

**DATE:** June 18, 2025



## BOARD OF TRUSTEES MEETING MINUTES

**Facilitator:** James Walter

**Meeting Minutes:** Emily Cochran

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

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

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

Call to order, 7:35pm  
James Walter

### 1. Public Comment

- Open to Members of Corporation only
- No comments

### 2. Development Report [Jill / Kelsey]

- Had the Board / Staff dinner last week – need to follow-up with Katie on the order of the rain pants and what is outstanding.
  - May want to think about shifting location for the future.
  - For the future, may want to think about an invitation with a RSVP
- With Katie going on leave soon, Jill and Kelsey will be taking over as co-chairs moving forward. Will be talking with new Dir, Dev to identify how they work together and what roles are.

### 3. Facilities Report [Todd + Barbara]

- With spring clean-up being cancelled in April, looking for community members to help come help with some final punch list items – either June 28<sup>th</sup> or July 12<sup>th</sup>.

Will just be community members, not asking teachers.

- On playgrounds, have various wooden shade structures – the structure on the MT and 2/3 playground, have been concerned about this since the microburst last September – some of the lattice has fallen off.
  - Asked construction workers to look at that one and the one on the YT playground – they put together a quote, which is just around \$4k. Will be replacing the roofs of both of the shade structures.
- Current front door will be moved to the new temp entrance by Ulrika's office given there is a window and there is a deadbolt, which will help with safety.
- Barbara provided an update on the farmhouse renovations and brought the Board through for a tour.
  - Recently had an email from a parent around the abatement plans for hazardous materials – Barbara and Ulrika met with Consigli to discuss and plan.
    - Discussion around what and how we share updates with the larger community.
    - John will work on drafting a three week look ahead to share with the community and then will continue to provide updates as the construction continues.
  - Discussion around windows
    - Recommendation from architect to replace vinyl windows on first floor with aluminum clad wood windows and then keep the original windows on the top floor, but we need to decide.
    - Likely need some additional information from Consigli on the options and cost impacts – we have a portion of windows covered in our budget but need to look at our options against the budget.
  - Abatement Work
    - \$12k change order for additional abatement needed and \$1400 for monitor to oversee abatement. Not coming out of owners contingency, more shifting of money given some savings from the original construction.

#### 4. Treasurer's Report [Brian]

- For month of May, we are slightly under budget for tuition for the month
- Admin costs have been higher this month given the director of dev recruitment and search expenses.
- Fundraising expenses are high to date
- Building expenses are over budget, but all master plan and will be re-classified at the end of the year.
- \$60k for the year in investment income – investment incomes is up 20% for the year, despite the markets being down, which confirms our choice to move to Enterprise.
- Still have \$2M in cash
- Late tuition – no issues to report
- Budget

- Brian shared some of the shifts / changes to the budget based on the initial feedback from the Board

***Motion to approve the FY25-FY26 budget as present by the Finance Committee***

**Motion:** Alexandria

**Second:** John

**In Favor:** All

All in Favor. None opposed.

**5. Director's Report [Barbara]**

- Dir of Development
  - Excited to announce that Anne Dugan will be joining us the end of July.
  - When we launched this search, talked about the search firm we chose doing on-boarding support. Asked Development Guild to put together a proposal for on-boarding of Anne – about a month of on-boarding support for \$4,800.
- Staffing
  - Have a number of staff members out for various reasons for longer durations
  - Also managing against summer schedules with time off for many teachers
  - Have hired 2 summer interns and another resource teacher, but staffing situation is hard and not sustainable.

**Adjournment**

**Motion to close the session at 9:32pm**

**Motion:** John

**Second:** Rachel

**In Favor:** All

All in Favor. None opposed.