DATE: September 17, 2025

Infant Toddler Children's Center

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**
Tony Gardner	**James Walter**	**Kelsey Schaulsohn**
Emily Cochran	**Brian Doherty**	**John Rayla**

Parent/Community/Staff (Non-Board) Attendees: Dick Stanley, David DiCiccio, Anne Dugan

Call to order, 7:32pm
James Walter

1. Business Manager Transition Discussion

- Looking to backfill role quickly but also working with Insource (current finance provider) to identify how they can fill in to support.
- Dick from InSource joined the meeting and shared some of their work with ITC. Insource has been working with ITC for 5 yrs and is supporting payroll, payables, and audit. Have moved to bill.com from paper checks for payables. Have brought invoicing into Insource, can stay with Insource or move back to ITC when a new person is hired.
- Hiring update from Barbara – We haven't had a lot of time to reflect on the needs, and while it is posted, do think we need to do some reflection on what it is that we need. But the position is posted and getting interest. Don't anticipate someone being in place before Nov 1.
    - Continue to refine the job description and expectations.

Motion to approve July, 2025 Meeting Minutes

Motion: John
Second: Todd

12 in Favor. None opposed. One Abstain

2. Development Report [Anne & Jill / Kelsey]

- Anne gave an overview of her thoughts and philosophy on fundraising and the work ahead.
- Going to split the committee into development and events committee to differentiate the work and focus that is needed. Need to think about the make-up of these committees. Development committee likely Board and Events more parents.
- Recommending having a spring gala and 45th anniversary event / homecoming next fall
  - Anniversary event would be less formal, likely at ITC
  - We increased the budget for this upcoming years fundraising budget given it's a 45th anniversary year
- Pledges - Multi-year commitment for giving. Something for the Board to consider.
- Annual appeal – Mailed letters, emails and social media posts going out towards the end of the year. Ask for the Board to help with writing personal notes to a set of individuals.

3. Nominating Committee Report [James]

- Starting to finalize the executive committee for next year – likely to be Rachel for Chair, John Vice Chair, Emily Clerk and working on confirming Treasurer.
- James, Brian, Todd, Wiley, Katie are rolling off the Board in January.
- Should be thinking about the needs of the Board in terms of skills, experience, etc.
- Anne could play a role in recommending potential board member prospects as she engages with parents, alumni families, etc.

4. Staff Liaison Report [Viv]

- Has been a great start of the school year – teams have been doing a great job checking in with teachers from previous year as they prepare.
- At last staff meeting, talked about how beginning of the year has gone, and many teachers are talking about how this has felt like a good transition year.

5. Facilities Committee [Todd]

- Playground got topped off with sand at the start of the year
- Building and fire inspection scheduled for next week
- Fall clean up day – Oct 25th from 9:30-11:30am

6. Farmhouse / Master Plan Update [John / Barbara]

- John shared an presentation with an update on the farm house
- There are 4 change orders - $27k in total, would bring us to $56k all in for contingency
- Schedule and budget are in the yellow – 3 weeks shift in timeline from original end date to likely end date. Delay is due to longer framing – should have a firm commit date soon.
- Budget is yellow, given that if we approve change orders, would be over our owners contingency
- Mass Save will be coming soon to do an assessment
- This week all major trades should wrap up – inspections are then being scheduled for this week and next
- All abatement activities were completed during 2 weeks of center shutdown
- 4 change orders
  - Change order 7 – Relocation of HVAC floor mounted units - $4k

  - Change order 8 – emergency egress lighting - $12,666.39
  - Change order 9 – 2nd floor utility sink - $9k
  - Change order 10 – fire panel monitoring - $2k

7. Treasurer's Report [Brian]

- We have $10k in soft costs from the construction work that we won't spend that FinComm recommends we move into the contingency budget

Motion to approve $10,609 to be moved to owner's contingency budget

Motion: John
Second: Brian
In Favor: All

Motion to approve change order 7 for $4,002
Motion: John
Second: Viv
In Favor: All

Motion to approve change order 8 for $12,666.39
Motion: John
Second: Viv
In Favor: All

Motion to approve change order 9 for $9,157
Motion: John
Second: Viv
In Favor: All

Motion to approve change order 10 for $2,401.36
Motion: John
Second: Tony
In Favor: All

- Financials Review
  - Tuition revenue – realized 96% of tuition revenue – lost some families in towards the end of the year
  - $113k in EEC grant income at end of FY
  - Personnel costs – down by 9% - due to center not being fully staffed with several longer-term leaves
  - Admin expenses – big overage but small expense - $22k over budget – this was due to feasibility study, Dir Dev search and onboarding.
  - Construction budget – 166% over budget – entirely due to the farmhouse
  - No late tuition issues over the last year
  - Audit kicked off last week
- Tuition
  - Last couple of years, we have been hitting or exceeding tuition, but hard to budget for giving timing
  - FinComm is looking into thinking about various tuition models for the future –

including the financials and options to consider.

8. Directors Report [Barbara]

- Things are going really well so far this year.
- Staffing
  - We have three new teachers – Aline Lemes, a former ITC teacher, rejoined us this summer.
  - Have two teachers still on medical leave
  - We are still looking for 2 FT resource teachers
- Nov 1 – Enrollment Open House – 9am - 12pm

Adjournment 9:48pm
Motion to close the session at

Motion: John
Second: Todd
In Favor: All
All in Favor. None opposed.