

DATE: October 18, 2023



BOARD OF TRUSTEES MEETING MINUTES

Facilitator: Kristin Crafts

Meeting Minutes: Emily Cochran

BOARD MEMBERS / ATTENDEES PRESENT (present noted in bold):

Kristin Crafts

Todd Sutliff

Vivian Ricketts

Jessica Mozdiez

Katie Cimet

Brian Nauheimer

Barbara Carlson

Lorena Galvez Scatamacchia

Matt Morrison

Ulrika Shepardson

James Walter

Pratima Patil

Emily Cochran

Brian Doherty

Parent/Community/Staff (Non-Board) Attendees: Wyley Johnson

Call to Order, 7:33pm
Kristin Crafts

1. Public Comment

- Open to Members of Corporation only
- No comments

2. Admin Items

- Reminder to complete the Board Intent Form
- Have had a couple of recs on people that could be good to join the Board
- We had 60 people sign up to be part of the corporation - combo of Board, Staff, and Parents

3. Approval of Previous Minutes

Meeting Minutes approved.

Motion to approve minutes for September 20, 2023

Motion: James

Second: Brian

In Favor: All in favor.

4. Treasurer's Report - Todd

- Investment policy - Brian shared with the group last month, we should hold off until after the master plan to finalize this.
 - Hoping to maintain a 4 month operating reserve and then identify what investments look like
- Profit - \$50k over budget due to higher tuition revenue and 2 EEC grants
- Late tuition - no items to mention
- At our Nov meeting, our current financial advisor, John, will come to do a presentation
- Fin Comm voted to move \$1.4M from a money market to a fidelity account to increase investment amount
- Audit - we had an initial meeting with the audit firm and hoping to get that completed by end of the year

5. Events and Fundraising - Jess

- Currently doing family photo sessions - 33 families signed up and still have some open slots - we opened up the last weekend in Oct, but haven't gotten any sign ups yet
 - So far, have taken home \$3k from this project
 - Hoping that Board members can get their pictures taken to put on the website
- Pie fundraisers - in the past, we have done the pie fundraiser - should we do again?
 - From a fundraising perspective, how much time does it require - doesn't require much time - mainly picking up the pies require time.
 - Was helpful from a convenience perspective and that we could donate to a teacher
 - Could we think about maybe also allowing people to donate to the food pantry?

6. Report from the Staff - Viv

- Infant / Toddler did their open house last week and it went really well
- A lot of groups are thinking about curriculum
 - PS rooms are thinking about fall, pumpkins and season changes
 - PSC is thinking about shadows
 - PSB is thinking about 3D representations - they are big into building
- PS open house is coming very soon

7. Building Committee - Todd

- We plan to amend the bylaws in January to add a Building Committee
- Fall community clean up day - thinking about Nov 11th - doing in the morning (2-3 hrs) - think we will plan for rain or shine
 - Will be touching base with teachers around what they need done
- Master Plan
 - Two focus group meetings to dive into ideas and potential around entrances and hallways
 - Talking about admin offices and spaces and integration into the school
 - Porch studies - making them an extension of a classroom
 - Next meeting next Thursday - should have a draft report by mid-November
 - Questions
 - Jess - what is the next big milestone with them? getting the final master plan is the focus
- Potholes
 - Need to get potholes paved in the driveway before the winter
 - Also reached out to Nashoba Paving, but they are very busy

- Gutters
 - need to be cleaned and are looking for potential vendors
 - Jason is worried about gutters causing ice damming - should look into what it would look like to take the gutters down and the impact of that.
 - Could consider American Gutters
- Neighbor Bushes at Exit
 - The bushes / leaves on the corner by the exit makes leaving the center very dangerous b/c you can't see on-coming traffic
 - Barbara / Ulrika can make another outreach to the neighbor about our fall clean up and wanting to clip back the brush.
- Crosswalk
 - A parent is concerned about the crosswalk and those that walk to school. Interested in thinking about how to make the crosswalk safer
 - An ITC employee went to the town, but they ended up shutting it down
 - Lorena is happy to work with the parent that is interested on this to advocate for this
- Storm Clean-up
 - The shed has been removed and we have also been in touch with the people who installed the fence to see about putting in additional fencing to close the gap with the shed being gone.
 - We are going to put up some temp fencing until we can get the chain link fence repaired.

8. Director's Report - Barbara

- Assistant Director Search
 - Recently, Sue Gordon sent an email to staff internally with the AD posting, followed by it being posted externally
 - Sue is receiving the resumes and will do initial rounds of interviews and then will make recs on who should advance
 - Barbara and Ulrika met with Sue and talked about interview questions.
 - Sue has done a great job on coaching us on the types of questions to ask - more focused on behavioral questions
- Enrollment Open House
 - We will have our enrollment open house on Sat, Oct 28th - from 9am - 12pm.
 - We have had some parents volunteer to be present to talk with families and families can also share baked goods as well.
 - Questions
 - Where do you think we will have gaps this next year?
 - Think we are in an ok spot - but should know more after the open house.
- I am excited that we have successfully recruited room parents for each room, with PSD being the exception.
- We have received an anonymous gift to support \$10k gift to support technology in the classroom.
- We are also deep in prep for our relicensing work - Aline and Ulrika went to a half day training with EEC. We will need to remove the second 2/3 room given licensing requirements - we don't have the staff to support this additional room. It isn't my rec that we try to add back on another 2/3 room, but would want to discuss with the Board. Would rather think about adding in the school aged program, which would add much more value.
 - Are we still looking at extending hours until 5:30pm? Given what we charge, for

- FT care, we are looking at most people having two full time parents.
- Is something that we are considering, but would need to look at staffing implications.
 - Would also want to think about getting feedback from parents on if this would be beneficial.
- Can we combine children that stay late to reduce staffing?
 - There are different ways we could think about organizing the final hour of the day.
 - If we think about a school aged program, we should think about transportation given that they won't bus kids anymore.
 - The district doesn't have many care options on Wed, so maybe we could connect with the district on an option.

Next meeting, November 15th

9. Adjournment

Motion to Close Session @ 8:43

Motion: James

Second: Brian

In Favor: All

All in Favor. None opposed.