



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

Meeting Minutes: Tuesday, March 15, 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: Anna Sass, Jamie Montoya-De Smidt, Dave Brummels, Maggie Davis, Alison Christofferson, Emily Evans, Cate Boddington, Kara Hamby, Dave McAdams

Guests: Kevin Gigiano (parent), Jessica Curtis (parent)

Ex-Officio: Jen Filonowich

Absent: Aubrey Fennewald, Kent Freudenberg, Trudi Jackson

Quorum Present? Yes

PROCEEDINGS:

- Meeting called to order at 6:38 p.m.□
- Trudi Jackson was absent, Kara Hamby conducted meeting.
- February minutes reviewed, minor spelling corrections required.
- Maggie Davis **MOVED** to approve the February meeting minutes with minor corrections, Cate Boddington **SECONDED**, motion **APPROVED** unanimously.

FINANCE REPORT, Dave McAdams

- As soon as the Board has a better estimate of building improvement cost, we will have better handle on how/where to allocate funds.
- Last year, we started budget in March, this year waiting one month for a specialist to work with us, automating Excel spreadsheet so the work tools will help this process become more efficient going forward.
- Dashboard: everything looking healthy except YTD payroll is looking higher. If you look at P&L, there is not a line item for the grant coming back because we are “loaning” the state money until it comes back.
- Credit card fees are more, but keeping aging report down.
- Need to finish paying for Fork and Bottle, Jen is finalizing payment.
- Pyramid Plus might need to be paid for and reimbursed due to dates. Jen Filonowich will talk to Adrienne (accountant) about possibly making a new line item.
- Adrienne will have good thoughts on process for handling grant money.
- Pyramid Plus leadership team will handle the grant budget.

COMMITTEE AND LIAISON REPORTS

CO-OP LIAISON, Dave Brummels

- No news to report.

MAINTENANCE LIAISON, Jamie Montoya-DeSmidt

- Concerned about maintenance days due to the fact that we don't know building construction schedule. Jamie suggested we may want to front load the projects in the fall and add days in August. Might need clean up help in building after construction.
- Cate Boddington offered to be here for one of the August weekends to supervise and manage.

FUND DEVELOPMENT, Alison Christofferson

- Fork and Bottle debrief meeting went well. Grateful to co-chairs for their efforts.
- Alison has been working with Christi-Marie Butler on establishing an engagement tool for fundraising.

CONTINUING BUSINESS

FOUNDATION/STRUCTURAL REPAIR, Jamie Montoya-DeSmidt

- Had a meeting with the engineer (Geoquest) and did a walk through property and the project looks manageable for projected time frame (June 1-July 30). This includes everything: exterior foundation, interior foundation and water mitigation. Looking at a few companies who can do it all at once.
- Marty Fennewald helped Board understand engineer's vision. Also, helped with understanding property and long-term vision for school.
- Overarching goal is to keep building secure and safe for long term.

NEIGHBORING PROPERTY, Emily Evans

- Emily Evans has reached out to regional building and it appears they can't do much but possibly the property may have code violations.
- Emily will follow up to see if there are any code violations.

PARENT HELPING GUIDELINES, Kara Hamby

- Next year, RWCNS will not do background checks, per state law.
- Teachers feel that it would be a difficult process, hard to get drivers.

FINANCE POLICIES AND PROCEDURES, Anna Sass

- Anna Sass and Adrienne (accountant) are trying to connect schedules to draft policies and procedures.
- Jen Filonowich will have more time this summer to help.

BOARD RECRUITMENT/TIMELINES

- Voting takes place online during second week in April by co-op, bios will be up.
- Board talked about giving option to Board President to stay on as ex-officio to help mentor the new president. □

DIRECTOR'S REPORT, Jen Filonowich

COOPERATIVE □ Fork and Bottle Debrief

- Eliza Cagle and Dede Hall have agreed to chair the Fork and Bottle event next year.
- Different date and possible new location for next year (potentially April 8).
- Moving responsibilities to individual committees and 10-12 people will run the event.
- “Friend” raising, not just fundraising.
- Dani Espinosa and Reggie Rivers, would include her fee to be the auctioneer, who ran auction (Auction Fundraising Academy), wants to help mentor and organize our fundraising and is working on writing a proposal for helping. Might be able to do this at a reduced rate for \$2000. Jen will share proposal.

COOPERATIVE Other Fundraising

- Spring catalog of plants and things available.
- California Pizza Kitchen fundraiser: Wednesday night from 11-9, RW gets a percentage of sales.
- Proposed calendar reviewed, will seek approval next month.
- Survey coming out, looking to pare it down.
- Love and Logic starting April 6.
- Month of the young child.

FACILITIES

- Maintenance Days April 16-17.
- Purchasing mats to put under swings and slides, coming out of quality improvement funds from the State of Colorado.
- Deer droppings, any ideas about how to keep them off the playground?

PROGRAM

ENROLLMENT □

- 99+3 utilizing only Explorers. Two families moved in January (3 children). □ Online Enrollment going very well for next year. 99 currently enrolled and 5 completely full classes and 4 with only 1 or 2 spots remaining. □ □ STAFF □ Scores (Kelly Hurtado), Alliance for Kids rated.
- Mary Jean and Cecelia applying to be trained as coaches.
- Kristi is going to be trained as a community trainer, we will likely not have to pay for this because needed in community.
- Jen talking to teachers about their intent to return.

LICENSING

- Visit was on 2/18/16, Jen attached report of inspection.
- Purchased mats with the rest of our incentive funds from the state.

PYRAMID PLUS

- Leadership team meeting April 12 at 5:30.
- Purchasing computers for staff to utilize next year from funds (waiting to see about El Pomar after May 1st).
- Only 4 sessions of training left.

NEW BUSINESS

- None.
- Next RWCNS Board Meeting scheduled for April 19.

Meeting adjourned at 8:23pm. Jamie Montoya-DeSmidt **MOTIONED** to adjourn. Alison Christofferson seconded the **MOTION**. **MOTION** passed unanimously.