

Ruth Washburn Cooperative Nursery School Board of Governors
May Meeting
Meeting Minutes: Tuesday, May 17, 2016

Board Members:

Present: Alison Christofferson, Kara Hamby, Maggie Davis, Emily Evans, Trudi Jackson, Anna Sass, David Brummels, Jamie Montoya-DeSmidt, Dave McAdams, Cate Boddington, Aubrey Fennewald

Quorum Present? Yes

Absent: Kent Freudenberg

Ex Officio:
Jen Filonowich

PROCEEDINGS

- Meeting called to order at 6:10 p.m. by President, Trudi Jackson.
- April Minutes required additional edits to be revised and approved at next meeting.

FINANCE REPORT, Dave McAdams and Emily Evans

- Dashboard available only today due to changes needed.
- Notated dates on when property improvement and personnel so we can know when these are happening (to reflect allocation).
- Finance team approved a correction of hourly pay to include the front office assistant in the step increase pay scale for remainder of 2015-16 and into the future.
- New budget has estimated year-end information.
- Approved hardship spending for two families, at this point leaves \$579 still available for scholarship.

BUDGET

- Already committed \$10,000 to Property Improvement and Personnel.
- Professional development currently funded in two places:
Annual: essential professional development keeping up licensure, P&L regular budget and then special board designated fund for program development (special training, etc.). It was discussed that perhaps it will be a task for Policies and Procedures Committee to capture institutional rules - nail down criteria on why and how we will allocate.
- A few arithmetic corrections needed.
- Budget is all scalable.
- Board spent time carefully reviewing and discussing the proposed budget for 2016-2017.
- Board discussed reducing small fundraising efforts (again) and want to try to encourage everyone to attend Fork and Bottle auction and to make that a larger push.

INTERIM BUDGET

Alison Christofferson **MOVED** to approve the interim budget. Emily Evans seconded the **MOTION**. **MOTION** approved unanimously.

COMMITTEE AND LIASION REPORTS

- **Co-op Liaison**, Dave Brummels
Dave had suggestions on how to make this role more effective. Discussed the role as important position for times of crisis, too. Dave suggested attending class coordinator meeting to help reach out and make role known to parent body.
- **Maintenance Liaison**, Jamie Montoya-DeSmidt
The playground mats are in place.
- **Fund Development**, Alison Christofferson
Linda Crissey agreed to meet to continue work on estate giving.
Got a new version of engagement tool redesigned by Heather Cross, all tools are in place and ready to go, just need to meet.

CONTINUING BUSINESS

FOUNDATION/STRUCTURAL REPAIR, Jen Filonowich

- Deck will be removed to make way for water mitigation and then put back when finished. Chicken coop will temporarily house bikes.
- Engineering underway, west interior foundation wall is non-load bearing. One bid approved already and two bids are being considered now. There will be a walk-through of the facility before final approval.
- First phase, using a laser to find out the grade of the property.
Contract - Keystone
Bids/Contract for construction
Starting June 10
Expecting to vote on bids in the next month
Bids will be stored on the shared google drive to show that we researched and performed due diligence on researching bids.

May Meeting Addendum:

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

- Trudi Jackson **MOVED** that the Board enter into a contract with Keystone Experts + Engineers, (contract includes: onsite meeting, topographical surveying, engineering) on the basis of Keystone's proposal dated April 21, 2016" [please see attached contract].
- **Approved Unanimously** on 5/10/16 via email.

Neighboring property - No news

NEW BUSINESS

- Date for June (transition) Board meeting - June 21st - Location TBD

DIRECTOR'S REPORT COOPERATIVE

- Family picnic was a success, over 100 people including this year and next year families.
- Garden will be utilized by 4 families for the summer.
- Working on a new brochure and hoping to have it done by early fall.

FACILITIES

- Small projects are getting completed with maintenance hours.
- Wasps and mowing, working with local contractors for bids.
- Pirate ship is a problem, falling apart. Looking at other options to replace.

PROGRAM

ENROLLMENT

- 99+4 utilizing only Explorers.
- 112 spots of a possible 114 for next year.

STAFF

- Teaching staff evaluations complete. Went very well. Working on Stacy Holmes and Winona Entwisle this week.
- Letters of intent went out this week.
- Linette Sheridan was accepted into a DU principal licensure program so will be leaving us.
- We have hired for Older 2's teacher for next year but are still working to fill 3 other positions. Jobs posted at Indeed, Simply Hired, Craigslist, UCCS, PPCC, CC, Pikes Peak workforce center.
- We have multiple staff members who have been here for many years. Ways to honor them? Something at the Legacy Event in the fall?
- Staff moving on: Linette Sheridan and Leighann Klein, possibly Erin Sullivan. Jen Filonowich will provide a gift card and RW water bottle for them.

QUALITY IMPROVEMENT

- Stacy and Jen will work to figure out when we will be working towards our quality rating in late fall or early winter.
- Pyramid Plus Leadership team met and is working on the vision statement for the group.
- Jen and Stacy are researching a computer/tablet purchase this summer for Ages and Stages Questionnaire work.

CALENDAR

- Addition: Kristi Maida will do a training one session in the day and one in evening. Hope to subsidize Positive Solutions for Families.

Jamie Montoya-DeSchmidt **MOVED** to adjourn. Maggie Davis seconded **MOTION**. **MOTION** approved unanimously. Meeting adjourned at 8:59 p.m.