



Ruth Washburn Cooperative Nursery School Board of Governors February 2017 Meeting

Meeting Minutes: Tuesday February 21, 2017 @ 6:30pm

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: Kara Hamby, Emily Evans, Jim Volpe, Kevin Gigiano, Maggie Davis, Cate Boddington, Jessica Curtis

Ex-Officio: Britnni Caldwell, Katherine Rogers, Sheli Gray, Scott Rethi, Jen Filonowich, Trudi Jackson

Absent: Dave Brummels, Kent Freudenberg, Jamie Montoya deSmidt, Jen Cooper, Anna Sass

Quorum Present? Yes

PROCEEDINGS:

MEETING MINUTES

- January 2016 Minutes
 - Correction: Funds are remaining in program personnel improvement account – account is staying open.
- Jessica Curtis **MOVED** for Trudi Jackson to be Minutes-Keeper for remainder of the Board year. **MOTION** seconded by Jim Volpe. **MOTION** approved unanimously.
- Maggie Davis will remain as official Secretary for remainder of Board year.

FINANCE REPORT, Emily Evans

- Everything on track.
- May be less money in donations compared to previous year. Several previous donors deceased.
- **Recommendation and Vote: Scholarship Amount for 2017/18**
 - Discussion at Finance Committee around financial aid – fees increased, should aid amounts also be increased? Considering 10% of anticipated tuition. This includes CPP and hardship. Seems manageable within budget.
 - Jessica Curtis **MOVED** to approve 10% of tuition to scholarship money for 2017-2018 school year. **MOTION** seconded by Cate Boddington. **MOTION** approved unanimously.
- **Policies and Procedures Manual**
 - Anna and Jen worked hard to draft Manual. Much of this was consolidating/documenting what is already being done. Final draft to Board for approval, likely in March.

COMMITTEE AND LIAISON REPORTS

MAINTENANCE LIAISON, Jen Filonowich

- **Playground Improvements Update**
 - Most Level 1 items from audit were completed at Maintenance Day.
 - Fence is big item; majority of the remaining items able to be managed on Maintenance Days.
 - Will get bids for fence over summer

DIRECTOR'S REPORT, Jen Filonowich

Cooperative

- Parenting class starting in April – taught by Kristi Maida.
- Boots & Brews coming along. Tickets on sale March 1.

Facilities

- Parent Daniel Flansburg has offered to come in with mixer and put in concrete for swings, easel and sign posts. Should happen in the next couple of weeks.

Program

Enrollment

- Full at 113 (plus 2 using Explorers only).
- Next year – 83 enrolled. Several classes already full: O3s, Y4s, M4s, Y5s, Outdoor Class. Consideration to opening additional mixed age class in afternoons. Decision by early March.
- Wee and Not-so-Wee Explorers enrollment – programs in high demand. Next year going to enable families to sign up for entire year, based on wait list points.

Pyramid Plus

- Looked at new social emotional curriculum (PATHS), purchased by D11 for RW.
- Resource Exchange (TRE) Collaboration
 - RW was approached to be part of an early intervention project.
 - One spot in O2s class for a child diagnosed with autism/showing autistic-like behaviors. TRE would provide designated behavior intervention specialist.
 - This would be a scholarship spot – fees to come out of RW scholarship funds. TRE to pay enrollment and for behavior interventionist.
 - Previously a child with atypical behaviors managed with internal resources.
 - How would family come to RW? Would already be working with early intervention services. We have existing connections/collaborations with these services.
 - Program would find funding to enable child to remain at RW for duration of preschool years.
 - Question: other than CPP, families not provided with full scholarships. Any concerns with providing a student/family with a full ride, i.e. no financial contribution required. Don't think this would be an issue, families would be carefully chosen, would sign Memorandum of Understanding and be expected to undertake all obligations of cooperative members.
 - Proposal enthusiastically received by Pyramid Plus Committee and Staff. Teachers in attendance at Board meeting all said they would welcome this intervention in their classrooms.
- Cate Boddington **MOVED** to contract with The Resource Exchange for the Power of Peers collaborative program, including the associated scholarship funds, for the 2017-

2018 school year. **MOTION** seconded by Jessica Curtis. **MOTION** approved unanimously.

Staff

- Intent to Return Forms given to staff.
- Sunshine not returning – baby due in April.
- Looking for at least three, possibly four new teachers (Jordan only lead teaching one class next year; Kristen & Sunshine leaving; possibility of an extra class).

Rating

- Final classroom (Explorers) rated today – six classes rated in total.

CONTINUING BUSINESS

- **Parking Lots Concerns**
 - Danger of parking on street (mainly staff) and pulling out of parking lot.
 - Going to get yellow caution signs.
 - Can't get school zone signs.
- **Board Recruitment**
 - 4 new positions, term starts July.
 - Election April – if required.
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NEW BUSINESS

- **Personnel Policies**
 - Maternity Leave policy – clarify that it is unpaid (Jessica to send wording)
 - Include zero tolerance for drug and alcohol consumption affecting work (Maggie to send template policy).
 - Delete sentence – intent of pay to be within 75th percentile for State. (Include this in financial policies instead?)

Maggie Davis **MOVED**: To approve Personnel Policies with three changes: 1. Clarification of Maternity Leave policies; 2. Inclusion of drug and alcohol policy; 3. Deletion of sentence regarding intent for teachers pay to be within 75th percentile. **MOTION** seconded by Kevin Gigiano seconded. **MOTION** passed unanimously.

- **School Guidelines**

Jessica Curtis **MOVED** to approve the School Guidelines. **MOTION** seconded by Maggie Davis. **MOTION** passed unanimously.
- **Board Basket for Boots & Brews**
 - Contributions to Kara by March 1 – legos or cash.

Please review upcoming events and check if you have any assignments:

Monthly Board Meeting: Tuesday, March 21st 6:30pm

March Newsletter Article (due February 25): Maggie Davis

April/May Newsletter Article (due March 25): Jessica Curtis

March Staff Meeting (Friday, March 10): Kevin Gigiano

April Staff Meeting (Friday, April 21): Jessica Curtis

May Staff Meeting (Friday, May19): Jamie Montoya-Desmidt
Boots and Brews: Saturday, April 22

Meeting adjourned at 8:23 p.m.