

DATE: July 16, 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, 7:38pm

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 May and June, 2025 Meeting Minutes

Motion: Todd

Second: Alexandria

In Favor: All

11 in Favor. None opposed. One Abstain

3. Development Report [Jill / Kelsey]

- We got the last of the sizes for the staff gifts – should take 2-3 weeks to get here and

then will distribute

- Looking forward to meeting DoD when she starts, and looking ahead to the fall.

4. Staff Liaison Report [Viv]

- Summer program is going along nicely – numbers are lower, so can take things a little more slowly.
- Some groups are visiting their rooms for next year
- Appreciation for the Board / Staff dinner, and staff are excited about the rain pants.

4. Facilities Report [Todd + Ulrika]

- Trying to find time to finish hit list items on the playground.
- Last month, septic was serviced, nothing to report
- Sand – we will be adding in sand in a couple of more spots
- HVAC – PSI and Elaine's Room – incredibly humid in those rooms, readings are high. NETR sent someone out to check-in. Scheduled for Aug for maintenance, but will try to move it up – likely b/c the units were not washed post last service.

5. Treasurer's Report [Brian]

- Financials just came through yesterday
- June – tuition was down quite a bit, mainly given timing and summer program and loss of one family
- Personnel expenses were far under budget, mainly due to some staff on leave.
- Have started to see construction expenses come through
- All variances have to do with pre-construction work and work to do the assessment and search for the DoD
- Balance sheet – not many changes.
- Will do a more in depth review and will send around to the Board.
- In terms of enrollment for next year, we have two PSI openings; had a family in our Toddler III family withdraw, so have a PT opening there now. Have had some inquiries for PS.

6. Farmhouse / Master Plan Update [John]

- Work is on time, on scope, budget ad resources
- Potential change order being circulated around related to basement water mitigation
- Community engagement is going well – engaged with a few parents around asbestos mitigation; emails to the school community has been well received.
- Roofing is going to come significantly below budget

Adjournment

Motion to close the session at 8:09pm

Motion: Todd

Second: John

In Favor: All

All in Favor. None opposed.