



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

Meeting Minutes: Tuesday, November 15, 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, Dave Brummels, Jen Cooper, Kevin Gigiano, Jim Volpe, Jessica Curtis, Emily Evans, Jamie Montoya-deSmidt, Kent Freudenberg

Ex-Officio: Jen Filonowich, Trudi Jackson, Chris Rosemark

Absent: Anna Sass, Cate Boddington

Quorum Present? Yes

PROCEEDINGS:

- Meeting called to order at 6:40 p.m. by Kara Hamby.
- It was noted that October minutes are approved.

FINANCE REPORT, Emily Evans

- Numbers looking good and on track.
- Bank service charges occur quarterly, so appears high, but on track.
- Janitorial services up due to misplaced invoices, but on track now.
- Year to Date looks good: YTD Expense Actual \$116,600.30 and YTD Expense Budget: \$121,470.89.
- Aging Report over 90 days: Forgiving \$299.97, non collectable.
- Up for renewal on well researched insurance policy, very slight increase in premium this year (\$4) per month.
- The board discussed the option of carrying a separate “cyber” insurance policy. After deliberation and review, the Board decided to not institute a policy at this point, but may revisit in the future.

COMMITTEE AND LIAISON REPORTS

MAINTENANCE LIASION –Dave Brummels

- Clayton Early Learning did an inspection of the playground. Report will be prioritized from major to minor concerns. Height of the fence is a concern. Dave inquired about regulation equipment so we can focus on purchasing equipment in the future. This audit will also open us up to grants through QualStar. Mats didn’t meet fall zone requirement. The report is expected back this week. We will get “credit” for being proactive in our

accreditation process as well.

FUND DEVELOPMENT –Jen Filonowich

- Annual Appeal will be mailed this week.

COOP LIASION – Jen Cooper

- A few parents attended “New Parent” meeting offered by Jen as Coop Liasion was a success and a positive offering.

PYRAMID PLUS – Trudi Jackson

- Trudi Jackson reported that Pyramid Plus committee has established a mission statement and the group has chosen to work with the social curriculum “Paths”.

DIRECTOR’S REPORT – Jen Filonowich

COOPERATIVE

- Annual Appeal letters going out.
- Boots and Brews Update: Venue Challenges, but soon to be resolved.

FACILITIES

- Playground Audit was November 4. Expecting report at any time.
- IT Plan

PROGRAM

ENROLLMENT

- Full at 113. We are losing 2 students in December due to moves, working to fill those spaces.
- Wee and Not-So-Wee Explorers full and going strong. Could easily add another section of Not-So-Wee, but don’t really have the staff capacity at this time.

NEXT YEAR

- Classes for next year: Enrollment will begin at the end of January. We would like to run the same classes next year (including the outdoor class). Looking into a Yurt and working on options to get the students protected from sun and wind.
- Tuition rates will need to be published at the time of registration. Finance committee will have recommendations for this.

EXPLORERS

- New staff is working out very well. Chris is managing the new staff and program very well.

PYRAMID PLUS

- Report coming, meeting was 11/14/16.

STAFF

- Successful staff meeting was held last week and great team building activities. Conferences were successful.
- Teaching staff reviews will be completed this week.

CONTINUING BUSINESS

TECHNOLOGY/SECURITY NEEDS – Kevin Gigiano and Dave Brummels

- Helping to establish a plan for technology for the school.
- Working with staff to establish consistency throughout technology as well as trying to capture big picture of technology by assessing systems in place.

POLICIES AND PROCEDURES – Kara Hamby

- Discussed options for continuing this work. Kara Hamby will be contacting Adrienne to ask her to complete the financial portion of this document.

NEW BUSINESS

- Review of Insurance Policy, difference of a \$49 increase per year. Significant research was done to establish this policy. Kent Freudenberg **MOTIONED** to approve this insurance policy. Dave **SECONDED** the motion. Motion approved unanimously.
- Teacher pay increase options presented and discussed. Over the next five years, minimum wage will need to be raised to \$12.00 per hour. In addition, we would also like to lift the salaries of our head teachers simultaneously. Board began preliminary discussions about how to present this issue to the coop and how to implement any changes.
- Looking to form a committee to help with structuring Afternoon Explorers for next year. Trudi Jackson and Maggie Davis will work on this committee.
- Next meeting is scheduled for December 13th.

Kara Hamby **MOVED** to adjourn at 8:40 p.m. Maggie Davis seconded the **MOTION**. **MOTION** passed unanimously.