

DATE: October 15, 2025



BOARD OF TRUSTEES MEETING MINUTES

Facilitator: James Walter + Brian Doherty

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: Anne Dugan, Natalie Bauer

Call to order, 7:35pm
Brian Doherty

Motion to approve September, 2025 Meeting Minutes

Motion: John

Second: Viv

In Favor: All

All in Favor. None opposed.

1. Development Report [Anne & Jill / Kelsey]

- Anne, Jill and Kelsey have been meeting monthly to identify how they work together
- Dev committee is going to kick off gala planning next week
- Annual appeal – working on developing / drafting that content
 - We will be sharing by email that we will want to do personalized notes – will ask board members to do 5-8 letters
- Have developed an annual development calendar to guide work and focus
- Did a parent survey at the infant / toddler parent night and a number of people indicated getting involved.
- Also planning to do the fall pie fundraiser and parent social / night

2. Staff Liaison Report [Viv]

- Teachers are working hard on putting together parent nights. Think we are getting better at giving the right level of information to parents that keeps them engaged.
- Most classrooms are continuing to get to know each other and feeling comfortable with each other.
- This evening, a group of teachers met – Mosaic of Marks – study group of 12. Meeting once a month to explore new materials.

3. Facilities Committee [Todd]

- Fall Community Clean Up Day – 10/25, 9:30-11:30am.
- Starting to gather task list from teachers

4. Farmhouse Update [John]

- Schedule – we were forecasting Oct 13th end date, which is now looking like an early Dec finish – due to re-work that is occurring and holidays.
- Budget – no asks for change orders in this meeting; about \$20k remaining of the project, which will cover all of the modifications we need to make. Believe most of the major change orders are behind us and believe anything that comes up through remainder of the project will be below \$5k.
- Next Thurs, will be working with Annum to begin to look at future phases and working on budgets around those phases.
- Only thing we are waiting to finish is heating in the basement.

5. Treasurer's Report [Brian]

- Beginning of the fiscal year, first month of the FY.
- Pretty much right on budget, EEC grants, collected more than we budgeted, fundraising revenue is showing up, personnel costs was under budget given some staff on leave and some option positions, building – no longer including farmhouse costs, majority admin of expenses were legal expenses for investigations.
- Discussion around janitorial services and potentially looking into other options given quality issues. Facilities committee will manage next steps.
- Balance sheet – changes given amount we are spending on construction, when Ulrika left, we moved more cash to the checking account just to be safe, so more in the general account than normal.
- No tuition issues to note
- Tuition enrollment model – FinComm met this week to discuss but are going to need more time to bring something to the Board hoping to bring something next meeting.

6. Directors Report [Barbara]

- Had a surprise visit from our EEC licensing agent this week and we passed with flying colors. We are in the process of our renewal, so were surprised to see her, but all went well.
- Business Manager Search
 - Had our lead candidate withdraw.
 - Emily and Brian had an interview with another candidate, which we need to debrief
 - Need to talk with Sue Gordon around next steps.
 - This change has allowed us to really rethink the work and bring in experts in areas finance and HR. Questions around whether we want to outsource some of

these functions to others.

- Enrollment Open House
 - We are moving into full enrollment season, but feel like Barbara, Will and Anne are in a good place to advance enrollment.
 - Enrollment open house on 11/1 from 9am –noon
 - At open house, will be sharing current tuition cost and model, but will share that we are looking to move to a monthly model.
- Staffing Update
 - Classroom teams are fully staffed, but don't have resource teachers. Budgeted to have 2 resource teachers.
 - One teacher on medical leave has been cleared to come back in early Nov part-time, but we really need additional support. Trying to find some creative ways to attract new teachers.

7. Other Business

- Board Development Discussion
 - ExComm has discussed doing an assessment of the board and needs of ITC
 - We have significant transitions on the ExComm and overall Board happening heading into this year.
 - Barbara rec is to partner with the Development Guild to provide consulting services on board development.

Motion to approve the Dev Guilds proposal of \$7k for Board Development Work

Motion: Wylie

Second: John

In Favor: All

All in Favor. None opposed.

- 2026 Executive Committee Discussion
 - Rachel has agreed to join as the next Board chair, Emily to stay on as Clerk, John will move into Vice Chair and Facilities Committee, still waiting on finalizing treasurer.
 - Rachel will start to play a larger role in these meetings moving forward.

Motion to close the session at to move to Executive Session 9:10

Motion: Tony

Second: John

In Favor: All

All in Favor. None opposed.

Adjournment

Motion to close the meeting at 9:50pm

Motion: John

Second: Tony

In Favor: All

All in Favor. None opposed.