

Olympia Community School

Board of Trustees

Minutes

Meeting Type: Board of Trustees Meeting

Meeting Date:	06.17.20
Times:	Scheduled – 6pm <i>Called to Order – 6:03 Adjourned – 7:31</i>
Location:	Zoom Conference Room
Minutes Prepared By:	Jennifer Ulrich (Secretary)
Quorum Present:	Yes – 6 of 8
Date Minutes Approved:	07.01.20

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		Jennifer motions to approve 05.20.20 & 06.03.20 Meeting Minutes Seconded: Jessica 0 Nays 0 Abstentions Motion Passes	NA
Enrollment Update	<p>We have had two families withdrawal and some movement around in the class composition. It leaves one open spot in K1 or K2 spots and enrollment is working on filling that spot from the waitlist.</p> <p>Liz asked what the board feeling was on starting to do individual tours, as it was expressed as long as social distancing rules and masks were worn that it would be ok to proceed with these.</p>		NA

<p>Budget Update</p>	<p>Ryan went over the 20/21 budget and impacts of losing potential families and looking at reduced kids club income.</p> <p>Discussion centered around looking at operation costs, tuition rates (in terms of perhaps offering more needs-based scholarships if people have unexpected hardships), etc. We have some overfund balance but it is not large so we need to make sure to monitor everything closely.</p> <p>Kids Club is one thing that will be a real struggle in the current space but it is also something that some parents are really going to need. We will discuss this more in depth at our planning meetings.</p> <p>We can lose about 7 students before our financial position would be potentially untenable.</p>	<p>> Ryan will model options for Board to review.</p>	<p>NA</p>
<p>Title IX Coordinator</p>	<p>There is a requirement to have this because we receive federal funds. We need to designate a person who is the contact for discrimination and have that contact info distributed to staff.</p> <p>We could use our support staff work on updating handbooks etc.</p>	<p>> We will add Title IX as the Presidents responsibility. We will add this to the position description.</p>	<p>NA</p>
<p>Parent Communication on 20/21 Planning</p>	<p>We discussed the draft we have been circulating on our communication back out to the parent community on our 20/21 planning.</p> <p>Lauren is working on the newsletter and Jennifer has been working on the website.</p>	<p>> Lauren L will get word doc with final text to Jennifer on Saturday so she can get up on website.</p> <p>> Newsletter will go out on Sunday that will also link back to new website.</p>	
<p>Fire Alarm Update</p>	<p>Heather is setting up a meeting with the church on the fire alarm system and it would be a good time to discuss other items (filters, cleaning, our 20/21 planning options).</p>		

Hourly Staff Update	<p>Ryan reported that hourly staff will be around until next week. Izzy has been attending the WFIS calls and taking notes.</p> <p>We discussed the PPP and the extension that was granted. PPP can be extended until 10/13/20.</p>	<p>> Touch bases with Trisha on this issue.</p> <p>> Ryan is going to look at the PPP extension and what is the best way to structure this for Willow and Maddie.</p>	
Cloud Document Storage	<p>Emily has taken on researching document sharing and storage.</p>		
Cleaning Coordinator Update	<p>Jennie gave update on lists of supplies we will need to secure sooner rather than later. She gave summary of additional cleaning considerations for our 20/21 planning.</p>		

Items for next meeting (if applicable):

Area of focus:	Item:	
<p>> Keep on our radar touching bases with Lincoln on use of playground.</p>		
<p>> Reminder we are not doing every Wednesday anymore. Just our every other Sunday planning meetings.</p>		