

**DATE:** December 17, 2025



## BOARD OF TRUSTEES MEETING MINUTES

**Facilitator:** James Walter

**Meeting Minutes:** Emily Cochran

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

<b>Todd Sutliff</b>	<b>Vivian Ricketts</b>	<b>Rachel Buonaiuto</b>
<b>Katie Cimet</b>	Alexandria Carlson	<b>Jill Boodry</b>
<b>Barbara Carlson</b>	<b>Lorena Galvez Scatamacchia</b>	<b>Wyley Johnson</b>
<b>James Walter</b>	<b>Kelsey Schaulsohn</b>	<b>Tony Gardner</b>
<b>Emily Cochran</b>	<b>Brian Doherty</b>	<b>John Rayla</b>

**Parent/Community/Staff (Non-Board) Attendees:** Evan Merck, Verna Krishnamurthy, Anne Dugan, Natalie Bauer, Kim Baldasaro, Valerie Dupell

Call to order, 7:38pm  
James Walter

### *Motion to approve November, 2025 Meeting Minutes*

**Motion:** Wyley

**Second:** Viv

All in Favor. None opposed. 1 abstain

### Public Comment

- Evan Merck, new Dir, Business Operations introduced himself to the Board
- The new board slate that was present introduced themselves – new board members will be voted on during the Jan meeting as a slate.

### 1. Development Report [Anne & Jill / Kelsey]

- Annual Appeal
  - 600 letters; 1,350 emails sent with 67% open rate
  - \$5,848 raised to date
- Garden Gala

- Committee met and has started with planning
- Started to engage around auction donations
- Capital Campaign
  - Campaign for a specific need or project, which we have launched to fund our master plan
  - Phases include planning, quiet phase (current phase), public phase, and celebration and stewardship.
  - Anne walked the Board through a presentation on the capital campaign.
  - Questions from the Board
    - How long might a quiet phase last for? *Anywhere from 12-18 months.*
    - Is the plan to do the campaign for the whole master plan or break it up? *We should ideally do the full master plan vs. Breaking it up.*
    - Is it mainly individuals or also grants? *Mainly individuals, but could look at grants as well.*
    - Are we looking at naming rights? *Yes, something we are looking at / has outlined.*

## 2. Staff Liaison Report [Viv]

- Teachers appreciated the Thanksgiving pies that were provided
- Last Fri, the staff participated in a holiday party at True West
- Study group – met last Wed – great discussion. Has been a great way to do some professional training and reflection.

## 3. Facilities / Farmhouse Committee [Todd/Jon]

- Todd has been working on his transition plan off the Board, both to Evan and John. Working on developing a monthly maintenance calendar.
- Some issues with the mini split in the teachers lounge, but repair was covered under warranty.
- Farmhouse
  - We are in the final stretch of the project – electrical inspection happened and final inspection happening this week.
  - Entire interior is almost done at this point.
  - Only lingering thing is front door scoping / pricing. Looked at three options, ranging from \$5k - \$50k, but also looking at other contractors to support. We can get a temporary certificate of occupancy because we have a plan for getting the entrance in place.
    - Want a solution that we can build on as we finalize the front entrance vs. Something that we need to redo.
  - We are still under budget by about \$5k

## 4. Treasurer's Report [Brian]

- As we think about the stair needs - The Board has allocated an additional \$8.5k for the owner's contingency; YTD, we are \$8k under budget on building expenses.
- We at 101% of budgeted revenue; a little under for expenses. We are roughly at 1 \$30k in profit for the year.
- The farmhouse renovation will add a lot of equity for the center
- Lots of work on transition – David will become the new Treasurer in January and also

working with Evan on some things.

- Audit will be wrapped up in the next week or so and can present the results at the next meeting.
- Tuition modeling – we won't be able to advance for this year, but won't be stopping the work, with the hopes of implementing for 2027-2028 school year.

## **6. Directors Report [Barbara]**

- Enrollment update
  - We have asked current parents to let us know about their plans for next year to help with planning, which will inform planning and opening up to potential new families.
- Farmhouse Update
  - Barbara shared deep appreciation for all the support and work to get us where we are in the restoration of the farmhouse and then shared a history of the farmhouse renovation.
  - Hosting a sneak peak on Thurs, Jan 15<sup>th</sup> from 8:30-9am, 3-4:30pm and 6-7:30pm

### ***Motion to move to Executive Session at 9:33pm***

**Motion:** Brian

**Second:** Lorena

**In Favor:** All

All in Favor. None opposed.

## **Adjournment**

### ***Motion to close the meeting at 9:57pm***

**Motion:** Todd

**Second:** Viv

**In Favor:** All

All in Favor. None opposed.