



Ruth Washburn Cooperative Nursery School Board of Governors January Meeting

Meeting Minutes: Tuesday, January 19, 2016, 6:30 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: Trudi Jackson, Dave McAdams, Cate Boddington, Jamie Montoya-De Smidt, Emily Evans, Anna Sass, Kent Freudenberg, Aubrey Fennewald, Kara Hamby, Alison Christofferson

Ex-Officio: Jen Filonowich

Absent: Dave Brummels, Maggie Davis

Quorum Present? Yes

Proceedings:

- Meeting called to order at 6:36pm by President Trudi Jackson
- December Meeting Minutes: Grammatical and formatting corrections made. Changes made to clarify the number of scholarships CSS will offer to RW families (4 per year.)
 - Cate Boddington **MOVED** to approve the December Meeting Minutes with amendments, Anna Sass **SECONDED**, motion **APPROVED** unanimously.

Finance Report provided by Dave McAdams:

- Income is higher than expected because we are correctly categorizing fundraising income this year. In the past, some donors have split donation credit between the annual appeal and the Auction to receive auction benefits (sponsorships, tickets etc.) Fewer donors are requesting this this year.
- Payroll schedule had an issue in which a pay period was scheduled to go over the New Year holiday. Instead, the school opted for 3 pay periods in December instead of January.
- \$75,317 still sitting in Property Improvement waiting for structural repair to begin
- Payroll may continue to show overage because Explorers is having stronger than predicted use
- A new "Click to Pay" system was implemented. Jen Filonowich reports that this system is improving on time payments and creating less paperwork.
- Alison Christofferson questioned when Endowment will be invested. Dave McAdams responded that currently Endowment funds are in a money market account. Dave McAdams advised we keep money liquid until after structural repairs are complete.
- Jen Filonowich sought information from the Center for Non-Profit Excellence regarding offering life and disability insurance to staff. Group Life is feasible but disability insurance is not because of cost. Jen Filonowich recommends waiting until next Accreditation cycle to re-address (3 years.)

Committee and Liaison Reports

- Co-Op Liaison – Dave Brummels, not present, nothing to report

- Maintenance Liaison – Jamie Montoya-DeSmidt - Nothing to report. (See discussion of RFP at end of minutes)
- Fund Development – provided by Alison Christofferson
 - Regarding the Fork and Bottle Auction:
 - Alison Christofferson reported concerns regarding communication. Jen Filonowich says she feels confident that the event will run smoothly. Wine partner (Sovereignty Wines) has had some communication issues. School may consider seeking a new partner in the future.
 - Jen Filonowich reported that we may need to seek a new location for 2017 as the Antlers may become cost prohibitive after their current renovation.
 - Board Basket items are due to RWCNS no later than Friday 1/22/16
 - Alison Christofferson plans to resume work with parent and professional fundraiser Christie-Marie Butler after the Auction is complete

Continuing Business

- Policies and Procedures
 - Anna Sass will plan to have a draft of the Finance Policy and Procedures document (to include documents on Procurement, Finance and Conflict of Interest) by the March Board Meeting for review
- Agreement with Colorado Springs School
 - Jen Filonowich has received an updated agreement. Changes clarify that for at least the first year students in grades 1-5 may be offered scholarships (no cap on number offered). Every year thereafter, CSS intends to offer 4 scholarships per year to RWCNS students entering Kindergarten at CSS.
 - CSS attended Kindergarten Information Night. Jen Filonowich reported that it was a great program, with no feeling of “selling” any one school. Emily Evans and Trudi Jackson contributed that Jen Filonowich did a great job. Cate Boddington asked if RWCNS students can receive Kindergarten readiness testing, Jen Filonowich clarified that this type of testing no longer exists.

Directors Report provided by Jen Filonowich

- Kindergarten night – see above discussion
- Outdoor 4’s and 5’s Class will have an information meeting Thurs 1/21/16. Asking for kids to be 4 or 5 to enroll, as this is intended to be your last class at RWCNS.
- All Parent Meeting – Thursday 1/28/16
 - Meeting will be primarily Auction focused. Board members should plan to attend and be introduced and bring dessert. At 6:15 there will be a parent education piece about Pyramid Plus.
- Fork and Bottle Auction
 - Sponsorships are at \$15,000 – last year some large donations were credited towards the Auction. This year that is not as popular. This money is still coming in but categorized differently.
 - All co-op members have been assigned an auction committee. Committee chairs or Board members are not on committees and families have fewer commitments this year.
 - Next year thinking of making this event a committee assignment but not involving the whole co-op to organize the event.

- Expenses are on track to be very similar to last year
- Annual Appeal Update
 - Goal was \$25,000 for Annual Appeal and Legacy. Currently we're at \$43,000. Letter was very effective. Anna Sass asked if we were tracking participation levels. Board requested some more specific info at next meeting regarding participation trends, etc.
- Enrollment
 - At 101. Losing one family.
 - Getting ready to open enrollment for 2016-17. Will use online form for the first time.
- Staff training
 - Will train in Emergency Response Assessment and Code of Ethics next.
- Will be looking for at least one teacher in 2016-17 since we're adding one class. Please be on the lookout for great candidates
- Staff working on goal-setting
 - Reports on various goals and actions and their progress for staff. This is a new model this year and includes self-evaluation with actionable items.
 - Dave McAdams asked for clarification on compensation for staff for time/materials for goals. Jen Filonowich responded that this is being covered by the professional development budget and has been affordable but impactful.
- Accreditation
 - Classes/staff being rated using the CLASS tool, which rates relationship between teachers and students. This is part of the first grant we received from the State. A 3rd party coach is/will be observing all classes. Jen Filonowich will receive results and use results in Professional Development. Observer/Coach will return results to teachers.

New Business

- Discussion of future Board Meeting location/time. From now on we will begin meetings at 6:30pm. Discussion on location included the fact that historically the board felt that moving to an outside office professionalized meetings. However, people feel that moving back to the school would create more connection, and would make parents and staff more comfortable. Will meet at RWCNS next month and decide after that where we prefer to meet.
- Retaining wall issue on the house west of RWCNS. Kara Hamby has been filing report every 45 days. Emily Evans talked with someone in Planning Review. Kent Freudenberg will try to make an appointment with Regional Building. Jen Filonowich will forward info to Emily Evans and she will send to land use review/engineering review.

Aubrey Fennewald dismissed herself at 7:57pm due to a conflict of interest regarding RFP's for a Project Manager for the Foundation/Structural Repairs Project

- Foundation and Structure Report provided by Jamie Montoya-DeSmidt
 - In response to the RFP we had two proposals
 - Todd Holmes*
 - Marty Fennewald*

*The Board acknowledges that both bidders have a potential conflict of interest concern. Todd Holmes is the husband of Education Director Stacy Holmes and Marty Fennewald is the father of Board Member Aubrey Fennewald.

- Proposals were very similar (cost was exactly the same.)
 - Jamie Montoya-Desmidt contacted a reference for Marty Fennewald. Reference was an architect/Board member at First United Methodist Church where Marty did a similar role and received a strong recommendation.
 - Jen Filonowich contacted Kimber Janney (former Board member and Contractor) as a reference for Todd Homes. Kimber Janney was unsure of if Todd Holmes's experience matched our needs and recommended RWCNS hire an engineer due to liability concerns. Kimber Janney passed on the RFP to an engineer but that person did not submit a proposal.
 - Kent Freudenberg expressed that we don't need another engineer. We will get engineering for plans. Plans will be approved by Regional Building.
 - Alison asked for confirmation that Marty Fennewald is a licensed Contractor, which he is
 - The Ad-Hoc Committee recommends that we extend a contract to Marty Fennewald to act as the Project Manager for the project
 - Kent Freudenberg **MOVED** to extend a contract to Marty Fennewald that is acceptable to both parties as outlined in the RFP. If contract is acceptable, Marty Fennewald will be hired as the project consultant, contingent upon coming to a contractual agreement. Dave McAdams **SECONDED** the motion. Motion **APPROVED**. Aubrey Fennewald **ABSTAINED**.
 - In order to address the potential conflict of interest, Aubrey Fennewald will abstain from all future compensation conversations regarding Marty Fennewald but will be included in the project updates.

Anna Sass **MOVED** to Adjourn the Meeting at 8:37pm, Kara Hamby **SECONDED**. Motion **APPROVED** unanimously.

Minutes submitted by Alison Christofferson (in the absence of Board Secretary Maggie Davis)