

## **Ruth Washburn Cooperative Nursery School Board of Governors December Meeting**

Meeting Minutes: Tuesday, December 15, 2015 6:00 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, Emily Evans, Anna Sass, Aubrey Fennewald, Dave Brummels, Kent Freudenberg, Dave McAdams, Cate Boddington, Jamie Montoya-Desmidt

Quorum Present? Yes

*Absent:* Maggie Davis, Trudi Jackson

*Ex Officio:* Jen Filonowich

### **PROCEEDINGS**

- Meeting was called to order at 6:12pm by Vice President Kara Hamby, chairing the board meeting in the absence of President, Trudi Jackson. Board member, Aubrey Fennewald agreed to take the MINUTES for this meeting in the absence of Secretary Maggie Davis.
- Cate Boddington MOTIONED to approve the November Minutes, Alison Christofferson SECONDED the MOTION and carried unanimously.

### **FINANCE REPORT**, Dave McAdams

Over 90 days account has been paid off in time before year out! YAY! We are looking like we are right about where we were this time last year, still waiting for some donations to come in. YTD P&L is really close to our budget for this time of year. Alison asked about accounting for the property tax that we will get back because we were awarded our approval for a property tax break given our nonprofit status. We will get 6 months back, but we're not sure when.

- Tuition increase for 2016-2017 discussion: need to vote on because registration begins in Jan. Jen Filonowich provides notes on impact suggested that increase of 1.5% like our increase in teacher step pay seems reasonable. Dave asked "Do we tie tuition to payroll?", suggesting that COLA (Cost of Living Adjustment) not necessarily ideal for us because COLA didn't actually increase this year. Kent suggest that tied to payroll is good for us because payroll is about 75% of our budget. Kent Freudenberg asked Jen and she said she did include payroll taxes in her figures. Alison Chirstofferson asked Jen Filonowich if she has concerns with enrolling people at these prices and she said no. (increase would be about \$4500 total). **Alison Chirstofferson MOVED to approve the tuition increase for the 2016-17 SY as proposed by the Finance Committee, and to set the precedence that we will tie tuition increase to the payroll step increase. Kent Freudenberg SECONDED THE MOTION, which passed unanimously.**
- The matter of insurance and our accreditation: Does our accreditation help us with points for purchasing power to buy benefits for our employees? Jen and Dave did look into benefits for

employees (life insurance, term life, etc.), looked at the cost to us, we cannot do at this time, but when we get a better rating next year, we will revisit.

- Regarding construction project: Jen proposes that we put out on RFP for a Project Manager (PM). deadline Jan 8th so that we can vote on a bid by Jan. Board meeting. Board agrees to this action item and that we will vote on a PM next month. *Ad hoc committee will be Jamie Montoya-Desmidt (Chair), Jen Filonowich, Trudi Jackson, and Kent Freudenberg to review submitted proposals.*

## COMMITTEE AND LIAISON REPORTS

- Facilities, Jamie Montoya-Desmidt: Nothing to Report
- Fund Development, Alison Christofferson: She has shared report to shared Google drive on alum event and annual appeal, attended auction meeting last week and concerned that logistics for Fork & Bottle Auction are not moving along fast enough. She asked Jen to check in with the committee and stay on top of their planning. Families are responding well to class basket appeals and sponsorship solicitations. The chairs (new families this year) overall are doing well. She is also in communication with a professional fundraiser (co-op member, Christie Marie) who is trained in 4impact and is ready to create a funding plan for us to take on and pay down the mortgage.

## CONTINUING BUSINESS

- Personnel Policy, Jen Filonowich: Jen drew our attention to the requirement that we have to do a “pay for performance” in order to get to the three points we want in our accreditation. She shared her idea to meet that requirement without upsetting people with competition that is not in line with our culture, and proposed that the “bonus” (for performance) be distributed to all staff at end of the calendar year and be tied to pay scale and where each staff member is on the compensation/experience+years step matrix. New edits/additions have been added to the Personnel Policy document regarding this language around “bonus” as well as some details in language around staff pay and salary. **Anna Sass MOVED that we approve the personnel policy document with the edits added and with “may” instead of “will” added to the second to last sentence under STAFF SALARIES/PAY. Dave Adams SECONDED THE MOTION which is carried unanimously.**
- School Guidelines for the Cooperative, Jen Filonowich: Regarding parent helpers, the Co-op committee recommends that we NOT background check all parents before they volunteer with us, at this time. The committee is still discussing the matter of parents driving for field trips. In the document, we are adding phrase, “not on school grounds” to p11. of school guidelines, under “Family Helping in the Classroom”. **Alison Christofferson MOVED to approve the school guidelines with the edit added to p. 11 in the responsibility section to read, “The family helper works along the lead teacher or family assistant and is not unsupervised with any children other than their own while on school grounds.” Anna Sass SECONDED THE MOTION, which passes with a full vote of the board.**
- Procurement and Finance Policies, Anna Sass and Aubrey Fennewald: Review and discussion tabled for now as our accountant, Adrienne is still pulling together some documents for us that we need to review in order to make sure we’ve got everything covered.

## **NEW BUSINESS**

Board basket for auction: Jen says it needs to be no more than \$250 in value. We agree to a basket of “spirits from around the world” that each board member will contribute to via personal expense out of pocket, around \$20/each board member, due by next month at board meeting.

## **DIRECTOR’S REPORT**

- Survey results: Overall positive responses, we’ll run a Love and Logic class based on responses, after spring conferences. regarding the outdoor class. Lots of excitement and discussion with staff about logistics in running it, interest from the co-op is HUGE. Sukie is planning an info session to present to the co-op. The outdoor class helps us meet the need for another class for both numbers and accreditation.
- We received a grant of \$25,000 for the Pyramid Plus program. This helps us immensely in our professional development process toward accreditation.
- The new blinds have been installed and they are wonderful.
- Snow plowing is now covered by a family from the co-op who submitted a bid that we accepted (because the original commercial company we contracted would not submit their liability insurance).
- 101 in population and we might lose one fam to a maybe move in Jan, it is a CPP family which we overfilled, so it would not be terrible financially if we lose them.
- Explorers is going very well, above budget and lower in payroll. It’s a good program for us in its flexibility. Wee Explorers is exploding so much that we may actually need to do another session in the spring, even after we raised the price.
- Evaluation and goal setting is being done with staff over the next week. \$25 gift cards went out to all staff members as a holiday gift from the board.
- Stacy is almost done with the Development Information Session.
- Finally, Jen met with Aaron Schubach of the Colorado Springs School (CSS),who has proposed that RWCNS graduates get tuition credit up to \$4000 (capped at a financial aid award of \$2000, if necessary)/year for every year K-5th grade RWCNS alum who enrolls at CSS (capped at no more than four new families a year). *ACTION ITEM: The board just asked for clarification on whether or not this would apply to alum who have children already in a k-5 grade; and the action was suggested that we send a thank you from the board to CSS for this generous offer.*

Kara Hamby **MOTIONED to adjourn the meeting** at 8:23pm and Kent Freudenberg **SECONDED THE MOTION** which passed unanimously.