>	<p>> Liz will follow up with parent, they have expressed they will have something in by the end of June.</p>	
Summer Camp	Are we interested in pursuing virtual summercamp?	> Discussion tabled.	NA

Items for next meeting (if applicable):

Area of focus:	Item:	