

DATE: March 19, 2025



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

Alexandria Carlson

Jill Boodry

Barbara Carlson

Lorena Galvez Scatamacchia

Wyley Johnson

Ulrika Shepardson

James Walter

Kelsey Schaulsohn

Emily Cochran

Brian Doherty

John Rayla

Tony Gardner

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 both sets of meeting minutes for the February, 2025 Board Meeting

Motion: John

Second: Ulrika

In Favor: All

All in Favor. None opposed.

3. Development Committee Report Discussion [Katie]

- Auction is on Saturday
 - We have close to 120 people coming

- A new sponsorship from Northeast Bank
 - Online auction is going well – over \$2,000 in bids.
 - We are setting up at 2:30pm on Saturday if anyone wants to help. If anyone is able to come an hour / 30 mins early, that would be helpful.
- Would like to have a meeting with the Dev committee in April to plan out the rest of the year and begin planning for next year.

4. Staff Liaison Report + Discussion [Viv]

- Staff meeting last week and lead teachers and staff are reading “The Power of the Positive Team” - aligned to what we teach to the kids.
 - Engagement / conversation around the book and various prompts to support in building strong teams.
- Teachers are working on final art show prep, which will be May 2nd – they are working hard to make sure to include all kids, even those that are less interested in art.
- 10 teachers are going to be attending a full day upcoming workshop at the end of March

4. Facilities [Todd]

- HVAC - NETR is coming out in April for routing maintenance check – going to liaise with them to make sure the unit we have had issues with doesn't continue.
- Getting ready for spring with mulch, sand, etc.
- Spring clean up day – Sat, April 26th 9:00-11:30am

5. Nominating Committee [James]

- Donor Cultivation
 - Lynn, as part of the fundraising assessment, developed a donor list based on potential giving capacity. Potential individuals we may want to steward / develop
 - She has forwarded a list of potential prospects for ITC to consider for both the purposes of fundraising and for the nominating committee.
- Nominating committee is meeting at the end of March, so will have more of an update at our next Board meeting.

7. Director's Report [Barbara]

- Barbara shared a personal update on her family and mom's health.
- Enrollment
 - Feel confident that we will be fully enrolled next year.
 - We have agreed to re-name toddler classrooms to align more with groupings. It was suggested by teachers to re-name them Toddler I, Toddler II, Toddler III.
- Excited about progress we are making against Dir, Development search.
 - Moving through postings and direct outreach to potential candidates. 52 potential candidates as of now.

8. Treasurer's Report Discussion [Brian]

- No late tuition to report
- For the month, we had a profit largely due to the EEC grants and some savings in personnel costs
- No questions from the Board about tuition presentation shared at last month's Board meeting.

Motion to approve 3% across the board tuition increase for the 2025 – 2026 school year

Motion: Ulrika

Second: Rachel

In Favor: All

All in Favor. None opposed

9. Other Business

- **Master Plan Update**

- CPC Grant

- Barbara sent an email to our CPC liaison prior to the most recent CPC, with no response
 - Barbara, Ulrika and Todd attended the CPC meeting, but it wasn't well received. Barbara wrote a letter to share at the top of public comment, but was told that she couldn't speak at that time and didn't know if she would be allowed to speak.
 - They did allow her to speak during deliberations – Barbara read her letter, focusing on clarifying some of the points that were brought up in the last deliberation.
 - Less than positive feedback from the committee, which was stunning and frustrating.
 - Questions and discussion of the board given likely outcome of the CPC grant.
 - Likely going to get additional funds from individuals vs. Corporations or grants for this but doesn't mean we won't still investigate grant opportunities.

- Community Engagement

- Zoom was well attended by parents and then had a morning coffee for parents. Very positive energy from parents at both events.
 - Consulted with Consilgi with how to communicate with neighbors around the upcoming construction.
 - Are going to reach out to neighbors around the preservation and upcoming construction, and invite them to a community meeting at ITC. We were aiming for April 3rd or April 10th at the center. Would encourage Board members to be present if possible.

- Assumptions & Qualifications Budget Estimate

- We allocated \$1.1M of our reserves to support in farmhouse construction, knowing that this wouldn't fully cover everything we needed to do.
 - Relate to this initial structural and restoration work that we will need to do.
 - We are close to signing a contract with Consigli – this assumptions and qualifications doc is the background for an initial contract to allow them to do this initial work.
 - Right now, subcontractors are coming under slightly under budget (\$27k)
 - Follow up questions around bond and demolition, which John and Lorena will follow-up with related to contract and clarification.
 - We should think about having an owner contingency for unexpected

things that come up, change orders, etc.. Usually looking at 15-20% of the project.

- That additional cost puts us over budget. Recommend looking into Mass Save to support with some savings.
- Board discussion around current funding approval from the Board and current budget from Consigli, which is above current Board funding approval.
 - Should explore Mass Save, ask Consigli about how much we should be considering for the owner contingency.
 - If we proceed, we need the board to vote a new level of funding approval, but Consigli is also looking for us to move on the contract soon.
 - Follow-up with Consigli to engage around open questions on pricing and contract, FinComm to dive deeper into the financials of where this overage would be coming from for the Board to feel confident in voting for additional overage.
- Annum
 - The construction services proposal was shared with the Board but was not deeply discussed given the need to resolve the previously discussed / mentioned overall construction costs.
- April Meeting Discussion
 - Keep meeting for April 16th, but if we need to come together before that, we can schedule a special meeting as needed.

Adjournment

Motion to close the session at 10:07pm

Motion: Viv

Second: Brian

In Favor: All

All in Favor. None opposed.