

Ruth Washburn Cooperative Nursery School Board of Governors
June Meeting

Meeting Minutes: Thursday, June 18, 2015 7:00 PM

Mission Statement--Ruth Washburn Cooperative Nursery School (RWCNS) is a nonprofit preschool dedicated to educating and nurturing children in an enriching play-based environment and engaging families in a supportive community.

Board Members:

Present: Alison Christofferson, Kara Hamby, Trudi Jackson, Jamie Montoya-Desmidt, Aubrey Fennewald, Sarah Chase, Deb Walker, Dave McAdams, Mallory Sharp, Kent Freudenberg

Absent: Anna Sass

Quorum Present? Yes

Ex Officio:

Jen Filonowich, Director

Cate Boddington, newly elected Board member

Dave Brummels, newly elected Board member

Emily Evans, newly elected Board member

Proceedings:

- Meeting called to order at 7:16 PM by president, Alison Christofferson
- MOTION by Kent to approve May meeting minutes. Jamie seconds. Motion passes unanimously.

FINANCE REPORT, Dave McAdams

- Enrollment looking good at 96.
- Operating Reserve account has been opened. Will be reflected on future financial dashboards.
- Purchased safe for secure storage of sensitive documents.
- Committee is considering filing an insurance claim from hail damage but will depend on out of pocket costs.
- Director and Employee liability insurance is due for renewal. Dave will shop around.
- Plans have been submitted to Regional Building for replacement of electrical panel.
- Adrienne's bookkeeping contract has expired and will be renegotiated/renewed.
- Finance committee is addressing hardship and scholarship funds.
- Bank signers will need to be updated with new officer signatures.
- Dave is seeking someone to shadow him to take over the Treasurer role after his term is complete.
- 2015-16 BUDGET:
Jen presented the budget to the board after making minor revisions to the document reviewed at last month's meeting. Changes include:

- Adding 10% to scholarship and hardship funds
- Adjusting tuition income to a more realistic number (102 vs 105)
- Adding funds for putting assistants on the pay scale step increase system
- Adding payroll expenses for morning explorers staff
- MOTION by Kent to approve preliminary 2015-16 budget. Deb seconds. Motion passes unanimously.

COMMITTEE AND LIAISON REPORTS

- **Fund Development:** Alison. Not much to report except that grocery card performance isn't what it has been in recent years. Likely due to people shopping in other places like Whole Foods and Costco.
- **Grants:** Aubrey is putting together a document to be shared with Jen and the board that outlines the activity that the committee has completed in recent years.
- **Cooperative Liaison:** Kara. Nothing to report.
- **Maintenance:** Jamie will meet with inspector in July to follow up on inspection report to ensure complete understanding of the report. Jamie presented bids for repairing the parking lot. MOTION by Deb to approve \$3000 to fix the parking lot and leave the decision of the contractor to Jen and Jamie. Kent seconds. Motion passes unanimously.

DIRECTOR'S REPORT, Jen Filonowich

- Videographer is putting together a video of mission and values in action.
- Radon report is coming next week.
- No flooding with recent rains but lots of runoff. No changes to retaining wall above the hill.
- Grounds look great with moisture and monthly mowing.
- Currently at 96; last year at this time 81.
- Four CPP spots to fill. Jen sent two applications out today.
- Young 5's class is moving to mornings. This has been well received by everyone.
- Young 4's class will run from 9:00 – 12:00 to alleviate traffic problems.
- Jen will hold a New Employee Orientation at the end of July.
- Jen attended Executive Leadership Program conference through El Pomar and felt it to be incredibly beneficial.

CONTINUING BUSINESS

- In the interim between the May and June meetings, the board voted to approve \$850 in additional funds required to replace the outdated electrical panel.
- In the interim between the May and June meetings, the Board elected Maggie Davis and Cate Boddington as new Board Members.
- MOTION by Dave to adopt step pay scale program for teachers and assistants. Aubrey seconds. Motion passes unanimously.

NEW BUSINESS

- Teacher feedback has been that the staff is reluctant to write a formal educational philosophy, but instead develop action items to achieve the school's mission and philosophy.

- Staff had feedback on the Core Mission and Philosophy. Board discussed the proposed changes and decided to discuss further at the Board retreat.
- Jen presented modifications/additions to school guidelines. Kent will modify document and deliver to Jen prior to printing this month.
- Jen proposed rate changes for Afternoon Explorers, including half-hour time increments (\$4.00 per half hour) and raising the AE only rate to \$12/hour for non co-op members. MOTION by Deb to approve the fee change outlined by Jen including the 30 minute option and. \$ Jamie seconds. Motion passes unanimously
- Trudi outlined the proposed office slate for 2015-15 as the following:
President: Trudi Jackson
Vice President: Kara Hamby
Treasurer: Dave McAdams
Secretary: Maggie Davis
Cooperative Liaison: Dave Brummels
MOTION by Kent to accept the proposed slate. Deb seconds. Motion passes unanimously.
- Board will meet at 7:00 p.m. on the third Tuesday of each month for 2015-16.

Meeting adjourned at 9:11 p.m.