

Olympia Community School

Board of Trustees

Minutes

Meeting Type: Board of Trustees Meeting

Meeting Date:	04.15.20
Times:	Scheduled – 6pm <i>Called to Order – 6:02PM Adjourned – 8:00PM</i>
Location:	Zoom Conference Room
Minutes Prepared By:	Jennifer Ulrich (Secretary)
Quorum Present:	Yes – 8 of 9
Date Minutes Approved:	5.20.20

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 Schriner Lauren Booher	Janice Rosen (Enrollment Coordinator) Liz Perry (Enrollment Assistant) Toby Quinn (Volunteer Coordinator) Trisha Smith (Staff Coordinator) Jennie Patton (Cleaning Coordinator)	Isobel Sturges Maddie Willow Sage

Agenda Item	Discussion	Next Steps/Action Items/Vote	Resolution # (if applicable)
Minutes		Jessica motions to approve 03.13.20 & 3.18.20 Meeting Minutes Seconded: Kirsten 0 Nays 0 Abstentions Motion Passes	NA
Coordinator Roles and Percentages	Heather went over the draft/suggested Coordinator positions. This new structure breaks up the old School Coordinator. Board reviewed current and new percentages. Board discussed pros and cons of new coordinator roles. Proposed Coordinator Roles:	> Heather will communicate with people who have already submitted letters of interest in the positions and see what positions we would still have open after that and open those up to the community.	NA

	<p>2 Enrollment/Marketing & Fundraising at 60% = 120% Staff = 100% Community Engagement = 50% Cleaning & Facilities Coordinator = 50% Records = 25% "Purchasing/AP"(want new name) =15%</p> <p>There was discussion about how we wanted to have more options for people to apply for and that we needed to break up the School Coordinator position which has continued to not function.</p> <p>Board discussed that we would allow people to take on multiple roles if it is a good fit and if we don't have enough people interested in the positions.</p>	<p>Jessica motions to approve new Coordinator Roles & Percentages (Coordinator descriptions to be solidified) Seconded: Kirsten 0 Nays 1 Abstentions Motion Passes</p>	
<p>Hourly Staff & Payroll Protection Program</p>	<p>Discussion centered around what the best route is to go with the hourly staff.</p> <p>Ryan applied for the Payroll protection program through Heritage bank and we have already been approved for the funds.</p> <p>Discussion of putting together oversight committee of the Payroll Protection Program loan program.</p>	<p>Kirsten motions to accept the payroll protection program funds that we have been awarded. Seconded: Emily 0 Nays 0 Abstentions Motion Passes</p> <p>Kirsten motions to continue full staffing as normal, contingent on receiving the Payroll Protection Program loan funds.</p> <p>Seconded: Emily 0 Nays 0 Abstentions Motion Passes</p> <p>> Ryan will help assemble the PPP Oversight committee.</p>	<p>NA</p>
<p>Location/Facility Update</p>	<p>Heather A reached to Fire Marshall again to discuss the fire alarm and exemption but hasn't heard back yet.</p> <p>It is still unclear if we have to have it installed prior to the start of the school year or just have a plan for installation of the system.</p> <p>Heather also provided update on Port discussion. He has sent two options, the building identified and another piece of property that could be developed.</p>	<p>> Heather will reach out to RC to see if we can take over the bid process for the fire alarm.</p>	<p>NA</p>

	Building option has no green space which makes that a hard sell.		
Annual Planning Session	<p>Wanted to check-in on how we wanted to move forward with our annual update of the strategic/operations plan.</p> <p>It was discussed that we will actually have a lot of planning to do to help shape what the 20/21 school year looks like.</p>	> Start having a series of planning meeting starting in June.	

Items for next meeting (if applicable):

Area of focus:	Item:	
Discuss how to do enrollment/open houses etc. to prep for next year.	> Have this at the next Wednesday board call.	