

DATE: November 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
James Walter	Kelsey Schaulsohn	Tony Gardner
Emily Cochran	Brian Doherty	John Rayla

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

Call to order, 7:37pm
James Walter

Motion to approve October, 2025 Meeting Minutes

Motion: Rachel

Second: Viv

10 in favor; 1 abstain; none opposed

1. Development Report [Anne & Jill / Kelsey]

- Started to discuss the spring Gala – we have confirmed a location – are going to do at the Discovery Museum this year. March 28th.
- Annual appeal for Board members to write short letters – Board members should write their name on top of the return address label, write short note and put in the mail by early next week.
- Parents have donated 32 pies for the teachers.
- Have launched a newsletter – goal is to start to share what is going on within ITC and ways they can get engaged. 65% of alumni opened the email.

2. Staff Liaison Report [Viv]

- Teachers are busy working on assessments and starting to share with parents.

- Staff are appreciative of the families that showed up to help with the playground clean up
- This evening, had our second study group.

3. Facilities / Farmhouse Committee [John]

- Only update is change to timeline (extended) and budget (moving from yellow to green). Should be within the dollars allocated, have about \$9k of cushion left in the budget.
- Final project close out is going to push out two weeks to Dec 19th
- All inspections have been completed expect the electrical
- Recently talked with Annum about where we should focus / invest next – should be focusing on making using front entrance possible. Annum has started to scope out what it could look like to implement this – potentially looking at using a trade school – labor is free for non profits, so just have to pay for materials.

4. Treasurer's Report [Brian]

- In the second month of the We are on track with budget
- Tuition is right on top where we thought we would be, and no late tuition to report.
- EEC grant was reduced, was \$9,700 / month, and now getting \$1,500 / month less.
- Don't have an update on the tuition model, trying to convene FinComm on this to discuss.
- Audit is on-going and we are on track – should have it complete by end of the year.

6. Directors Report [Barbara]

- Staffing
 - We are fully staffed! Hires we have made recently have been really amazing.
 - Hired a new Business Manager, with a slightly different title – Evan Mereck, a current parent. Will start Dec 1st.
- Enrollment Planning
 - Open House – had fewer families than we have had in past years, but have many applicants for next year.
 - We have a lot of younger siblings coming in next year, which we will need to navigate.

7. Other Business

- Board Development Discussion
 - Working with Lynn to strategically look at our Board and how it operates – doing some research, looking critically at our structure, ways of operating, etc.
 - Discussion around whether edits to bylaws needs to be made to indicate that legal counsel should be included in the Excomm Mtgs – agreement that we likely don't need to make changes to the bylaws, but rather include legal counsel when it is needed.

Adjournment

Motion to close the meeting at 10:00pm

Motion: Alexandria

Second: Viv

In Favor: All

All in Favor. None opposed.