



**Ruth Washburn Cooperative Nursery School Board of Governors  
January 2017 Meeting**

Meeting Minutes: Tuesday January 17, 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, Anna Sass, Jamie Montoya-deSmidt, Jen Cooper, Jim Volpe, Cate Boddington, Jessica Curtis

*Ex-Officio:* Karen Brown, Jen Filonowich, Trudi Jackson

*Absent:* Dave Brummels, Kent Freudenberg, Kevin Gigiano, Maggie Davis

Quorum Present? Yes

**PROCEEDINGS:**

**MEETING MINUTES**

- November 2016 meeting minutes approved
- December 2016 meeting minutes approved
- Maggie Davis is resigning as Secretary. Discussion about replacement. Kara to follow up.

**FINANCE REPORT, Emily Evans**

- No funds remaining in program/personnel improvement account – staff bonuses paid out at end of 2016. Account will be replenished with retained earnings at end of fiscal year.
- Will be reduction in retained earnings this year due to increased mortgage repayments.

**COMMITTEE AND LIAISON REPORTS**

**MAINTENANCE LIAISON, Jamie Montoya deSmidt**

- **Playground Inspection Report**
  - Very thorough
  - Separated by areas of playground - helpful
  - A number of issues, but nothing significant. A lot can be remedied with mulch!
  - Fence – several issues (pylons, height, etc). Will likely need to solicit bids for a new fence. Parent (Dawn Ellen) helping with fence issues.
  - Jamie and Dave to sit down and review report – action items, timelines, plan. Most matters can be worked out during maintenance days (next one is Feb 12), others not appropriate for maintenance days.
  - Jen will put report on drive for Board information.

- **Maintenance Day:**
  - Sunday, February 12, 11am – 3pm
  - Jen and Jamie to plan for maintenance day.

### **COOPERATION, Jen Cooper**

- Attended staff holiday party and gave staff their bonuses – very well received.

### **DIRECTOR'S REPORT, Jen Filonowich**

#### **Cooperative**

- Annual Appeal is now at \$30,000 (goal was \$25,000).
- Kindergarten Night – well attended. Staff from 6 schools on the panel. May be helpful to have kindergarten parents meet with final-year RW parents – Jen C to follow up.
- Outdoor class information session – Thursday 26 January. Survey of current class parents overwhelmingly positive.
- All Parent Meeting – Feb 2 @ 5:30pm – Mesa Hills Bible Church
  - Sheli Gray – presentation on nutrition
  - Boots and Brews info
  - Quality Improvement Plan
- Committees
  - Grounds – committee has been ineffectual. Jen contacted individuals on the committee, each taking responsibility for specific aspect.

#### **Facilities**

- Playground audit – see above.
- Maintenance Day – Sunday Feb 12, 11am – 3pm.
- Parking challenges for staff – two staff cars on the street have been hit. How to get traffic to slow down? Don't qualify for School Zone signs (not a public school). Could put up own signs? Emily to follow up with City. Staff to discuss on Friday.
- Power outage guidance from health department – if power out for 2 hours, school should be closed.

#### **Program**

##### **Enrollment**

- Full at 113.
- Wee and Not-so-Wee Explorers enrollment full (32 families in 6-week session).
- Beginning classroom scheduling for next year.
- Enrollment for 2017-2018 open to current families on Jan 30.

##### **Pyramid Plus**

- Had to cancel January meeting due to power outage.

##### **Staff**

- Very thankful for bonuses and gift cards.
- Pay scale linked to performance – see below.
- Karen Brown and Kristin Schoonveld to announce retirement (from end of school year) on Friday's staff meeting.
- Yoga class for staff starting January 23.

## Rating

- Completed Quality Improvement Plan, shared with Coop. Shared Q1 plan at all-parent meeting last year, will share again to ensure everyone has information.
- Rating in February, confident of getting a 4 for this cycle.

## CONTINUING BUSINESS

- **Afternoon Explorers Check-in**
  - Trudi met with Chris Rosemark to discuss program.
  - Discussion around how to maintain Ruth Washburn philosophy and quality.
  - Challenges due to unpredictable nature of Explorers – many variables. e.g. numbers of children, ages, individual learning and social needs, pick up time, etc.
  - Chris does a great job – plans thoroughly (emergent planning), strives to maintain high standard and RW level of quality, ensures program operates efficiently.
  - Meeting notes/summary to be placed on drive.
- **Teacher Pay Bonus Structure**
  - Review of new payscale.
  - Expect our teachers to exceed expectations.
  - Kara and Jim to attend staff meeting on Friday – will present new payscale if approved. *Payscale was approved – see below.*
  - Jessica Curtis **MOVED** to approve the new payscale structure. Jamie Montoya deSmidt seconded the **MOTION**. **MOTION** passed unanimously.

## NEW BUSINESS

- **Parking Lot Concerns**
  - Need to brainstorm ideas to create more parking spaces.
  - Main issue is staff parking (two staff cars hit recently while parked on street).
  - Nominal tuition discount for carpooling?
- **All Parent Meeting – Thursday February 2 @ 5:30pm**
  - Board recruitment
    - 2 current members.
    - 2 community/alumni members.
    - Especially seeking fund development skills.

Meeting adjourned at 7:56 p.m.