



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

Meeting Minutes: Tuesday, September 20, 2016, 6:30 p.m.

*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, Maggie Davis, Anna Sass, Dave Brummels, Jen Cooper, Kevin Gigiano, Jim Volpe, Jessica Curtis, Emily Evans, Cate Boddington

*Ex-Officio:* Jen Filonowich, Trudi Jackson, Karen Jones, Mary Jean Coyne

*Absent:* Jamie Montoya-deSmidt, Kent Freudenberg

Quorum Present? Yes

**PROCEEDINGS:**

- Meeting called to order at 6:40 p.m. by Kara Hamby.
- It was noted that August Minutes were approved with minor changes.

**FINANCE REPORT, Emily Evans**

- Consolidated P&L: Worth noting: some areas up a little, because of changes such as people paying annually instead of monthly, overall healthy.
- Property Improvement: \$25,295.18
- Program/Personnel Improvement: \$1,800
- Endowment Account: \$25,002.90
- Aging Report over 90 days: \$556.52
- Dashboard Report was as of August 30, so this includes no changes for new allocations.
- Over a little on expenses but over a little on income.
- New mortgage payment made for first time in September.
- Last month, we moved to combine Property Improvement and Personnel Improvement accounts (move \$1800 to Property). These funds were moved and no account was closed.

**COMMITTEE AND LIAISON REPORTS**

**MAINTENANCE LIASION – Jen Filonowich**

- All is well, no news.

**FUND DEVELOPMENT – Anna Sass, Trudi Jackson and Jen Filonowich**

- Sending out hand written invitations for the Alumni Parent Brunch to about 60 people.
- Save the Date went to everyone.

- Intent to connect with past alumni.
- Trudi Jackson and Anna Sass worked on annual appeal letter and it should be going out the first week in November. Draft coming soon for board.
- Used Outdoor Class as example of innovations in Early Childhood Education. Team requesting more information on Pyramid Plus to share in letter.
- At October meeting, Board members will come at 6:00 p.m. (if possible) and will write additional hand written notes.

#### **COOPERATION** – Jen Cooper

- Thursday, October 20<sup>th</sup> at 9:00am a “New Parent Refresher” will be held for families who were unable to attend potlucks or class meetings, or families who would like to attend.

#### **DIRECTOR’S REPORT** – Jen Filonowich

##### **COOPERATIVE**

- Ruth Washburn Homecoming:
  - Invited 50-60 alumni parents to Alumni Parents’ Brunch on October 7 at 10am.
  - Harvest Festival October 8 from 11 a.m. to 1 p.m.
  - All Parent Meeting and Mini-Resource Workshops, Thursday, October 6 from 5:30-7:30 p.m.
  - New Parent Support, “Parent Refresher” opportunity.

##### **FACILITIES**

- Purchased 12” playground barriers with some grant funds to contain mulch around play structures to a depth of at least 9” barriers and almost 18 yards of mulch installed. We probably still need one more dump truck of mulch and about 10 more barriers.
- Jen discussed the option of a private playground audit for \$300 in light of discussion at last meeting to be proactive about being prepared for expenses. The company researched, Clayton Early Learning, is familiar with Ecers Scores (Playground Safety Rating). Also can help us look for grants in specific areas.
- Jessica Curtis **MOVED** to contract Clayton Early Learning to audit our playground for safety (in the coming weeks in anticipation of accreditation). The funding would come out of Property Improvement Fund at a price not to exceed \$500. Dave Brummels **SECONDED MOTION. MOTION APPROVED UNANIMOUSLY.**
- Updated Router and Modem for added security.

##### **PROGRAM**

##### **ENROLLMENT**

- Full at 113, moving to 114 next week. Two additional signed up for Just Explorers. Last year we had 100 enrolled.
- Wee and Not So Wee Explorers started this week. Full and going well so far.

##### **EXPLORERS**

- Staffing update: Tracy Volpe will not be here after two weeks. Will still be on sub list. Looking to hire for Explorers.
- This year, Jen Filonowich would like to revisit the Explorers program in terms of the size with the Board. Discuss its size, staffing, and brainstorm ideas.

##### **PYRAMID PLUS**

- Leadership Team meeting monthly. Narrowing our search for Social/Emotional Curriculum. Hopefully will be able to present to staff around November.
- Top Tier support process defined and working on execution with three families. Team feels prepared.

#### **STAFF**

- Jen shared Life Cycle of Teachers document-The majority of the staff is new or in a new role. Stacy Holmes and Mary Jean Coyne are coaching new staff.

#### **CONTINUING BUSINESS**

##### **FOUNDATION/STRUCTURAL REPAIR – Jen Filonowich and Trudi Jackson**

- Marty Fennewald paid in full and it was reported that it was a mutually great experience. Now that he is familiar with our building, we would like to keep him as a good reference and contact person for information on the building.
- Kara will be writing thank you note to Marty Fennewald for his work.

#### **ALL PARENT MEETING**

- Thursday, October 6<sup>th</sup> at 5:30p.m.
- Board encouraged to attend and mingle.
- New format at the school with five different workshops.
- Childcare available for parents.

#### **STRATEGIC PLAN**

- Kara will be presenting at coming meeting.

#### **NEW BUSINESS**

- Jessica Curtis discovered that credit card fees can't legally be passed along. Board discussed options for making up the fees and parent communication. To be revised next meeting on how to go forward.

Kara Hamby **MOVED** to adjourn at 8:15 p.m. Maggie Davis seconded the **MOTION**. **MOTION** passed unanimously.