

Olympia Community School

Board of Trustees

Minutes

Meeting Type: Regular Board of Trustees Meeting

Meeting Date:	02.26.20
Times:	Scheduled - 6:00pm <i>Called to Order – 6:05pm Adjourned - 8:01pm</i>
Location:	Olympia Community School
Minutes Prepared By:	Jennifer Ulrich (Secretary)
Quorum Present:	Yes – 7 of 9
Date Minutes Approved:	03.18.20

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 (<i>left at 7:20pm</i>) Kirsten Winter Heather A	Becky Schmid Jerriann Schriener Lauren Booher	Janice Rosen (Enrollment Coordinator) Liz Perry (Enrollment Assistant) Toby Quinn (Volunteer Coordinator) Trisha Smith (Staff Coordinator) (joined via conference line) Jennie Patton (Cleaning Coordinator)	

Agenda Item	Discussion	Next Steps/Action Items/Vote	Resolution # (if applicable)
Meeting Minutes	Minutes from 1.15.20 Board meeting were reviewed.	Jessica motioned to approve minutes. Seconded: Jason 0 Nays 0 Abstentions Motion Passes	NA
Facilities, Safety & Infrastructure Discussion	Board lead on this committee is working on the committee taking on more of the gaps we have in this area and wants to work more closely with the teachers/staff to understand the strengths and weaknesses in this area of focus. There was a discussion regarding using tech to better monitor students, especially in kids club. Brightwheel is one option the committee would like to investigate more. The board and teachers were supportive of learning more.	> Get quote for Brightwheel to see if this is feasible option. > Give community general update on OCS Parent Meeting that we would follow OSD protocol and that handwashing and keeping kids home when sick are still the best preventive measures for this issue as well as flu etc.	NA

	<p>There was discussion about Corvid-19 and what OCS response would be in the event of a local outbreak. Options such as using Zoom for virtual school etc. were discussed.</p> <p>The committee is also working on how to best get other providers (such as enrichment etc.) information on protocols such as food allergies etc.</p> <p>There was discussion about kids club providers and all providers having keys to building, Trisha created a new checklist for kids club providers to help with this, requested extra keys from RC and when the new door locks are installed and key fobs issued then this will all become easier.</p>	<p>> Secretary will add above item to Parent Meeting Agenda.</p> <p>> Emily volunteered to facilitate March Parent Meeting.</p> <p>> Jennifer will circulate sign-up sheet to board members for Parent mtg facilitation for the remainder of the year.</p> <p>> Having Informational Binders in clear areas of the school was discussed, could have info for different types of emergency situations as well as specific allergy issues. This would be helpful for staff, volunteers etc.</p> <p>> Jason will provide a copy from his work as an example to Emily.</p>	
Exemption Request	<p>This request came in from a military family that at this time does not know if they will have to relocate before the start of the 20/21 school year and wanted exemption from withdrawal penalty.</p>	<p>> No action needed as it is required by law to allow military families out of contract such as these in the case of them having to relocate. Regardless of the law, the intent of the OCS policy is not for these types of situations but more of a deterrent for people holding spots for other reasons.</p>	NA
Enrollment & Coordinator Discussion	<p>This discussion centered around next year's coordinators in the event the enrollment assistant has to relocate.</p> <p>The other variable is current proposal from Enrollment Coordinator to continue working in order to keep reduced tuition/payment plan.</p> <p>The issue is mainly a timing and training issue, the best time to train people in enrollment roles is Jan-March.</p> <p>We are currently experiencing a waitlist in both K1/K2 & ½ grade classrooms. This is a larger discussion about enrollment criteria, culture fit, family participation in community etc. that the Board needs to discuss once final numbers come in March.</p>	<p>> Announcement will be made at Parent Meeting that people who would be interested in a coordinator role, such as Enrollment Assistant, should get their letters in asap. The announcement should include the disclaimer that we are still tweaking the roles and are waiting some information from existing coordinators.</p> <p>> Continue Enrollment criteria and waitlist at next Board meeting.</p>	NA

<p>Summer camp Discussion</p>	<p>Board still needs to consider summer camp proposal and what those coordinators receive in compensation.</p>	<p>> Move the summer camp coordinator reduction discussion into the larger conversation that encompasses all the coordinator shuffling/refining.</p>	<p>NA</p>
<p>Budget Request – Kids Club Dedicated Cell Phone</p>	<p>Kids Club needs a consistent contact number for parents to be able to reach the correct provider that is staffed on any particular day. Different options were discussed but Board came back to the original proposal of acquiring a month by month plan and soliciting a cell phone donation from the community.</p> <p>There would need to be procedures created in regard to checking the phone in and out, response times made clear to community etc. Lunch/playground monitors would also be able to utilize the phone as necessary.</p>	<p>Kirsten motioned to approve request to get a plan that costs \$20/month out of Kids Club budget with a phone donated from the community. Seconded: Jason 0 Nays 0 Abstentions Motion Passes</p>	<p>NA</p>
<p>Leave Requests</p>	<p>Chase: 3/23-3/27 Trisha recommends approval upon acquiring shift coverage (current choice to cover shift is on vacation and Trisha can confirm with her upon her return but does not foresee any issues.)</p>	<p>Jason motioned to approve Chase leave request of 3/23-3/27/20 as long as Trisha can secure adequate coverage for his shifts. Seconded: Jessica 0 Nays 0 Abstentions Motion Passes</p>	<p>NA</p>
<p>Operations & Staffing</p>	<p>Trisha asked for clarification if she was the lead on updating the FMLA policies.</p> <p>We need a regular volunteer for being a lunch monitor.</p>	<p>> Board confirmed Trisha as lead on FLMA updating. She will create draft and then run it through the Operations Committee before bringing it back to the board.</p> <p>> Secretary add call for regular lunch monitor to Parent meeting agenda.</p>	<p>NA</p>
<p>Budget Request – Staff Training</p>	<p>Trisha presented request based on written proposal for \$400 staff training and development. Training would be for 8-11 staff and would be put on by Family Vitality. OCS Staff (lunch monitors, teacher assistants, kids club, enrichment providers) often come to OCS with a big heart, a love of kids, and not very much professional training in regard to child development, communication techniques, etc.</p> <p>We have received parent feedback via a C.R.C. process that more training is needed for staff. The Ops/Staffing</p>	<p>Jason motioned to budget request of \$400 to provide staff training. Seconded: Jessica 0 Nays 0 Abstentions Motion Passes</p>	<p>NA</p>

	committee has also identified this as an operational need. It was also identified as a need within the current OCS strategic plan.		
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Items for next meeting (if applicable):

Area of focus:	Item:	
Left from 01.15.20 Meeting	> Discuss feedback from the CE committee on their beta test of Safeguarding Gods Children training.	
Coordinators Roles & 20/21 Coordinator Planning		
Enrollment	> Need to discuss 20/21 enrollment numbers and solutions.	