

**DATE:** April 16, 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>	<b>Vivian Ricketts</b>	<b>Rachel Buonaiuto</b>
<b>Katie Cimet</b>	<b>Alexandria Carlson</b>	<b>Jill Boodry</b>
<b>Barbara Carlson</b>	<b>Lorena Galvez Scatamacchia</b>	<b>Wyley Johnson</b>
Ulrika Shepardson	<b>James Walter</b>	<b>Kelsey Schaulsohn</b>
<b>Emily Cochran</b>	<b>Brian Doherty</b>	John Rayla
<b>Tony Gardner</b>		

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

Call to order, 7:34pm  
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 March, 2025 Board Meeting*

**Motion:** Todd

**Second:** Viv

**In Favor:** All

All in Favor. None opposed.

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

- Almost identical to March report.

- Trend for the year – right at or above income, continue to receive EEC grants, fundraising isn't in the P+L correctly, but working on that with InSource.
  - Going to be incorporating a fundraising goal into the budget this year.
  - Staffing is still well under budget (\$116k under budget) b/c we are understaffed; \$47k for classrooms, which is mainly food.
  - Accounting is over budget, which is timing for when audit is happening.
  - Building expenses \$93k over budget, but most of that is b/c of phase I of the master plan
- No late tuition to report
- Tax returns have been filed post financial statements being completed
- In FinComm, talked about budget setting timing and misaligned to tuition setting – talked about doing it earlier – roll-out in May and vote in June. Would give more time to get teacher offer letters and comp details out.
  - Will likely move forward with this, so will have a budget proposal at next month's meeting.

#### 4. Development Report [Katie]

- Had the auction last month, which was a success
  - This year brought in \$27k total – tickets came in aligned to last year (\$4500), \$11k from sponsorships (vs. \$7k last year), \$9k from silent auction, online action was \$2,500, wine pull/grab bag \$1,700, heads or tails (\$600/\$700), extra cash income (\$1,000).
    - Net was just over \$19,000
    - Next year, we have an anniversary year, so think there is an opportunity to change things up.
  - Feedback
    - For Alumni families, they were excited to think about the possibility of seeing teachers and drink tickets.
    - Positive feedback on drink tickets.
    - Band was very loud
    - Used to have live auctions, and some of the experiences / class items would go for much more in that setting.
    - Previewing the various experiences and class gifts before the event to encourage people to come
    - Idea to add a golf tournament to happen before the auction or as a separate thing
- Teacher Appreciation Week – May 5<sup>th</sup> – 9<sup>th</sup>
  - Breakfast on that Thurs, May 8<sup>th</sup>.
  - Sending email to all parents with Google Sign up
  - Discussion around a potential to shift to lunch vs. Brunch – Dev and Barbara will discuss what this could look like.
- Board / Staff Dinner
  - June 11<sup>th</sup> – recommended date
  - At next Board meeting, will discuss assignments for work to put that in place

#### 5. Staff Liaison Report [Viv]

- Art Show is coming up – staff are getting ready – May 2<sup>nd</sup> (from 6-8pm)
- Staff meeting was last week – continuing to take prompts from our book – Power of

## Positive Teams

- 10 teachers went to a workshop at Lincoln Nursery School at the end of March

## 6. Facilities Report [Todd]

- April 26<sup>th</sup> – Community Clean up Day – gathering wish lists from teachers
  - Coordinating with teachers and room parents to get out info to know what needs to be done and what tools might be needed.

## 7. Director's Report [Barbara]

- Master Plan Update
  - We have a signed contract in place – got all our questions answered that came up at the last meeting, which felt good.
  - Staying within the \$1.1M we can spend, which means delaying the LULA lift.
  - Permitting process
    - Our historic drawings don't represent that the schoolhouse septic system is tied into the farmhouse system – going to hire a plumber to hopefully confirm / show that it is connected, but currently there aren't records of this.
    - Fire alarm panel – the one we have is pretty antiquated – they really want our carbon monoxide detectors hard wired, so we are investigating updating these.
    - Assuming these resolved, we are looking at an end of May / start of June timeframe.
  - In the process of signing sub-contractor agreements
  - We sent 383 letters to our neighbors about the renovation and inviting them to a meeting on May 8<sup>th</sup> from 7-8pm.
  - Owners Contingency
    - Spent a lot of time discussing the contingencies – both owner and contractor numbers
    - Owner contingency would be more in line with change orders, and we would have say in if we agree to this.
    - Likely to carry a 5% for this first phase, which is reduced from original conversation. Also have potential cost from the fire panel and additional Annum costs.
  - For the contingencies plus these additional costs, we haven't voted on this, so this is something that we will need to vote on this. Need to first identify what the dollar amount is before voting.
  - Recommending a special meeting on May 8<sup>th</sup> at 8pm.
- Enrollment
  - We are almost fully enrolled for next school year – we were notified by a couple of current families that aren't returning for next year. Fully believe we will be fully enrolled.
- Dir, Development
  - Have 3 interviews this week – impressed with first interviews
  - After this round of talking with Barbara, then on-site interview, writing sample. Onsite interview will include meeting with admin team, staff and a few Board members before making final selection.

## 8. Other Business

- 2026 ExCom Discussion

- Sending sign-up sheet later in April to engage with James around the 2026 calendar year and board involvement.

### **Adjournment**

**Motion to close the session at 9:13pm**

**Motion: Katie**

**Second: Todd**

**In Favor: All**

All in Favor. None opposed.