

**DATE:** February 26, 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, 7:36pm  
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 January, 2025 Board Meeting***

**Motion:** Ulrika

**Second:** Brian

**In Favor:** All

All in Favor. None opposed.

#### 3. Development Committee Report Discussion [Katie]

- Auction – coming up in a few weeks – March 22nd; we have 42 tickets sold
  - We have \$10k in sponsorships, which is far above what we had last year

- In the midst of gathering donations and building out prizes
- We are looking for volunteers for that day and that night – reach out to a committee member if you are interested.

#### 4. Staff Liaison Report + Discussion [Viv]

- Staff meeting a few weeks ago – Barbara gave an update on the Farmhouse
- Teachers have started to talk about planning for the auction

#### 4. Facilities [Todd]

- HVAC
  - Working with the manufacturers to ensure the unit isn't faulty given issues we have been facing with it.
- Crosswalk
  - Feb Open House at Acton Engineering Dept – very informative but the central street project is at the top of the list, but they are very long-term projects.
  - Working with the town on the flag holders and getting the speed tracker back
- Ice damming – have been keeping an eye on that
- Spring clean-up – tentatively scheduled for last Sat in April

#### 5. Nominating Committee [James]

- Met this week and we are excited
- Taking a new approach – for next year, and as we grow, think we should start gaining support from community members and alumni families.
- Starting to meet much earlier to start with this engagement
- Will be sending out a Google Form – over the next few weeks, asking Board members for referrals
- Once we get a list with names, going to start reaching out to folks
- Thinking about an alumni family event to help with recruitment

#### 7. Director's Report [Barbara]

- Enrollment
  - Admin has been working on enrollment for next year – have so much interest, but can't accommodate everyone
  - Historically, before the pandemic we had two 2/3 classrooms, grappling with how we allow for more openings at this age, while still aligning with needs of the center and children through pre-school. Something that the center is thinking through.
  - We are well on our way to being fully enrolled.
- Dir, Development Search Update
  - Goal is to post at the end of this month. Likely a 4 month timeframe for a hire.
  - We have a position description.
  - On-boarding services are something we can do, but should likely wait until closer to the hire on what makes sense.

#### 8. Treasurer's Report Discussion [Brian]

- Financials

- For the month, actuals were higher than projected, mainly due to EEC grants, which we don't budget for and higher accounting expenses, which has to do with the audit.
- Each month, we have about \$30k going to Annum, which is finite / will come to an end soon, as we finalize construction documents.
- Late Tuition – no issues to report
- FinComm met on Monday to finalize the audit, and we have signed off on the tax returns, which has been filed.
- Tuition Discussion
  - FinComm moved through to share process to set tuition, assumptions, and recommendation
  - FinComm is recommending a 3% increase for next year
  - The Board will vote on this at the next meeting.

## 9. Other Business

- Board Digital Binder
  - A while back, a physical binder was developed for Board members with relevant information. Have decided to move to be electronic.
- Retreat Follow-up
  - Barbara typed up chart papers from the retreat to share with the Board
  - Committees should meet over the next month to re-engage in what was discussed and next steps
- CPC Grant
  - Nov 12<sup>th</sup>, we submitted a grant to the community preservation committee to support the farmhouse improvements.
  - They received 19 different proposals, which exceeded the total amount
  - Initially, strong support for our proposal – around a median of \$200k. There were two committee members that didn't agree with the proposal.
  - Ultimately, the committee withdrew their support given what these committee members shared in terms of their perspective.
  - Discussion among the Board on how we might address some of the concerns raised and next steps.
  - Barbara will write an email to our representative addressing concerns and we may consider sending some Board members to the next meeting on March 11<sup>th</sup>.
  - Will consider doing a community meeting to continue to bring the parent community along in our master plan and what they can be doing to support us.

## Adjournment

### Motion to close the session at 9:51pm

**Motion:** Ulrika

**Second:** Viv

**In Favor:** All

All in Favor. None opposed.