

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

Meeting Minutes: Tuesday, November 17, 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, Maggie Davis, Kara Hamby, Emily Evans, Trudi Jackson, Anna Sass, Aubrey Fennewald, Dave Brummels

Quorum Present? Yes

Absent: Kent Freudenberg, Dave McAdams, Cate Boddington, Jamie Montoya-Desmidt
Ex Officio: Jen Filonowich, Suki Jackson

PROCEEDINGS

- Meeting was called to order at 7:06 PM by President, Trudi Jackson
- Alison Christofferson **MOTIONED** to approve October minutes, seconded by Anna Sass **MOTION** carried unanimously.

CONTINUING BUSINESS

FOUNDATION AND STRUCTURAL REPAIR

- Todd Holmes attended start of meeting to discuss his potential as a paid consultant for managing bids, supervising work, and to assess what can wait and what is urgent. His fee would be ten percent of contractor's work. Mr. Holmes intends to work with Jen Filonowich on a proposal for the contracted work to potentially begin in June.

FINANCE REPORT, Emily Evans, Jen Filonowich

- It was reported that the balance for aging over 90 days contains a few outstanding accounts and Jen Filonowich is working with families to get accounts up to date and paid.
- Expenses were reported below budget and actuals above.
- Tuition price for next year needs to be put on the agenda for discussion and Jen Filonowich noted in the past the cost of living has determined the tuition scale.
- Property tax exemption was awarded, dated back to June 2013 and a refund in the amount of \$12,000 should be granted but timeline is unknown. Board expects to add this amount into budget and going forward will have \$5,000 less to budget for under facilities.

COMMITTEE AND LIAISON REPORTS

CO-OP LIASION, Dave Brummels

- Reviewed Explorers fall survey - generally positive results, Chris Rosemark can build in conference time for explorers.

FUND DEVELOPMENT, Alison Christofferson, Jen Filonowich

- It was reported that funds appear on track and Jen Filonowich noticed trend of giving more in first year so to note for strategic planning for the future.
- D11 print house has new staff and was not as successful as in the past, so Jen would like to find new printing service.
- Alison Christofferson is in the process of creating a summary of events from this year and upon review of fall's fundraising events, it was suggested that Board may want to add an award for next year called "Minnow's Heroes" honoring someone based upon leadership and those who are considered treasures to the school.
- Noted that Board needs to start planning and tracking people down sooner than September for fall events.
- Established goal to start soliciting for endowment.
- Alison Christofferson is the liaison for the Fork and Bottle Auction and will attend next meeting.

DIRECTOR'S REPORT, Jen Filonowich

- Scrip resent the SCRIP email

COOPERATIVE

- SOS parenting is finishing this week.
- Kindergarten night is January 13.

FACILITIES

- Chicken coop has been winterized.
- The family with the blinds contact has been informed that they can go ahead with blinds for West classroom.
- New service has been contracted for snow plowing. \$80 per time and will come when two or more inches of snow has fallen. Sidewalks to be contracted as well.

PROGRAM ENROLLMENT

- 101+1 Utilizing only Explorers.
- Enrollment Forms online in January.

NEXT YEAR CLASSES

- Suki Jackson discussed her proposal for a new outdoor class for 4s & 5s as an additional class in the afternoons. The cost will scale based upon number of hours (between the three and four hour rate). Children would need to be 4 years old by September 1st to participate. This would be an alternate option to staying in track and parents would opt in. Class would be in beta testing for first year. Due to decision needing to be made by January, Suki Jackson and Jen Filonowich plan to work out details and logistics of class before final decision.
- Year 5 would like to keep things the same as this year for next year.
- Discussion to be had re: tuition rates. Jen Filonowich shared that we need to look at staff raises and what the correlation is to the budget. Other factors to consider

are the additional tax credit and the fact that the COLA has not changed. Dave McAdams had previously suggested that we do not lean on surplus in order to get the strategic plan in line. Steps need to be taken to determine numbers.

ACCREDITATION

- Will be able to access grant funds immediately through reimbursement. Will apply for reimbursement for the Pyramid Plus training, which will allow funds to go to Stacy Holmes' increased hours.

STAFF

- Will be starting 360 degree review process with staff. This begins with a self-assessment and then a review time.
- Data from Pyramid Plus training (half completed) was made available to Board.

CONTINUING BUSINESS (CONTINUED)

PROCUREMENT POLICIES AND PROCEDURES, Aubrey Fennewald, Anna Sass

- Aubrey Fennewald presented a summary of guidelines for RWCNS Procurement Policies and Procedures. It was noted some language and ideas are in question as they are a conflict of interest with the philosophy of the co-op. This will be revisited and Anna Sass, Aubrey Fennewald and Jen Filonowich to look again and make sure language lines up with goals.
- Anna Sass plans to meet with Adrienne Rutledge in the near future to write financial and accounting policies and procedures.

STRATEGIC PLAN, Alison Christofferson

- Alison explained that when Jen Filonowich looked through the review of the accreditation process, it was noted that their words need to be included in the strategic plan, so it has been reworded and rearranged.
- It was noted that the last page included a detailed list of priorities that need to happen to improve the accreditation rating. "Points" are issued to approve accreditation rating and this will ultimately effect the Board because there are many places where funds will need to be approved to support efforts. One area that will be focused upon will likely be health and safety and Board anticipates many future discussions for how to gain "points" in this way.
- Alison Christofferson also suggested that we simplify the goal of approving the accreditation rating and then adding a detailed list in a separate document. Jen Filonowich offered to help make this list.
- Alison Christofferson **MOVED** to approve the Strategic Plan with the amendment in the School Essentials to now read, "Evaluate and take necessary steps to improve accreditation rating, including completing Pyramid Plus staff training program." Aubrey Fennewald seconded the **MOTION**. **MOTION** passed unanimously.

PARENT HELPING GUIDELINES, Kara Hamby

- Kara Hamby met with committee and parents are interested in having those who are driving children background checked.
- It was also determined that any new person (nanny, grandmother, etc.) coming

into the school will need to sign a document stating that they will not be alone with the children.

- Kara Hamby also shared there is a chance that some liability insurance will cover background checks.

NEW BUSINESS

- Alison reviewed some tips for the Google drive.
- Next Board meeting scheduled for earlier time on Tuesday, December 15 at 6:00p.m.

Meeting adjourned at 9:34 pm. Trudi Jackson **MOTIONED** to adjourn. Maggie Davis seconded the **MOTION**. **MOTION** passed unanimously.