

DATE: March 20, 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, 7:35pm
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 February, 2024

Motion: Brian

Second: Lorena

In Favor: All

All in Favor. None opposed.

3. Treasurer's Report [Brian]

- The profit for the month was \$45k; revenue was \$37k higher which was because of EEC grant for Jan; also saw higher than budgeted tuition
- Expenses were under budget, which was due for coming under on personnel and work not being done we had planned for

- Building expenses were \$6k over budget b/c of mini split that we got.
- Ended the month with \$2.25M in cash, so a very healthy cash position.
- No issues to report on late tuition
- Switching to Enterprise – we got a fourth reference on them and FinComm was satisfied and we let Enterprise know that we would be switching to them, so will start the process to transition over
- Tuition setting – recommendation was made last meeting and will vote on that later in the meeting.
- Questions
 - Why do we have a surplus of tuition for the year? Our budget is a best guess of where we think we will land and we have been able to fill spots and hours to bring our tuition above where we had budgeted.

4. Event + Fundraising Report [Katie + Brian]

- The auction is on Saturday. Brian has gone above and beyond to get this auction together.
- Have about 110-120 people expected to come
- Online auction is up online and then have separate items for the event itself.
 - Have about 90+ items online. About 1/3 of them to date have bids on them.
- We have 5 sponsors – Enterprise Bank, NETR, Gallagher Insurance, Annum, Jenson Builders totaling \$6k.
- We have a few games at the event, and are looking for some volunteers at the event for 30 mins.

5. Staff Liaison Report [Viv]

- Book group – ready Ch 11 around inclusive community and had discussion around how we support with children's with special rights here. Then led us to talking about how we get to know new families and children. Next time, we are going to bring 5 questions we want to know about new children.
- Had our march staff meeting and heard about the master plan; and then heard from a couple of groups of teachers on their emergent curriculum projects.
- Have been talking about a spring open house for educators with admin to have folks hear about the curriculum at ITC and entice them to think about joining ITC.

6. Facilities Committee [Todd]

- We welcomed a new member to the committee
- Crosswalk – there is now a sign in the middle of the crosswalk to encourage folks to slow down / be aware of folks crossing
 - Have continued to have a number of scary situations and need to make additional progress with the town.
 - Have contacted the police as well and they are going to come out to continue to monitor.
 - If we decide to go to a committee meeting, we should try to get a number of Board members to represent ITC.
 - We should also look into if we can qualify as a school zone to get that signage.
- This past Mon, committee members monitored traffic pattern in the parking lot to think about how we improve the flow of traffic
- Have requested RFPs from two contractors to do work on classroom improvements we need to make – waiting to hear back from them and hoping to have details for our April Board Meeting.
 - In the RFP, asked them to prioritize the classroom improvements, retaining wall,

- basement foundation
 - Depending on when these are received, could do a special meeting or do at the April meeting
- Questions
 - Did we choose two bids for a specific reason? We could ask for another quote if the Board would like one.
 - Ulrika to work to set up getting a third quote
- There are some fallen trees on the north side of campus, so removal will happen in the next 3 to 4 weeks
- April 27th – Spring Clean up Day from 9:30-11:30am
 - We don't need the mulch and sand for this year
 - Likely could get some sponsorships for this

7. Report from Business Manager [Ulrika]

- We sent out an email to families on the waitlist that didn't get a spot this year
- Contracts will be going out after voting tonight – next week for next year. Families will have two weeks to return them.
- We have a lot of children next year that will be in 7:45am – 5pm, which is great for tuition but not helpful for staffing.
- Ulrika and Dick at InSource are working on a FT / PT model to help with budget setting.
- Contract changes
 - Last Board meeting, we gave a copy of the revised contract.

Motion to make the proposed changes to the 2024 – 2025 school year contracts as reflected in Board documentation

Motion: Ulrika

Second: Lorena

In Favor: All

All in Favor. None opposed.

7. Director's Report [Barbara]

- EEC Grants
 - We were notified 10 days ago that the EEC grants we have been receiving are being decreased effective May and June of 2024. We will get the grant as we have been currently getting it for March and April.
 - Our monthly grant was around \$31k and are looking at \$7k for May and June
 - We don't know what the FY25 grants will look like, but is in process
 - We did invite Kate Hogan and Jamie Eldridge to come see the center, so working on identifying a date to see ITC.
- Staffing Update
 - We continue to have a couple of open positions and are committed to be fully staffed at the start of the school year. Right now, the quality of the applicants is not what we are wanting / looking for.
 - Word of mouth is the strongest referral program.
- Commuter Benefit
 - Might want to consider adding some kind of commuter benefit that teachers can use for commuting to the center
 - Barbara to work on a recommendation to bring to the Board

8. Other Business

- Tuition Vote

Motion to approve implementation of flat 2% tuition increase for 2024 – 2025 school year

Motion: Viv

Second: Lorena

In Favor: All

All in Favor. None opposed.

- Farmhouse Update [Lorena]
 - Lorena went into the space and saw that there is a lot of soft spots in the floor and shouldn't have staff going in there given the fire chiefs concerns. Feel that it is unsafe.
 - Have put up signage asking staff not to go into the farmhouse and staff have been informed.

Next Meeting on April 24th @ 7:30pm

Adjournment

Motion to Close Session @ 9:16pm

Motion: Todd

Second: Ulrika

In Favor: All

All in Favor. None opposed.