

Olympia Community School

Board of Trustees

Minutes

Meeting Type: Emergency Board of Trustees Meeting

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| <i>Meeting Date:</i> | 08.09.20 |
| <i>Times:</i> | Scheduled – 9am <i>Called to Order – 9:06am Adjourned – 11:02</i> |
| <i>Location:</i> | Zoom Conference Room |
| <i>Minutes Prepared By:</i> | Jennifer Ulrich (Secretary) |
| <i>Quorum Present:</i> | Yes – 6 of 8 |
| <i>Date Minutes Approved:</i> | 8.12.20 |

Attendance:

| <i>Board Members</i> | <i>Teachers</i> | <i>Coordinators</i> | <i>Other</i> |
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| Jessica Nau (President) Heather Fitch (Vice President) Ryan Black (Treasurer) Jennifer Ulrich (Secretary) Jason Tucker Emily Wilkinson Kirsten Winter Heather A | Becky Schmid Jeriann Schriner Lauren Booher | Liz Perry (Enrollment Coordinator) Mariah Blakenship (Enrollment Assistant) Lauren Logsdon (Communications & Records Coordinator) Trisha Smith (Staff Coordinator) Jennie Patton (Cleaning Coordinator) | |

| <i>Agenda Item</i> | <i>Discussion</i> | <i>Next Steps/Action Items/Vote</i> | <i>Resolution # (if applicable)</i> |
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| Bank Account Check Signers | We need additional bank signers. | <p>Jennifer motions for Heather Fitch to be added to bank account as a signer. Seconded: Ryan 0 Nays 1 Abstentions Motion Passes</p> <p>Jennifer motions for Lauren L as Record Coordinator to be added to bank account as a signer. Seconded: Heather F. 0 Nays 0 Abstentions Motion Passes</p> | NA |

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| <p>Location Update</p> | <p><u>Natures Nurture:</u> Teacher Lauren connected with the new community planner assigned to our case, investigating the viability of the Boulevard location. Our meeting was helpful but still didn't yield a specific answer.</p> <p>She agrees with the other planners we consulted -- that this is a very similar use and would likely require an <i>amendment</i> to the underlying Conditional Use Permit already in place, rather than applying for a new CUP. This is good news for us, because the amendment is a simpler administrative process, and is exempt from the more onerous SEPA Environmental Review process.</p> <p>She needs to do more research on one specific aspect of the municipal code as it relates to transportation. The current underlying CUP states that permitting a childcare center in this location would come with a Transportation Fee of \$22,000 (LOL). This was never paid -- we think it is because the previous occupants stated that their program would bus students in, rather than families dropping off. This has not been the case for many years, though. So this is what Lydia wants to review. We also know that NNF asks parents in their enrollment contract to drop off using the neighborhood entrance off 18th, and to avoid driving the long way in through the neighborhood on Karen Frazier. Again, this may be part of how they avoided paying the transportation fee. Can we simply do the same? This is what she needs to review.</p> <p>A few thoughts:</p> | <ul style="list-style-type: none"> > Landlord would like to know our intent by the middle of August. > Working with the city is slow but Teacher Lauren is pushing them as fast as she can. > Waiting for an answer from the City (supervisor will be back on Monday) on the transportation fee. > Talk next Thur or Friday after we here from the city on the fee. | <p>NA</p> |
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| | <p>- We have less families, especially siblings. Can we stagger start times to reduce traffic?</p> <p>- Does NNFS still have their two vans. Can we say our plan is to bus...after COVID-19, which prohibits bussing.</p> <p>- Heather A will check with the nearby church as an option.</p> | | |
| <p>Parent Meeting Debrief & 2 Week Withdrawal Period</p> | <p>We need to decide on withdrawal period hard date. Jessica announced it as 2 weeks from the parent meeting which would be Aug 19th.</p> <p>What other information or questions from the meeting do we need to address from the parent meeting?</p> <p>Some families felt there were certain key decisions that needed to understand before they could make their decisions.</p> <p>Tuition, enrichment and volunteer hours seemed to be some key things people wanted answers on.</p> <p>We could offer Spanish multiply times a week which we think would appeal to parents.</p> <p><u>Enrichment</u> – yes we are doing enrichment offered by Willow and Maddie.</p> <p><u>Supply fee</u> – we are still supplying supplies. They are still getting yearbooks, tshirt etc etc. If this is hardship get in touch with the board. “Learning Kits” and when we go back in person we will need even more individual supplies.</p> <p><u>Volunteer Hours</u> – we are still going to require them, but no penalty. We still have lots of things that parents can do behind the scenes. Committees will still be doing work remotely. But if it is a hardship please let us know.</p> | <p>Jennifer motions for August 19th to be deadline for families to withdrawal without penalty.</p> <p>Seconded: Ryan 0 Nays 0 Abstentions Motion Passes</p> <p>> Send an email about the situation, here is the date, here is the process, here is some answers to Q&A, financial aid blurb.</p> <p>> Over next week people contact families, ask questions and get to answers. If we don’t hear from you we assume it is a yes.</p> | <p>NA</p> |

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| | <p><u>Tuition Reduction</u> – remains the same. Ryan will provide some messaging around this.</p> <p><u>“Trial Period” for remote learning</u> - No we do not feel we can offer a trial period but if it is hardship you can contact the board and we will consider on a case by case basis. We need to be able to have financial stability and offering an across the board trial period would impact our ability to make sound financial decisions.</p> <p><u>Micro-pods</u> – OCS will not be facilitating this at this time but parents are welcome to coordinate amongst themselves.</p> | | |
| <p>Existing Family retention, Enrollment, communication etc.</p> | <p>How do we remain competitive when other private schools are moving forward with in-person. Does this play into tuition reduction in order to retain families.</p> <p>Should we be putting aside a small pool of money for offering additional tuition reduction? We will circle back to this conversation once we talk through other budget items. Board discussed how to evaluate financial aid requests.</p> <p>We discussed how to create the “OCS community” remotely especially for new families.</p> <ul style="list-style-type: none"> • Can we create parent support by “families” in classroom. • Is there a tech solution? • There are different needs for each classroom. • We will start the conversations by email thread by now and can move to other tech later. | <p>> Ryan is going to start the thread for Becky & Lauren’s class.</p> <p>> Liz will start thread for Jeriann’s (maybe recruit another).</p> <p>> It was decided we should still require financial aid paperwork just like we do for generally reduced tuition requests. We will ask that parents all fill that paperwork out before August 19th.</p> | <p>NA</p> |
| <p>Employee Rates, Retention & Roles</p> | <p>Board discussed wages and hours for our key support staff.</p> <p>We are changing their roles quite a bit and there will be some impact on their hours as well.</p> | <p>> We need to wait until after our Aug 19th deadline in order to have a better understanding of our real budget.</p> <p>> if you need additional financial aid apply by the 19th. We don’t know for sure how many scholarships we can</p> | |

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| | <p>We need to retain the support staff we have as we know their capabilities in remote learning etc.</p> <p>The staff coordinator has submitted a proposal.</p> | <p>offer again until after we get a better handle on our enrollment numbers.</p> <p>> Phone calls will continue as assigned before.</p> | |
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Items for next meeting (if applicable):

| <i>Area of focus:</i> | Item: | |
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