



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

Meeting Minutes: Tuesday, July 19, 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, Emily Evans, Kara Hamby, Jennifer Cooper, Jessica Curtis, Jim Volpe

Ex-Officio: Jen Filonowich, Trudi Jackson

Absent: Maggie Davis, Cate Boddington, David Brummels, Kevin Gigiano, Kent Freudenberg

Quorum Present? Yes

PROCEEDINGS:

- Meeting called to order at 6:38pm by President, Kara Hamby
- In the interim between the June and July Board Meetings the following business was conducted via email:
 - Kara Hamby **MOVED** that the draft June 2016 Meeting Minutes be approved. A quorum of votes was received and the Minutes were approved by email.
 - Kara Hamby **MOVED** to elect Maggie Davis as Board Secretary for the 2016-2017 term. A quorum of votes was received and Maggie Davis was elected Secretary.

FINANCE REPORT: Emily Evans and Jen Filonowich

- Emily and Jen met to review year end numbers. Figures as predicted.
- Year end retained earnings approx. \$60,000.
- Staff Bonuses:
 - Jen proposed awarding returning staff who had positive year-end reviews with payment of bonus (based on number of hours worked and last year's salary numbers). Total cost approx. 10% of retained earnings.
 - Personnel Policy provides that: *"Staff may be awarded bonuses at the end of each year based on their job performance, staff evaluations and parent surveys. Total bonus amount will be determined by the Board based on the financial performance of the School and individual bonus amounts will be determined by the Executive Director."*
 - Board discussion – general agreement that bonuses a good way to reward employees (other options, e.g. benefits, not feasible). Would be a positive start to the year.

Kara Hamby **MOVED** to approve staff bonuses equal to one week's pay for all returning staff with positive performance reviews. Jennifer Cooper **SECONDED** the motion. **MOTION** passed unanimously.

- Trudi Jackson (last year's President) to draft letter to staff thanking them and advising of bonus. Make clear that this is not setting a precedent.
- Director Bonus
 - *(Jen Filonowich left the room for this discussion)*
 - Proposal to include Jen in bonus scheme for staff

Anna Sass **MOVED** to include Jen Filonowich in bonus entitlement plan. Jessica Curtis **SECONDED** the motion. **MOTION** passed unanimously.

- Emily Evans requested that any finance-related questions or issues be sent to her at least one week prior to Board meeting.
- August finance meeting - will discuss options for remaining retained earnings (mortgage, endowment, etc). Will make proposals/recommendations to Board to be discussed at retreat.

MAINTENANCE LIAISON: Jamie Montoya-DeSmidt

- Jamie reviewed maintenance priorities. Of 15 items identified 1 year ago, will have addressed 7 by end of summer (e.g. drainage, gutter, blinds). Making headway on things that need improvement on the property. Board actions make a difference in day to day operations of school. Model of having Board oversight of maintenance issues is helpful – more consistency, longer term vision.
- Request for Jamie to provide list of remaining 8 items for August finance meeting. Also list of what has already been completed.
- Maintenance days coming up (Aug 13, 14, 20, 21, 27). Would be helpful to have Board presence. In particular need help/leadership on Aug 21 – Jamie offered.
- Pirate Ship – discuss at next meeting (David).

FUND DEVELOPMENT: Jen Filonowich

- Alison Christofferson setting up meeting with Linda Crissey.
- Anna Sass to take on role of Fund Development for current Board.

COOP LIAISON: Jennifer Cooper

- Jen planning to attend Class Coordinator meeting on Aug 17.

DIRECTOR'S REPORT: Jen Filonowich

Cooperative:

- FBA planning (Boots & Brews). Venue, meetings with Dani planned. Board will consider new Liaison to FBA.
- RW Homecoming:

- Will be a day time event on October 7, people will be able to see the school in action and then a small luncheon afterwards.
- Harvest Festival and 3rd Grade Reunion – October 8.
- All families have been placed into committees, will receive emails this week.
- New Parent Orientation
 - Jen C will attend both dates
 - Jamie to attend Aug 17
 - Jim to attend Aug 23
- Maintenance Days – see above

Facilities:

- Project coming together. Landscaping and concrete finished. Deck needs to be replaced, stairs built. Working with Marty has been amazing. Contractors all great.
- Other items:
 - Gutter replacement
 - Carpet for stairs and basement classroom
 - Shed for bikes and ride-ons? May be able to utilize space under deck (once rebuilt) – or possibly purchase a small shed for big wheels.

Program:

Enrollment:

- 112. Some ups and downs – people moving in and out.

Staff:

- Stacy, Mary Jean & Kristi are in Breckenridge taking Pyramid Plus training
- New Staff: have now hired for all 4 positions

Operations:

- Audit scheduled for July 25.
- Will put budget (unaudited) on drive for review
- Files – approx. 2011, simplified process:
 - Anything related to children – need to retain for 3 years (from last year of enrollment).
 - Financial documents – 7 years
 - Staff records – 10 years
 - Lifetime – e.gg Board minutes. System for shredding (take to Fed Shred).
 - All documents - always err on side of keeping longer.

CONTINUING BUSINESS

Foundation/Structural Repair: Jamie Montoya-DeSmidt, Jen Filonowich

- Jamie has been to RW a couple of times a week to check in.
- Recommendation to re-shoot property to test water drainage on a yearly basis.

Finance Policy and Procedures: Anna Sass

- Scheduling a meeting with Jen & Adrienne next week.

Records Retention Policy: Jen Filonowich, Emily Evans

- Refer to Directors report – policy in place.

NEW BUSINESS

Ex Officio Board Member: Kara Hamby

Kara Hamby **MOVED** to welcome Trudi Jackson as ex officio Board member for 2016-2017. Anna Sass **SECONDED** the motion. **MOTION** passed unanimously.

Meeting Minutes review changes: Kara Hamby

- Members to review minutes ahead of time. No spelling, grammar changes, etc. to be discussed at meeting.
- Secretary to provide draft minutes within 1 week of meeting. Any changes/edits from Board members to be submitted to Secretary within 1 further week.
- “Vice Secretary” role? If interested, talk to Kara.

Board member maintenance: Kara Hamby

- Board members are NOT required to complete maintenance hours. But presence (even for a short time) at maintenance days would be appreciated.

Board Meeting Calendar: Kara Hamby

- Kara plans to provide list of meeting dates at Retreat
- December meeting to be Dec 13th (instead of 20th – too close to Christmas).

Meeting adjourned at 7:42pm.