

DATE: July 16, 2026



BOARD OF TRUSTEES MEETING MINUTES

Facilitator: Rachel Buonaiuto

Meeting Minutes: Natalie Bauer

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

David DiCiccio

Katie Cimet

Barbara Carlson

Emily Cochran

Tony Gardner

Natalie Bauer

Vivian Ricketts

Alexandria Carlson

Lorena Galvez

John Rayla

Valerie Dupell

Daniel Acker

Rachel Buonaiuto

Jill Boodry

Kelsey Schaulsohn

Verna Krishnamurthy

Kim Baldasaro

Parent/Community/Staff (Non-Board) Attendees: Evan Merck, Anne Dugan

Call to order: 7:26 meeting call to order

Public Comment

- Open to Members of Corporation only
- **There were no comments**

Motion to approve June, 2026 meeting minutes

Motion: Dan

Second: Kim

All in Favor. None opposed.

Board Ice Breaker: *This was skipped because the board took a tour of the atelier and the Little Woods before the meeting.*

Development / Events / Fundraising [Anne, Jill, Kesley]

Capital Campaign Discussion

- The book *A Board Member's Guide to Capital Campaign Fundraising* was discussed as a source of strategy, shared language and scaffolding for the upcoming campaign. All members received a copy of the book.
 - An update was given on how the individual meetings with board members to review the Capital Campaign deck is going. There have been good insights and common threads throughout, and a summary will be presented when all meetings are done.

Homecoming Updates & Discussion

- Samples of the Homecoming postcard were available for members to view. The QR code will lead people to a landing page for ticket sales and tshirt sales. Only children's shirt sizes will be available, but teachers and staff will be provided with shirts.
- A list of volunteer opportunities was distributed and a discussion was had regarding the goal of involving more parents in the volunteer process.
- Sponsorship strategy for the event were discussed.
- Barbara provided an update on the logistics of the event including the tent rental.
- Barbara notes that the goal is for the children to feel represented by the Homecoming event and that people attending will notice the impact of the children and their presence.

Finance [David]

- An update on the June budget and revenue was given.
- June standpoint - Revenue is currently approximately \$100k over budget with a bottom line overage of \$77k, which is slightly under 3% of total revenue for the year.
 - The board discussed the possible uses of any surplus - should that occur at the end of the fiscal year.

Staff Liaison Report [Val]

- Val discussed the optional meeting held in the atelier the prior evening for teachers to meet with the those who went to the Vermont conference. The conference attendees shared about their experience and how their learnings will be integrated into their own classrooms and ITC as a whole.
- The summer schedule allows for more off-campus trips for students, such as visiting West Acton playgrounds and other school playgrounds.
- The class lists and teaching teams are almost finalized, and once that occurs, the children will go visit the spaces they will be in next year.
- Regarding the hiring process for the Assistant Director: Staff were given the opportunity to speak with the Development Guild to provide input on goals for the position and what should be included in the job description.
- Discussion of Kathy Linnane -
 - She recently passed away and Val, Barbara and the board discussed ways to honor her and highlight the pivotal role she played at ITC. Possible tribute ideas:
1) Dedicate the Art Show to her (it was started by her),, 2) create a tribute garden
3) naming the atelier in her honor.

Director's Report [Barbara]

- Barbara notes that there is a sense of pride that ITC is an educational center that is a reference point for other centers and highlights the goal to help all children have the same experiences as the children here at ITC.
- An enrollment update was shared. There are 2-3 open slots in PSII.
 - Evan notes that this is a trend across the board at other centers.
- Class lists are almost ready. Teachers have a lot of input into this process.
- Staff changes were discussed:
 - Brooke (one of our student teachers) will be a full-time teacher in the fall. Chris Harding will start full-time for the new school year.
- A discussion was had regarding the opportunity to fill the open slots with students from families using the voucher system. Research needs to go into this to determine

feasibility and how to ensure the best experience for those potential students.

- Discussions will be had with local centers who are similar in structure to ITC and accept vouchers as a start to this research.
 - Kim will research current requirements so a discussion on next steps can be had.
 - This topic will be explored further in other conversations and at a later meeting date.
- The Master Plan and current Strategic Plan were discussed, and more information will be shared with the board as plans are made to update the Strategic Plan for the next 2-4 years, with input sought from parents, teachers, staff and the board.
- A poll will be sent out to schedule a board retreat for early November dates.

Motion to move to Executive Session at 8:38pm

Motion: Lorena

Second: Dan

All in Favor. None opposed.

Adjournment

Motion to close the meeting at 9:18pm

Motion: Lorena

Second: Dan

All in Favor. None opposed.