

DATE: May 21, 2025



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	Alexandria Carlson	Jill Boodry
Barbara Carlson	Lorena Galvez Scatamacchia	Wyley Johnson
Ulrika Shepardson	James Walter	Kelsey Schaulsohn
Emily Cochran	Brian Doherty	John Rayla
Tony Gardner		

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

Call to order, 7:37pm
James Walter

1. Public Comment

- Open to Members of Corporation only
- No comments

2. Approval of Previous Minutes

Meeting Minutes approved.

Motion to approve both sets of meeting minutes for the April, 2025 Board Meeting

Motion: Todd

Second: John

In Favor: All

12 in Favor. None opposed. One Abstain

3. Development Report [Katie]

- We had a successful teacher appreciation breakfast. There was some discussion around

having it as lunch vs. brunch, but decided to keep as a brunch for this year.

- Board / Staff Dinner – Will send out a list to the Board to sign up for thank you cards – will likely be three cards per Board member.
 - We have secured Nara park for June 11th starting at 6pm.
 - Gift arrived for the teachers – will have sample sizes for teacher to try on
 - Nans will be catering
 - Teachers have been holding the date, but will send something out to fully confirm.

4. Staff Liaison Report [Viv]

- We had a lovely appreciation week – starting with flowers on Mon, cards on Tuesday and brunch on Thursday. Tuesday had pastries and ice cream truck. Friday we got ITC t-shirts from administration.
- Staff meeting, spent the first hour on our playgrounds because we didn't have our clean up. It was tiring, so moving forward, we should likely have a rain date for the playground clean up.
- A lot of classes are thinking about frogs.

5. Facilities Report [Todd]

- Had to cancel spring clean up day due to the rain – was hard to find a reschedule date. Appreciation to the staff for doing the work during their staff meeting.
 - Did identify jobs that teachers couldn't do - Are several things to be sanded and stained – teachers would be appreciative if we could coordinate some help there.
- Discussion among Board members around potential to develop wish lists to collect supply needs from teachers.
- NETR came out for a routine maintenance visit – they couldn't confirm if the units were registered, but they did confirm that they are covered under the manufacturer's warranty. Units are in good standing.
- Sand was delivered, and more will be delivered soon. Mulch being spread and landscaping happening.
 - The sand that was originally delivered wasn't what we wanted – there are differences in sand, which we need to note in our maintenance schedule for the future. Have been working through it with the sand people.
- Master Plan
 - Overall update
 - Consigli is scheduled to begin on site starting next Wednesday, but will be gradual. Had a meeting this week with Consigli and the fire chief.
 - Next week, will be putting up fencing around the farmhouse.
 - The septic has been confirmed that the farmhouse is connected to the school house. The town of Acton, though, has no record of us having a new septic put in in 2020, but we have cleared that up.
 - Plan is to re-route the entrance through the door that is across from Ulrika's office – means parents need to walk through a playground – requires us to repair the gate and the door has proven to be problematic – right now, we have a two door system. We have been in touch with our locksmith and talked about options for this new door – this is the latest

- thing for us to figure out. May require us to update the door – that would come out of the owners contingency.
- We have someone scheduled to come this week to take everything out of the farmhouse.
 - Parking will likely be harder for parents – will be communicating with them regularly as construction begins.
 - Annum construction services contract
 - There is an ongoing partnership between the contractor and architect throughout construction – checks and balances to ensure that there is alignment between the construction documents and the actual construction.
 - Annum will review any of the contracts that we sign and review the invoices to make sure that it is up to code and completed aligned to drawings.
 - Covers a number of site visits to ensure that the work is progressing as planned.
 - Question arose around whether sub invoices would also be reviewed / covered – Barbara and John will follow-up with Annum
 - Discussion around financials of this contract and how it fits into other construction costs and current center financials.
 - Owner contingency of \$55k – admin can make decisions on spend within that, but if / when we go over that, the Board will need to reconvene to discuss and vote on additional budget.
 - If there is a change order that exceeds the \$5k, will require a board vote.

Motion to approve \$37,500 contract for Annum for construction monitoring

Motion: Viv

Second: Ulrika

In Favor: All

All in Favor. None opposed.

Motion to approve updated owner's contingency budget of \$55,000

Motion: John

Second: Ulrika

In Favor: All

All in Favor. None opposed.

6. Director's Report [Barbara]

- Director of Development
 - Excited to welcome our finalist tomorrow for an onsite visit. We have had strong interest in this position and high quality candidates. Board interviewed three candidates – based on their feedback and recommendations are moving one person forward.

- Visit will include a tour of the center, interview with Ulrika and some teachers, interview with Barbar and casual lunch.
- Staffing Update
 - Assistant Director is on FMLA with unknown return date
 - Have another teacher going on medical leave, with a likely return date in the fall.
 - Have another teacher that is likely to need knee surgery and will be out 3-6 months
 - Working hard to hire another resource teacher, and potentially another resource teacher to help with long term absences; also interviewing for summer interns.
 - Have been interviewing high quality candidates.

7. Treasurer's Report [Brian]

- Monthly Financials
 - Tuition was down a little in April – we did lose a family with two children and spots won't be filled for the year; anticipate seeing less tuition dollars through end of the year.
 - We are at about \$35k for fundraising revenue, which is above budget
 - Big variances for the month on building expenses – received snow removal invoice, which is a once a year invoice
 - We still have a profit for the month of about \$13k
 - No late tuition to report
- Annual budget discussion
 - The finance committee presented the budget recommendation to the Board
 - Presented a balanced budget
 - Revenue assumes being fully enrolled, assumed \$35k in EEC grants, and \$50k in fundraising.
 - Discussion around potentially increasing fundraising revenue and expenses given it's an anniversary year.
 - Expense – assumes salary increases, increased in health insurance, increase in admin costs for HR consulting support, increased food and legal costs.
 - Questions
 - Have we accounted for the use of the farmhouse – utility increase, janitorial costs, etc.
 - Discussion around diversifying income sources and level of confidence in budgeting revenue from EEC, which we have not historically done.
 - Next Steps
 - FinComm will look at fundraising expenses, utilities with farmhouse space, technology expenses.
 - Will vote on the budget at next meeting

Adjournment

Motion to close the session at 9:52pm

Motion: Ulrika

Second: Rachel

In Favor: All

All in Favor. None opposed.