

DATE: December 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: Alexandria Carlson, Jill Boodry, Kelsey Schaulsohn, John Rayla

Call to order, 7:35pm
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 October and November, 2024 Board Meeting

Motion: Brian

Second: Todd

In Favor: All

All in Favor. None opposed.

3. Development Presentation – Lynn

- Context provided by Barbara around background and engagement with Lynn
- Lynn's voiced over the report

- We moved through a four-month assessment around the current fundraising landscape, strengths, and challenges.
- Leadership responsibilities
 - Create space to allow Barbara to focus on fundraising
 - Bring on additional Board members that expand beyond parents
 - Finalize trustee expectations
 - Formalize goals around fundraising for board members
 - Offer additional opps for volunteers to engage their networks in fundraising
 - Given interest in fundraising, consider creating a new committee focused on fundraising and events.
 - Consider hiring a Dev, Director to advance fundraising priorities
- Questions / Discussion
 - On infrastructure, we recently invested in DonorPerfect – is there value in investing in something more robust? Manu clients use this – it isn't the most robust system, but is a valuable system. Need to set up the system to work for you. For right now, is a really strong start.
 - What does the potential for giving look at? Looks at past charitable giving, political giving, real estate holdings over 5 years.
 - Recommendation from Barbara that we should think soon about starting to think about bringing a Dir, Dev on board and likely bringing on a firm to support.
 - Need to understand the budget implications for this – both in terms of hiring someone new and using a search firm.
 - Board is supportive of gathering proposals / quotes from various recruiters to inform another board conversation. And parallel processing looking at the budget. To both discuss in next meeting.

3. Treasurers Report [Brian]

- We didn't have Oct financials at last meeting, so both Oct and Nov financials were sent out to the Board.
- We are in the process of executing the annual audit – met with auditors this week, and should have it wrapped up soon. No findings to note.
- Both Oct and Nov were over budget, but was mainly due to timing – nothing to be concerned about.
- FY to date, showing \$15k profit. Continue to receive EEC grants on a monthly basis.
- Are starting to see earnings on our investments.
- In the last meeting, we talked about establishing reserves at Enterprise Wealth – that transfer occurred recently, so will start to see that on the balance sheet.
- We are in the process of setting up a credit line with Enterprise, which is helpful.
- Enterprise merged with Rockland Trust, which should be a favorable thing.
- No late tuition to report.

4. Facilities [Todd]

- Phase I master plan update – will defer to Barbara's report
- Crosswalk – no updates since town manager has been here; speed sign has been removed, but will contact the town to get it back in place.

- New landscapers has been great – grounds are looking great.
- Nov 9th clean up was a great community event

5. Event + Fundraising Report [Katie + Brian]

- Family photo sessions are complete
 - Some follow-up with payment needed, but that has been resolved
 - Deliveries of photos were delayed given the holidays, which was frustrating
- Annual Appeal
 - Barbara and Lynn wrote up annual appeal – got out to current families and Board last week – brought in \$1,000 so far.
 - Has gone out to alumni families – haven't seen the return we have been hoping to see.
 - Planning to send out a reminder to folks.
- Auction
 - Auction committee has been formed
 - Given the group size, have heads of groups
 - March 22nd at Stow Acres – Garden Bash (tentative theme)
 - In January, should start thinking about sponsorship.

6. Staff Liaison Report [Viv]

- Teachers were very appreciative of the thanksgiving pies
- Teachers are working on fall assessments
- Staff holiday party was last week at True West, which was amazing and lots of fun.

7. Director's Report [Barbara]

- Proposed Bylaw changes
 - It is Barbara's strong recommendation to amend the language around 50% of the Board being made up of parents. Rec is to simply amend language to state that at least 50% of the Board be made up of "current or former parents".
 - Would vote on this at the annual meeting. Need to send out bylaw changes 15 days prior to the annual meeting.
- Master Plan Planning Update
 - Board reviews CPA grant application
 - Requested \$445k through this grant
 - Ulrika and Will had a meeting with Annum and Consigli – in that meeting, it was recommended, that rather than split our focus on first projects (with the farmhouse and school), we should start with the farmhouse. They believe it will be most cost efficient to start with the farmhouse, and then allow us to use the farmhouse to support with space needed during classroom renovations.
 - This was a change from what the Board had discussed / approved.
 - Did work to identify how we might relocate classrooms to still do the work as planned – reached out to vendors for re-location, etc.
 - Barbara highly recommended beginning with the farmhouse and then move to the classrooms.
 - January 8th at 7:30pm special board meeting to dive deeper – with Annum and Consigli joining.

8. Other Business

- At the annual meeting each year, we present the new slate of board members for election, including current board members that are up for a new term.
- In preparation for the upcoming annual meeting, James was researching when everyone currently on-board is scheduled to roll off and could not find any information on when Todd was last voted-in as a board member.
- Todd joined in 2022. In 2024, he was supposed to be brought up for renewal, but we can't find notice of Todd being presented in the slate or being voted on into his current term during the 2024 annual meeting. However, Todd was presented by James and voted into the executive committee.
- In reviewing the bylaws, we don't have any concerns about this given the actions Todd has taken while on the Board.
- Todd will be voted-in retroactively at the upcoming annual board meeting.

Adjournment

Motion to Close Session @ 10:15pm

Motion: Brian

Second: Todd

In Favor: All

All in Favor. None opposed.