

**DATE:** January 22, 2025



## **BOARD OF TRUSTEES MEETING MINUTES – Meeting #2**

**Facilitator:** James Walter

**Meeting Minutes:** Emily Cochran

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

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

Parent/Community/Staff (Non-Board) Attendees:

Call to order, 8:07pm  
James Walter

### **1. Public Comment**

- Open to Members of Corporation only
- No comments

### **2. Other Business**

- **Executive Committee Vote**
  - ☐ Chair, James
  - ☐ Vice Chair, Todd
  - ☐ Treasurer, Brian
  - ☐ Clerk, Emily

**Motion to approve the Executive Committee as stated**

**Motion:** Wyley

**Second:** Ulrika

**In Favor:** All

All in Favor. None opposed.

- **Next Board Meeting Date Change**
  - ☐ Need to change the date given current date is during Feb break
  - ☐ Proposing moving to Feb. 26<sup>th</sup> @ 7:30pm
- Board Retreat
  - ☐ February 1<sup>st</sup> – likely 9am – noon
  - ☐ TBD on location - will look into external space

### 3. Treasurers Report [Brian]

- For the month of Dec, we are on track with tuition. \$9,700 from EEC grant, so had \$250k in revenue, about \$7k over budget.
- \$227k in expenses, which is under budget. Personnel were on top of budget, but were lower given that bonuses were paid to teachers in Dec.
- \$22,000 profit in Dec
- \$43k positive variance, YTD. Expenses have been slightly over budget, but EEC income, which we didn't budget for, helps with revenue.
- We are at 100% of budgeted tuition
- Nothing to report on late tuition
- Between now and the next meeting, FinComm will be working on tuition proposal for next year. Will engage around initial proposal at Feb meeting and then vote in March.

### 4. Board Member Committee Assignments

- Kelsey and Jill – Events and Fundraising
- Jonathan – Facilities
- Tony, Alexandria – Finance Committee
- Viv, Emily, Rachel, James – Nominating

### 4. Facilities [Todd]

- Crosswalk
  - Contacted Acton Police and speed trailer should be back in the next week
  - Per Town Manager rec, we are looking into flag holder on the cross-walk signs

### 5. Event + Fundraising Report [Katie]

- Focus right now is on the auction
  - Brian, James, Katie, Kelsey, Jill are on the committee, but have another parent chairing the committee
  - Sat, March 22<sup>nd</sup> from 7pm –10pm @ Stow Acres Country Club
  - Sent out a Save the Date this week – will also be sending to Alumni families
  - Have finalized the solicitation letter and item donation with requests starting; sponsorship requests are in process
  - Typically the Board chips in for a gift to donate

### 6. Staff Liaison Report [Viv]

- PD Day on January 2<sup>nd</sup>
  - Started the day at Drumlin Farm – focused on sharing nature with children; then split into small groups to discuss different scenarios
  - Then came back to ITC to move through a brain development game and had

time back in classrooms to clean, prepare, rearrange.

## 7. Director's Report [Barbara]

- Farmhouse update
  - As was reported in that meeting, the next step was to have meetings with the construction firm and architects. Engaged around scope of the permits, what is possible with our allocated \$1.1M and what is in the grant
  - They need a letter to proceed from us to Consigli on what we will permit and begin with, given overall need and cost, and knowing that we are waiting on a grant decision.
  - Discussion around how we should proceed,
    - Ask for full scope of the permit process but have questions to Consigli around how we move this forward – Jonathan will support Barbara in following up with Jonathan to understand the various options and the decisions we need to make.
    - Original intent and expectation that we would file for the full scope and we are prepared the fee for that, but at the same time could remain open.
    - Larger question around the lowest quote, and even with the grant, it is above the \$1.1M approved by the Board, which may mean some adjustments to other aspects of the projects.
    - Barbara and Jonathan to meet with Consigli to discuss this in more detail. Lorena will review the language in the letter of intent and affidavit.
- Dir, Development
  - Discussion around next steps to potentially advance with hiring a Dir, Development and the potential to engage a search firm
  - Need to look at the budget for this FY, where we likely have some funds, but then the potential impact on future FYs, where we haven't factored that in.

**Adjournment to move to Executive Session - *Motion to move to Executive Session @ 9:37pm***

**Motion:** Todd

**Second:** Lorena

**In Favor:** All

All in Favor. None opposed.

***Motion to approve hiring a Development Director for current Fy for salary range approved in Executive Session***

**Motion:** Lorena

**Second:** Todd

**In Favor:** All

All in Favor. None opposed.

## Development Director Search Firms Discussion

- We received quotes from three firms – Koya Partners, TSNE, and Development Guild
- Koya – local firm with impressive background and experience

- Development Guild – We know and have worked with Lynn; would bring perspective around this role and the center; we can add on on-boarding, but not sure on the cost here.
- TSNE – non profit focused on supporting other non profits; only firm to focus on on-boarding process as well.
- All great options to consider, but leading

*Motion to move forward with Development Guild to lead the recruitment and hiring for a Development, Director – with budget being \$35k, with caveat that the Board may need to vote on additional dollars to support on-boarding at a future point*

#### **Adjournment**

**Motion to close the session at 10:24pm**

**Motion:** Todd

**Second:** Wyley

**In Favor:** All

All in Favor. None opposed.