

Ruth Washburn Cooperative Nursery School Board of Governors
March Meeting

Meeting Minutes: Thursday, March 19th, 2015 6:00 PM

Board Members:

Present: Alison Christofferson, Kara Hamby, Trudi Jackson, Anna Sass, Jamie Montoya-DeSmidt, Mallory Sharp, Aubrey Fennewald

Absent: Sarah Chase, Deb Walker, Kent Freudenberg, Dave McAdams

Quorum Present? Yes

Ex Officio:

Jen Filonowich, Director

Sukie Jackson, Teacher

Dave Brummels, RW Parent

Proceedings:

- Meeting called to order at 6:16 P.M. by President, Alison Christofferson
- NOTE: February meeting was cancelled due to weather. Director's Report for January attached.
- MOTION by Jamie to approve January meeting minutes. Kara seconds. Motion passes unanimously.

Finance Report, Alison Christofferson

- Finance committee met 3/12; no major concerns.
- Committee wishes to redefine expectations with Adrienne (accountant). Will update her new contract letter with new terms and expectations defined. Dave will discuss this with Adrienne and also wants to make sure he understands the accrual accounting system.
- Reviewed the Investment Policy
- Raffle account was zeroed. Will close that account because it's attached to a state gaming license. Also closed the two CDs and rolled the money into the operating account. We now have four accounts:
 - Operating account
 - Property improvement
 - Program improvement
 - Charles Schwab
 - Dave also wishes to create another account called the operating reserve as an emergency account that would hold two month's worth of expenses.
- Some concerns to address with the board/treasurer:
 - Bank fees \$3600/year. Considering changing banks.
 - Budget concerns or changes should be taken to Dave prior to the next meeting.
- Still waiting to hear on property tax exemption.

Committee and Liaison Reports

- **Fund Development** – Alison: nothing new to report, except that the auction was a success!
- **Grants Liaison** –Jen:

- Aubrey and Jen met 3/18. Discussed the idea that grants shouldn't be housed at the board level. Fund Development Liaison should house grants, legacy event, etc.
- Grant committee expressed to Kara that they feel it's too much work for co-op members. Board discussed the possibility of eliminating the grants committee until we have a clearer picture of specific priorities.
- Jen will have conversations with people to determine what skill sets we will have next year and take responsibility for this committee.
- Aubrey is going to write a report on what committee should look like next year.
- Working on an application to the Edmonson fund for Professional Development fund.
- **FBA – Anna:**
 - Success in spite of the snow! Antlers venue and online auction both worked out well. Sustainable model for moving forward.
- **Cooperative Liaison –** Morale is really good at the school right now. FBA felt like a party. Teacher appreciation week was wonderful.
- **Maintenance Liaison –** Maintenance Day 4/11-12. Building is going to be professionally inspected this week or following spring break. Inspector is doing the work pro bono. Jamie presented Maintenance Priority Recommendations document and rough draft of the Procurement Policy.

Director's Report presented by Jen Filonowich

Director's Report

Committee updates

- Maintenance:
 - Maintenance Days April 11 & 12.
 - Play Structure : RTA Architects put designs together. Teachers discussed at last staff meeting. Brian Calhoun and Kimber Janney are going to lead the project. This will not happen in time for the maintenance day; will likely be a kit that is built off-site and assembled at the school during a fall maintenance day.
- Library database project ongoing. Will need a dedicated computer for the new system.
- Education Committee: Month of Young Child in April. Lots of activities planned.
- Marketing:
 - April Playdate on the 25th from 9-11.
 - Alison facilitated a brainstorming/visioning meeting for marketing and ways to increase word of mouth.
- Fundraising:
 - ARC buck a bag ongoing – have exceeded \$200 goal.
 - Painting with a Twist: Early May. 50% kickback to RW.
- Events:
 - Third Grade Reunion-HUGE. We had 26 families attend (12 last year).
 - FBA Updates- see results
- Projects:
 - 2 Eagle Scout projects: cold boxes for each classroom.
 - Extending fence in the garden to keep deer out.

Next Year

- Staffing updates: Chris Rosas will be explorers supervisor next year (one supervisor vs. two). There will be some movement among the classes due to one teacher not returning next year.
- Jen presented the 2015-16 Calendar for board review. Will vote at the next meeting.

Program

Enrollment

- Current- 97. 9 students utilizing Explorers only.
- We have 82 signed up for next year/ last year at this time we had 72. We are 2 weeks behind where we were because of FBA, so our numbers are fabulous.
- Considering scheduling 2 classes 15 minutes later. Jen would like the board to be involved in the decision. Will add to parent survey.

Wee Explorers:

- Continues to be well attended and successful. Mary Jean is truly wonderful in this role. Board discussed expanding it to a 7 week session.
- Jen proposed adding waitlist points for families utilizing Wee Explorers. MOTION by Anna to award 5 waitlist points for families utilizing Wee Explorers. Seconded by Jamie. Motion passes unanimously.

Summer Programs:

- Mary Jean is running the program again with 4 sessions. Sukie is running an offsite session.

Continuing Business

- Investment Policy Statement: Anna presented the most recent version. MOTION by Aubrey to approve the RWCNS Investment Policy Statement with the addition of Amendment 4 to Section III and one sentence addition in #3, section III. Seconded by Trudi.
- Compensation for 2015-16: Recommendation to increase base pay from \$12.00 per hour to \$12.80 per hour. This would result in a \$6,000 annual increase in payroll expenses, which could be captured by the savings through the property tax exemption, or by adding one student to each classroom. Compensation Study Group research presented. Ratios well exceed NAEYC guidelines, and teachers surveyed were all in favor of adding a student in exchange for increased pay. MOTION by Anna to approve the recommended pay scale where the minimum teacher payment is 12.80 per hour. Kara seconded. Motion passes unanimously.
- Board Recruitment 2015-16: 4 vacancies; 2 cooperative and 2 at-large. Election will be in April. Applications will close the first week of April; reminder will be posted in newsletter and via email.
- All School Survey: Alison will distribute to the Board for review prior to surveying parents the second week of April.

New Business

- Jamie presented a draft of the Procurement Policy. The Board will take time for further review and discussion and revisit at the next meeting.

Meeting adjourned at 9:11 p.m.