

**Ruth Washburn Cooperative Nursery School Board of Governors**  
**June Meeting**  
**Meeting Minutes: Tuesday, June 21, 2016**

Board Members:

Present: Alison Christofferson, Kara Hamby, Emily Evans, Trudi Jackson, David Brummels, Jamie Montoya-DeSmidt, Dave McAdams, Aubrey Fennewald

Incoming Board Members Present: Jennifer Cooper, Jessica Curtis, Jim Volpe, Kevin Gigiano

Quorum Present? Yes

Absent: Maggie Davis, Anna Sass, Cate Boddington, Kent Freudenberg

Ex Officio: none

### **PROCEEDINGS**

- Meeting called to order at 6:58 p.m. by President, Trudi Jackson.
- Aubrey Fennewald **MOVED** to approve the May meeting minutes with corrections. Dave Brummels **SECONDED** the motion. Motion **APPROVED** unanimously.

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

- Board discussed the usefulness/accuracy of the condensed P&L report and whether it would be helpful for all members to have access to extended P and L. This discussion will be continued at the Board Retreat and in Finance Committee.
- Budget looks good as we near the end of the fiscal year. We have sufficient funds to cover the foundation repair.
- There is money left in the Hardship Fund. Unless families who have past due balances on their account request these funds prior to the end of the fiscal year, we will need to write off the bad debt.

### **COMMITTEE AND LIASION REPORTS**

- **Co-op Liaison**, Dave Brummels  
No news to report
- **Maintenance Liaison**, Jamie Montoya-DeSmidt  
Extra Maintenance Days have been added to the calendar for next year in anticipation of additional work related to the foundation/water mitigation project.
- **Fund Development**, Alison Christofferson  
Materials needed for an estate ask have been compiled. Jen is willing to engage in professional development around fund development. Meeting with Linda Crissy is being planned for this summer.

## **CONTINUING BUSINESS**

### **FOUNDATION/STRUCTURAL REPAIR, Jamie Montoya-DeSmidt**

- A group of board members and Marty Fennewald cleared out a basement area that will be worked on soon. The area was more damp than expected. Jamie thinks there may be more expense required than originally anticipated. Jamie would like to meet more regularly with Marty and others on the foundation committee to make sure we are on schedule to finish on time.
- Do we need a document retention policy to deal with records and make decisions about destroying/keeping records?
  - Emily will research comparable policies to aid in decision-making for records retention
  - Jamie will move records to the storage unit as needed.
  - Jamie will contact Adrienne (accountant) and Jen Filonowich to ask them about storage/disposal of financial and school records.
- Marty Fennewald has access codes to the building now and is coordinating work. He predicts completion by July 4<sup>th</sup>.
- The pirate ship on the prairie playground will be coming down this summer. Dave Brummels is considering other options to take its place.

### **JUNE MEETING ADDENDUM:**

In the interim between the May and June Board Meetings the following business was conducted via email:

- Trudi Jackson **MOVED** that the Board enter into a contract with Rocky Mountain High Builders Inc. for work set out in bid dated 5-3-16, to include removal of bad concrete (interior and exterior), rebuilding and replacing deck areas for swale, building drain trough system to get water away from southern side of building, total cost: \$18,309.60. [Please see attached: 1.Memo re Vote; 2. Contract ]. A Quorum of votes was received and the motion was **approved by email on 5/27/16**.
- Trudi Jackson **MOVED** to approve the amended April 2016 meeting minutes. A Quorum of votes was received and the motion was **approved by email on 5/27/16**.

### **DIRECTOR'S REPORT**

**COOPERATIVE**, Trudi and Jamie presented in Jen's stead.

- Jen will be working on committee assignments in July.
- Fork and Bottle chairs are in place for next year and are considering a change in theme.

### **FACILITIES**

- A few families are still completing maintenance hours this summer.
- Pirate ship will be removed at a Maintenance Day in August. The teachers would like swings to put in its place.

## **PROGRAM**

## **ENROLLMENT**

- 113 spots are filled for next year. The school is completely full.

## **STAFF**

- Three teachers have been hired. We are still looking for one more teacher (for afternoon 4s class). There is one more interview on June 30<sup>th</sup>.
- Staff was given gifts of flowers at the end of the year.
- The staff completed an exercise brainstorming Highs and Lows from the year.
- The staff would like a greater Board presence at their staff meetings next year. This should be improved with more frequent staff meetings next year instead of the Pyramid Plus training.

## **QUALITY IMPROVEMENT**

- Pyramid Plus Leadership is working on figuring out how to communicate with the school community regarding the work they are doing.
- Jen purchased two computers and an iPad with Pyramid Plus implementation grant money.

## **CALENDAR**

- Jamie **MOVED** to approve the 2016-2017 calendar. Alison **SECONDED** the motion. **MOTION** passed unanimously.

## **NEW BUSINESS**

- Date for July Board meeting: July 19<sup>th</sup> at 6:30 pm at Ruth Washburn. Meetings for 2016-2017 school year will continue to be held on the 3<sup>rd</sup> Tuesday of the month at 6:30 pm.
- Tentative Date for 2016-2017 Board Retreat: Saturday, August 27<sup>th</sup>, time and location TBD
- New Board Member Orientation: Wednesday, July 13<sup>th</sup>, 6:30 pm at Ruth Washburn

## **BOARD OFFICER ELECTION**

- Alison **MOVED** to approve the officer slate for the 2016-17 year to include: Co-Op Liaison-Jennifer Cooper, Treasurer-Emily Evans, Vice President-Jessica Curtis, President-Kara Hamby. Jamie **SECONDED** the motion. **MOTION** passed unanimously.
- Voting for the position of Secretary postponed until July meeting.

Alison Christofferson **MOVED** to adjourn. Dave Brummels seconded the **MOTION**. **MOTION** approved unanimously. Meeting adjourned at 8:58 p.m.