

DATE: December 17, 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: 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 are 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 15th 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.