

DATE: April 24, 2024



BOARD OF TRUSTEES MEETING MINUTES

Facilitator: James Walter

Meeting Minutes: Emily Cochran

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

Todd Sutliff

Vivian Ricketts

Rachel Buonaiuto

Katie Cimet

Brian Nauheimer

Paige Fang

Barbara Carlson

Lorena Galvez Scatamacchia

Wyley Johnson

Ulrika Shepardson

James Walter

Emily Cochran

Brian Doherty

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

Call to Order, 7:32pm
James Walter

1. Public Comment

- Open to Members of Corporation only
- No comments

2. Approval of Previous Minutes

Meeting Minutes approved.

Motion to approve minutes for March, 2024 with edits noted in meeting

Motion: Brian

Second: Todd

In Favor:

All in Favor. None opposed.

3. Treasurer's Report [Brian]

- Profit of \$50k, which is \$80k over budget
- Personnel costs were high at the beginning of the year, but getting closer to budgeted
- Ended the month with \$2.4M in cash
- Nothing to report on late tuition
- Financial advisor change is underway, and Emily, Ulrika, and Barbara got paperwork

signed, and will be talking with Monument about our decision / direction.

- Talked with Dan about revising the investment policy statement. Will bring to the Board to the next meeting to review.
- Budget FY24-25 is coming up. FinComm will begin working with InSource to scrub the current budget to start in setting new budget.
 - Plan to present a budget the Board at the June meeting and vote in July meeting.
 - FY ends Aug 30th
- Ulrika and Dick have been working to put together a model to move from an hourly to annual tuition plan. The bones of the model are there
 - Hope to bring to the Board later this summer, with maybe a vote in September
 - We are likely going to seek input from current families, teachers, etc as we work through this plan

4. Event + Fundraising Report [Katie + Brian]

- Auction was a great success – we generated over \$24k in revenue, not taking into account expenses.
 - Finishing settling up final receipts and the auction committee is finishing up delivering items that were won
 - Processing of all sale of auction items took a lot longer than we anticipated
 - Next step is to go through all the thank yous that we need to make
 - Committee is going to get together to discuss lessons learned
 - Finally got the photos and so would now like to send a follow-up to the center to thank them
 - Have some leftover auction items, so need to identify what to do with those
 - Questions
 - Was the tech slow? It was a new system that we were using for the first time. There were issues that we didn't anticipate as a result.
 - There is curiosity about what will be done with the money raised – this is an opportunity for the board to identify what this goes towards, but should think about putting it towards something that people will see (i.e. playground equipment).
- Teacher Appreciation Week – first full week of May
 - Thursday is the breakfast, so going to be sending out an email to the center to sign up to bring things

5. Staff Liaison Report [Viv]

- Had April Staff Meeting
 - Tara and Emily did a presentation on loose parts
 - Brought some of the loose parts that we have in our classrooms and discuss new ideas
- Upcoming Art Show
 - Doing final prep work for that
 - Teachers are talking about how they are enticing different kids to get involved in art, especially those children that are less interested in art.
 - Questions around if we will be doing the Silver Graphics this year
 - Fundraising initially identified that we wouldn't do it this year.
 - Will look into if people can do silver graphics on their own
- Curriculum work
 - Concentrating on spring, lifecycles, etc.

6. Facilities Committee [Todd]

- Crosswalk
 - Select Board meeting, James presented and there was support from the TAC member
 - Some follow-up work to set up meetings with the Town Manager and Select Members
 - Next Select Board Meeting is on April 29th, where we will try to speak about this
 - Think having the speed trailer outside of the building has really helped
- NETR came on April 4th to fix HVAC issue
 - When NETR came to fix it, they noticed a crack on a unit in the roof, so have reached out to the firm that put them on the roof to look into fixing it. They are going to come and look into fixing it.
- Structures for playground – looking into some new structures and swings
 - We have contacted the two primary playground structure companies
 - Landscape Structures
 - Kompan
 - Since the pandemic, request for playgrounds is through the work, so it will take 21 weeks to get anything from them.
 - We have walked the site with reps from both companies to discuss needs, etc.
 - \$62,000 for the structure, which doesn't include surfacing and installation, so a cost that we will need to discuss given the high cost
- Working on getting three quotes for additional construction work
 - We have two quotes and are waiting on the third
 - This is part of a much broader conversation with the Board around how we will prioritize our capital improvement projects
- Spring Clean up Day is this Saturday

7. Director's Report [Barbara]

- Staffing Update
 - Continue to actively recruit and interview candidates. We had two exceptional candidates in the last week and have extended offers to both of them.
 - Concerned with the competitiveness of our salaries given feedback from candidates.
 - Recommendation to consider teachers being able to carry over some vacation days. Would also like to consider paying people out for the vacation days that they don't use. Would be a welcome benefit.
 - Think we should also look into a commuter benefit for our staff.
 - We have hired Elizabeth as the Infant Lead Teacher starting at the start of school year
 - Have received a resignation from our PSA Teacher, Trillian, effective at the end of this school year.
 - Meg will move to be the PSA Lead Teacher in the fall, with Beth being the PSB Lead Teacher
 - Other resignation we have received is Griffin, but will be with us through the summer
 - Educator Open House
 - May 18th hosting an educator open house and have received a large interest from other teachers to join us
 - Questions
 - How many open positions? Right now, we are hiring for 2 PS positions, 1

- Resource, 1 Infant and 1 25 hr Infant position
- Do we know what salaries are related to other centers? We are finding that some other centers (university based / corporate centers) are able to provide higher salaries than we can offer.

8. Other Business

- Master Plan next steps discussion
 - This is a bigger discussion that we need to have.
 - We need a dedicated meeting to discuss this. Recommend moving quickly through routine items and then spend the rest of our time focusing on the master team.
 - Will move next meeting to May 22nd at 7pm

Next Meeting on May 22nd @ 7:00pm

Adjournment

Motion to Close Session @ 8:45pm

Motion: Todd

Second: Lorena

In Favor: All

All in Favor. None opposed.