

DATE: November 12, 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, 7:32pm

James Walter

1. Public Comment

- Open to Members of Corporation only
- No comments

2. Treasurers Report [Brian]

- We don't have financials yet but should have by end of this week. Will cover at next meeting.
- We met with Enterprise Wealth Management at the end of October about investment policy discussion. There are less aggressive portfolios we could put our reserves in, which would be low risk and could have benefits. We are going to move some of the assets from the money market into this account.
 - They have asked us to sign a new agreement with them. Gives us a line of credit with them.
 - We could leave money at Enterprise Bank, Enterprise Wealth could offer an account, or could move to a CD – going to look into these options and will report back next month.

3. Facilities

- Fall clean up day last Saturday. Good turnout by the community.
- Mulch will be spread next weekend.
- Crosswalk
 - The Town Manager came to ITC a few weeks ago, which was productive. Met with Barbara and Ulrika.
- Ulrika is attending a meeting tonight for Community Preservation Act grant – second of three meetings. Then tomorrow night is another meeting.
 - Jason is also helping with the presentation.

4. Event + Fundraising Report [Katie + Brian]

- Family photo sessions are done. Waiting for confirmation of the timing of the photos.
 - Do have a couple of outstanding payments from some families
- Won't be doing Thanksgiving Pies this year
 - What about pies for teachers – I think people used to like buying them for pies.
 - Another option is to tap room parents to do something for individual rooms or the Board to support centrally.
- Annual Appeal – targeting letters to go out in early December.
 - Will be doing physical mail and follow up emails
- Auction
 - Have been doing follow up with interested parents.
 - Reminder for Board members to sign up to reach out to parents
 - Planning meeting next week to get date and location finalized – potential for March 22nd.
- Fun run idea was raised – way to raise money for the school

5. Staff Liaison Report

- Teachers are working on fall assessments and setting times to meet with parents.
- Bikes that have been purchased for us has been amazing and really appreciated by teachers and kids

6. Other Business

- Nominating Committee
 - Met with Barbara and she has expressed some ideas.
 - Questions around why the Board rolls off in Jan, when the school operates on a school year calendar.
 - The Board needs to have an orientation session next year – starting now, we are going to set up a mandatory Board orientation to help welcome in new board members, etc.
 - As the Board is expanding, we would like to start reaching out to community members to support with our projects – fundraising, facilities, etc. Right now, bylaws require a certain percentage of parents, and think we might need to amend this to increase number of non-parent members.
 - 15 people, 1 is ED – 7 can be parents, 2 staff members, leaves us with 5 positions of outside community members. We can clarify the language if helpful, but should also confirm with Barbara the intentions behind this change.

- Ulrika is pulling a list of alumni families that could be potentially interested in serving on the board.
- The Nominating Committee met with Lynn – one idea was to create a one-pager on joining the Board and expectations.
 - Board to review expectations and share any feedback
 - Includes expectations around amount of giving by the Board – likely will strike this for the time being
 - Meeting time – adjust language to read 2-3 hour meetings
- By Laws
 - Recommendation to adjust language of “Secretary” to “Clerk”
 - James to review / confirm timeline and process for sending out and reviewing by laws changes.
- Next Meeting: Wed, December 18th @ 7:30pm

Adjournment

Motion to Close Session @ 8:31pm

Motion: Brian

Second: Todd

In Favor: All

All in Favor. None opposed.