

DATE: January 17, 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: None.

Call to Order, 7:56pm
James Walter

1. Public Comment

- Open to Members of Corporation only
- No comments

2. Election of New Officers

Motion to elect new officers as outlined below

- James Walter - Board Chair
- Todd Sutliff - Vice Chair
- Brian Doherty - Treasurer
- Emily Cochran - Clerk

Motion: Brian
Second: Lorena
All in Favor. None Opposed.
Motion Passes.

3. Treasurer's Report [Brian]

- Audit Update

- Finalized audit today and it went very smoothly
- Tuition Setting Calendar
 - FinComm will bring recommendation around tuition setting at next Board meeting for discussion
 - We will then vote at March meeting
 - Recommending that we move Feb meeting given current date is during school vacation week - recommending we move to Feb 28th
 - Will also formally bring tuition rec to executive committee
- Update of Financials thru December 31
 - For the month of Dec, 2023 - profit was \$32k over budget, which is mainly due to EEC grants
 - Profit was \$54k for year to date - largely due to EEC grants and being understaffed to date
 - Personnel is a little over budget, which is due to timing; healthcare is over budget; end of year bonus for last fiscal year showed up in this budget; classroom expenses are over budget because food is very expensive
 - Building expenses are over budget at this time
 - \$2.1M in cash at the end of the month
- Late Tuition Report
 - Nothing to report

4. Event + Fundraising Report [Katie + Brian]

- 2024 Auction
 - This is generally our biggest money maker and hasn't happened since the pandemic
 - March 23rd at Stow Acres - we have contracts and a venue
 - The committee is meeting weekly
 - Theme is "Celestial Celebration"
 - Targeting save the date to go out next week
 - Questions
 - Do we sell tickets? *Yes. And teachers receive comp tickets, but parents can buy tickets for teachers.*
 - Is there an option for parents to donate things? *Yes, this will be an option.*
 - *Could we have the bar revenue, or a portion of it, go to ITC?*
- Fundraising Consultant
 - Katie has a cousin who is the head of a fundraising organization, so talked with them about what we are needing / wanting. Came out of it feeling optimistic.
 - Katie and Barbara are going to meet with her over Zoom to ask questions and hear recommendations / options.
 - Would like to have Barbara meet with her before bringing any additional information and / or rec forward.
 - We could have this person come to a future Board meeting or potentially hold a special meeting.
- Annual appeal
 - We have received \$2,833.75 to date from this appeal

5. Report from the Staff Liaison [Viv]

- Holiday Party
 - Had it at True West, which was very nice to celebrate with staff
- Everyone appreciated the bonus at the end of the year
- Staff development day

- Spent the first half of the day in the classrooms to revamp the classroom, execute team meetings
- Second half of the day, we did a staff training focused on the image of the child, led by Barbara - watched a video, and then did some small group reflection on a set of questions
- Book Group
 - Happened tonight

6. Facilities Committee [Todd]

- Master Plan
 - There is a plan to meet with the finance comm to digest the plan and identify how we move forward, especially thinking about our short term needs.
- Parking Lot Ingress and Egress
 - Had been proposed in a earlier board meeting to have enter and exit of the parking lot shifted.
 - Talked with the town and we can make this change
 - Brought this to our teachers and the one concern that teachers raised is teachers arriving as children are being dropped off.
 - It is just flipping this from what they experience in the evening to the morning.
- Crosswalk Safety
 - Letter from a parent shared around crosswalk concern.
 - Crosswalk is at the top of the hill, so hard for drivers to see
 - When crossing away from ITC, there isn't a clear path to support in crossing
 - This parent has also offered to be on the facilities committee and could be helpful with resolving this issue
 - We also have a staff member that is an Acton resident, and this is something that is going to come before the city to address
 - Now that a parent has brought this to our attention, what do we need to do.
 - Should we have some level of signage to address this - James and Lorena to discuss risk alongside the facilities committee.

7. Report from Business Manager [Ulrika]

- ITC Website
 - Ulrika walked the Board through the new ITC website
 - Hoping it will go live on Feb 1

8. Director's Report [Barbara]

- Staffing
 - Newest teacher working in PS A and B - hire of Griffin Bentley - he is a young person that graduated from AB High School, but prior to that had experience working in early childhood education.
 - We recently received a letter of resignation from our lead infant teacher. Last day will be Feb 2nd.
 - We will first post the position internally and then will plan to post externally.
 - Kathy Stein will support the classroom when she returns in mid Feb. Will support at the admin level as well.
- Enrollment
 - Is progressing very well - have been in contact with all current families.

- Ulrika and Barbara have been working to get the Finance Comm information around enrollment and teachers.
- We will look at standardizing hours as FT / PT, but likely not something we can do this year.

9. Other Business

- Board Retreat
 - Should maybe look at a week night event to bring people together
- New Board member committee assignments
 - Facilities - Rachel, Wylie, Todd (chair), Barbara
 - Finance - Brian, Emily, Ulrika, with James to join
 - Fundraising - Katie (chair), Brian (chair), Paige with new non-board meetings
- IT Meeting
 - Chair, Vice Chair, Treasurer, Clerk, Legal - will have their own unique passwords
 - Committees - there will be one general password to that email that everyone in that committee can access
- Next Board Meeting
 - Feb 28th at 7:30pm
- Future meeting structure
 - Idea to have chairs send reports in advance so that Board can review and then spend time in discussion

Next Meeting on February 28th @ 7:30pm

2. Adjournment

Motion to Close Session @ 9:55pm

Motion: Brian

Second: Paige

In Favor: All

All in Favor. None opposed.