

DATE: September 18, 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, 7:36pm

James Walter

1. Public Comment

- Open to Members of Corporation only
- No comments

2. Approval of Previous Minutes

Meeting Minutes approved.

Motion to approve minutes for the July 30, 2024 Board Meeting

Motion: Brian

Second: Ulrika

In Favor: All

All in Favor. None opposed.

3. Treasurer's Report [Brian]

- For July, we were on budget, but there were \$8,500 in unbudgeted repairs
- Just got the August financials. Small profit of \$7,300 in August. Would have been even more profitable, but there was a \$2,800 bonus paid to returning teachers, funded with EEC grant money

- EEC grants have been reduced to \$7,900 / month
- \$2.3M in cash, \$140k in operating accounts assets of \$3.7M as of the end of the fiscal year.
- Had the audit kick off last week. Hoping to get that wrapped up by December, so that we can present it to the Board at the Annual Meeting in Jan.
- Nothing to report on late tuition
- Phishing
 - Brian received a real looking phishing email from a fake teacher asking for ITCs balance sheet
 - Everyone should be aware of this and on the lookout for suspicious looking emails
- Investment Policy
 - Board will vote on this later during the meeting
 - If we vote on this today, Dan will immediately invest against this model (but just the funds with Enterprise Bank). Once we decide what we want to allocate to our various buckets, we can then have a discussion around whether we move more money.

Motion to approve the investment policy as recommended by the Treasurer

Motion: Todd

Second: Katie

In Favor: All

All in Favor. None opposed.

4. Facilities Committee [Todd]

- We hired a new landscaper, Innovative Landscaping, which has been great.
- Crosswalk
 - There were occurrences over the last couple of weeks
 - There was an accident about 200 ft. south of the center
 - There was an incident with a teacher holding a stop sign in the crosswalk, and the driver slowed but then didn't stop / went by the teacher.
 - Trying to think about new ideas to continue to engage the town
 - Jim, a parent on the facilities committee, has offered to put together a petition among the ITC community to bring to the town to try and advocate for the town to do something.
 - At the last town meeting, they indicated that we were far down the list to get a light, but that if ITC covered the cost of the light, that might be an option.
 - Did some rough research on signs and one was around \$4k, not including solar piece and installation.
 - We should likely reach out to the town to get a quote from them and understand what is required to get this completed.
 - We should make sure that the town will both install and continue to maintain it.
 - We should try to attend the next select board meeting and encourage the board and parents to join as well.
 - Design meetings
 - Had design meetings earlier this month with Consigli and Annum

- Consigli is a very patient partner with us and whenever we are ready, they will be able to begin the work. They are just waiting on us to give the green light.
- Prior to bringing a more detailed rec to the Board, it would be helpful to have something that outlines the full process that the facilities committee has gone through
- Fall Clean Up Day
 - Sat, Nov 9th
- Fire / Building Inspection
 - Lorena and Ulrika did a walk through with the building and fire inspector this week
 - Walk through went totally fine, but they will come back to check on a few recommendations they made.

5. Event + Fundraising Report [Katie + Brian]

- ITC Parent Social
 - Next Thurs, working with True West, for a parent social. We have reserved the room in the back.
 - This is a great opportunity to meet families, and for the Board to engage with families.
- Family Photo Sessions
 - Fall mini sessions will be happening again, with sign up going out soon.
- Auction
 - In discussions with Stow Acres around holding a date / next steps
 - They have a new caterer, so navigating that before finalizing this
 - Looking for volunteers to help with this event – had a lot of interest at the new parent night.

6. Staff Liaison Report [Viv]

- Work Week Training
 - Teachers were asked to come with one word they were thinking about for the year – and then they discussed the word and the meaning.
 - Discussed purpose of a mission statement
 - Broke up into groups of 3 or 4 and asked to come up with an ITC mission statement
- Beginning of the year has been one of the smoothest we have had in a long time, which has been amazing
- Had our first staff meeting last week, focused on goals

7. Business Manager Report [Ulrika]

- EEC Grants – they have been made permanent, starting in November, but the amount will change each year based on the formula.
 - Working with Dick on the amount ITC will be getting – there is a formula to use to help understand how much we will be getting.
- Hazmat Testing
 - Talked with ALG today, and we are going to get that scheduled.
 - This is for the farmhouse area and Consigli will be on site when this takes place.
- Childcare Aware of America
 - ITC was approved for this program
 - Program where childcare is made more affordable to military families

- There is no cost to ITC. They pay a portion of the monthly cost.

8. Director's Report [Barbara]

- Parent Open Houses
 - Are coming up for infants / toddlers and then pre-school
 - Teachers are working to prepare for those events
- Had our first lead teacher meeting last week and overwhelmingly, the word they used to describe the start of the year was smooth.
 - Think that requiring a minimum number of hours has been really helpful, in terms of continuity and consistency.
- Staffing
 - We are actively still interviewing for a FT resource position and PT resource position
- This year, we have a record number of new families, with 37 new families.
- Mosquito Illnesses
 - This has impacted our program this year. We made the decision early not to begin our regular visits to the little and big woods.
 - We have limited the amount of time children on the shaded side of the school are outside, especially at the end of the day. They have to come in by 4pm.
 - We have been spraying and will continue spraying through October.
 - Roni has started her regular visits to the classrooms, and teachers have been resourceful.
- We have an anonymous annual donor that is very focused on programming – this year, they are excited to support with purchasing new riding toys for PSI and PSII.
- Development
 - We have launched the development audit / assessment, and we have been working with Development Guild since late August.
 - As part of the assessment / audit, she will be interviewing some Board members and staff
 - Recently I met with Emily Hansen, ITC parent, who did all of the marketing and branding for the auction last year. She is going to help with the annual appeal.
 - Would really like to get the annual appeal out before the election
 - Think that we should have names for the various giving levels
- Today, received the updated budget information from Annum and Consigli, which we thought would have to leave until October
 - Discussion around whether the Board will discuss during tonight's meeting, or hold off until next meeting or a special meeting
 - Recommend the facilities committee holding space to review and invite the whole Board.

9. Other Business

- Board Recruitment
 - We need additional Board members for the next term, so encourage parents to join.

Motion to move to Executive Session at 9:22pm

Motion: Todd

Second: Brian

In Favor: All

All in Favor. None opposed.

Adjournment

Motion to Close Session @ 9:55pm

Motion: Todd

Second: Lorena

In Favor: All

All in Favor. None opposed.