

**Ruth Washburn Cooperative Nursery School Board of Governors
August Meeting**

Meeting Minutes: Sunday, August 30, 2015, 9:10 a.m.

Board Members:

Present: Cate Boddington, Alison Christofferson, Kara Hamby, Maggie Davis, Emily Evans, Trudi Jackson, Anna Sass, Jamie Montoya-Desmidt, David McAdams

Quorum Present? Yes

Absent: Aubrey Fennewald, David Brummels, Kent Freudenberg

Ex Officio:

Jen Filonowich, Director

PROCEEDINGS

- Meeting called to order at 9:18 a.m. by President, Trudi Jackson
- MOTION to approve July minutes by Alison Christofferson. Seconded by Jamie Montoya-Desmidt, motion carries unanimously.

FINANCE REPORT, Dave McAdams

- Dave McAdams discussed the finance committee's recommendation to reorganize the dashboard of finances operating within four buckets of categories: Operating Reserves (Benchmark of \$35,000 monthly, currently \$101,495)), Cash Reserve Account (currently has one month funded), Property Improvement Account and Program and Personnel Improvement Account. In addition, there is a separate category of the Endowment Account, which possesses \$25,000, which allows gifts beyond cash in the form of stock, etc.
- Dave McAdams moves to create the minimum threshold of the Operating Reserve to be \$35,000, to make the Cash Reserve account \$35,000 and continue to maintain the \$9,000 Property Improvement and \$1,000 to Personnel and Program Improvement yearly account contributions as previously approved. In addition, changing the finance report to include aging over 90 days instead of 60 days and to add payroll budget more than 10 percent (see attached). Finally, to remove enrollment from financial report and put into director's report. See attached August 2015 financial report to reference new format. Alison Christofferson seconds the motion. Motion approved unanimously.
- Regarding the financial policies and procedures document, Adrienne Rutledge will help with accounting portion, Anna to lead on completing project moving forward.
- Finance committee recommends accounting proposal and Dave McAdams moves to approve the letter of agreement with Adrienne Rutledge of BLA, Inc. Jamie Montoya-Desmidt seconds, unanimously approved by board.
- Anna Sass moves to approve the final budget for 2015-2016. Kara Hamby seconds motion, all in favor and motion carries unanimously.
- Budget notes - online registration will help budget in time/hour saving efforts,

almost full 5 spots available.

- Dave McAdams moves to move \$51,455 to Property Improvement in anticipation of imminent building repairs with intentions to revisit by end of fiscal year. Alison seconds. Motion unanimously approved by board.
- The Property Improvement account consists of \$27,505 (general property improvement account) currently has \$5,000 for play structure and with board approval \$51,455 for the foundation and related construction.

DIRECTOR'S REPORT, Jen Filonowich

- Electrical Panel is complete, inspected, paid.
- Budget completed and approved.

COOPERATIVE

- Fork and Bottle Chair is Angela Golobic. Antlers and ABC secure with deposits. Committees are beginning to meet.
- Strong attendance at New Parent Orientation and Maintenance Days successful - painting done, possible wholesale pricing on blinds for west classroom.
- All parent meeting October 1, Sandy Kwessell will be teaching SOS class.
- 6 weeks until Harvest Festival/Alumni Celebration and ask event. Need annual appeal letter printed by that time. Need board member help.
- Harvest festival for current families and community 11am -1pm.
- Alumni celebration and visit RW 2-4pm, with stations around school, pictures, food truck.
- Legacy Wine/Chocolate Reception 5-7pm.

FACILITIES

- On maintenance days, Sept. 19-20, hoping to install play structure at this time.
- Cate Boddington volunteered to be liaison on play structure project between Kimber and School/Jen Filonowich.

PROGRAM

ENROLLMENT

- 100 enrolled, at this time last year 91 students were enrolled.
- 13 CPP spots filled and additional spot approved filled as well.

STAFF

- 9 teachers, 7 assistants, 3 admin for a total of 19 staff members this year.

CONTINUING BUSINESS

FACILITY STRUCTURAL ISSUES, Jamie Montoya-Desmidt/Jen Filonowich

- Jamie did initial assessment and found that over time water has damaged foundation and building has wear and tear due to old age.
- \$300-500 cost for structural engineer's assessment of damage and needs.
- Need estimates - need to look at how to mitigate water.
- Jen met with Erica Watts - committee work with the water mitigation plan.
- Items stored in basement at this point are safe.
- Building is safe at this point, but need to take action soon to prevent further damage.
- Fire rated dry wall needs to be around boiler and water heater.

- Fold procurement policy and procedure into finance policy and procedure to insure consistency and language planning all together. Ad hoc committee to work on these.
- Plan is to move forward with pursuing structural issues immediately, developing procurement policy and procedures over the coming year.

NEIGHBORING PROPERTY, Emily Evans

- Retaining wall - city unable to do anything unless emergency, but should follow up with Pikes Peak Regional Building Department. Kent or Emily to take lead.

NEW BUSINESS

- September 15 is next board meeting.
- October 1 – All Parent Meeting - Board comes to meeting, brings dessert, starts at 5:30pm - at Mesa Hills Bible Church.

Meeting adjourned at 11:15a.m.

Addendum:

- Alison Christofferson moves to approve Mission and Core Values in Action as a guiding document. Anna Sass seconds motion. Motion approved unanimously.
- Anna Sass moves to approve language in Core Values: to change statement to read *“That by calling ourselves a “nursery” school we strive to honor the child at the developmental stage where he or she is now which is the best preparation for future schooling.”* Kara Hamby seconds. Board approves unanimously.