

TUTORS FOR KIDS - BOARD OF DIRECTORS

Meeting Minutes

January 8, 2024

3:00 – 5:00 p.m.

1. Call to Order – Hank Leavitt called the meeting via Zoom to order at 3:04 PM. All board members were in attendance; Shug Brandell, Joanne Cooper (new member approved during the meeting), Bev Goldstein, Eileen Honohan, Hank Leavitt, Sandy Lynch, Josie Morello, Bob Navarre, Judy O’Neill, Shirley Potts, Chuck Ramberg, Bev Rovelli, Carolyn Ruhe, and Frank Russo.

2. Consent Agenda – Bev R. moved and Bob supported approval of the consent agenda and the motion carried.

- Approval of the minutes of October 9, 2023 meeting
- Approval of cash report
- Approval of financial statements

3. Motion to approve Joanne Cooper as a new Board member-

Eileen, on behalf of the interview team, moved approval of Joanne to the board, Shirley supported and the motion carried.

Joanne noted that she has been a tutor since 2022, is retired from Abbott and brings communication and organizational skills to her role as a board member.

4. Committee Updates

- Finance Committee – Shirley

Renewal of Live Oak Bank CD- Shirley reported the Finance Committee recommendation for the renewal of the CD (approximately \$84,000) for another 6 months.

Bob moved and Shug supported approval of the renewal and the motion carried.

Central Florida Foundation-Shirley reported that the Endowment Fund of \$58,000 was established by an anonymous donor and can be drawn down annually or rolled over. \$3,000 is expected to be available to draw down or roll over this year and the recommendation is to roll over.

Shug moved and Eileen supported the recommendation to roll over approximately \$3,000. The motion carried.

2024 Book Budget-Since the book inventory hadn’t been completed prior to the Finance Committee meeting, the committee will submit a budget at the March 11 meeting. In the meantime, the committee is recommending that \$2500 be allocated for the book budget to use only for Books for the Bag and not Books for the Break.

Hank moved and Eileen supported the motion to approve that recommendation. The motion carried.

It was further clarified that Books for the Bag is for a student being tutored where Books for the Break are for the student's classroom over a "break". Sandy stated that Belleview Santos is not clear if books are for Bag or Break. There are 11,000 books in the existing inventory. Frank gave an overview of the two programs. Bev R. offered to help Sandy with the data base.

- Communications and Public Relations (including tutor recruitment and outreach) -

Eileen noted highlights from her written report submitted with the agenda: successful recruitment events increased number of tutors to 302 achieving 3-5 year strategic plan goal of sustainability through recruitment; this success impacts orientation sessions which now include 17 or more participants up from 6-9. She thanked Shirley for assistance in coordinating the 8 events and the help from Chuck, Sandy, Bev G., Judy, Jose, and Rosemary Ramberg. Frank observed the increase in tutors from 70 two years ago and 182 last Spring to recent tally of 302. Hank noted the impact on the Board, the STCs and SBCs and needs to be considered as TfK is an all-volunteer organization.

- Tutor Operations

Administrative Team – Shirley has coordinated and is supporting the new Communications Team (formerly called the Phonies. Shirley then explained about the process including oversight by an Administrative Team. She submitted a written report with the agenda as to the role and responsibilities of this team and noted that it is a work in progress.

Orientation – Chuck submitted Orientation dates through February 12th of 2024 along with potential dates from August through December of 2024. All will be held at the Belvedere Library and are one and a half hour sessions. Bob, Shirley, and Karen are providing support. Questions for the future; will we add schools to accommodate the number of tutors or get tutors to move further out, and do we have enough support for them?

- Technology – Frank, who is now a Systems committee of one, noted highlights from the written report he submitted with the agenda. He is recruiting new members. There's a savings of about \$3,000 for Caspio by reducing the number of screens in our database. MailChimp has changed which presents many challenges. We need to address concerns when strategic planning regarding database security, access, duplication, and integrity. Bob pointed out the difference between having 1100 names and 500 names of active tutors, Friends of TfK, donors, etc. Frank said the propose Admin Team could clean up the lists. Judy offered her help with MailChimp since she does the Newsletter.
- Books and SBCs – Sandy had submitted a report but it was not included with the agenda. Report highlights included; SBC assignments are on the Data List Bob presented, getting SBCs to focus on grade level book especially for grades 1-3; paring

down the inventory to useable books as space in the schools is an issue and give away unusable books that are too large, heavy, etc. Hank asked what % of the inventory are useable vs. “stale”. Shirley thanked the SBCs for staying within the per book budget of \$2.25. Sandy wants books to be distributed at Wildwood Intermediate grades 4-6 as the open book room is stuffed. She sends emails to the STCs when the book room is open, but no one in 4th through 6th grade took books. WWI is one mile away from the book room. Josie is the only tutor who takes books for the middle school.

- STCs – Bob submitted with the agenda a School Data Listing for School Year 2023/2024 as his report. He noted that there are changes in how tutors are being used; group tutoring, teacher assistance vs. one-on-one tutoring. Also noted that not all teachers want a tutor every day although most do. Leesburg El could probably use 15 more. Oak Park Middle will use tutors during their 50 minute Intervention period. Board Liaisons may need to take a greater role due to increase demand for tutors. We need to assign Board Liaisons to schools with vacancies and should do so during the upcoming Strategic Planning session or Executive Committee meeting. Bob recommended revisiting/shortening STC job descriptions to better interface with the new Admin Team. Shirley asked for STC and Board Liaison job descriptions.
 - Grants/Development – Eileen submitted a report with the agenda. She highlighted Giving Tuesday which generated \$3580 including the \$1500 match from Dr. Trans. She thanked Frank for his support with the donor list, MailChimp, etc. Frank asked for new names and PayPal donors.
 - Administration – No reports by Board school liaisons who have met with Principals
 - Tutor Meetings – Eileen submitted her report with the agenda. She highlighted that we need to provide ongoing professional development to the tutors following orientation. Bob expressed surprise that there’s such a disconnect between and teachers as described in the October tutor meeting survey. They don’t get to know the teacher to build a trusting relationship to be used to help the kids. He’s hoping that the tutor-teacher panel discussion at the January 17 meeting will help.
 - Strategic Issues – Hank (Organization Structure) and Frank (Technology) reported these committees were on hold.
5. Oak Park Middle School Update – Bob described the approach to use tutors during the school’s 50 minute Intervention period. Josie has provided input. He is concerned about the impact and if tutors will want to go just for a short period.
6. Strategic Planning Session (Potential Dates – February 5, 19, 26) – Hank polled board members and all will be able to attend on February 26. Eileen is arranging for the venue and catering. Eileen, Hank, and Shug will meet to plan the event. Carolyn offered themes of Stability, Sustainability, and Simplification.

7. Documentation and Process for Proposed New Initiatives – Eileen reviewed the Initiative Proposal initially presented by Shirley but prompted by all of the changes in data collection and reporting, programming etc. Eileen noted that the organization is evolving from a two-person team to one members with 14 to help us grow. Executive Committee also recognized the need for common procedures and processes to be followed and approved the proposal as submitted by Shirley using an agreed upon form. The form following Shirley's example was distributed with the agenda and has been forwarded to key board members responsible for initiating some of the recent changes.
8. Credit Card Authorization –
Shirley made the motion to authorize credit card use up to \$1000 to Julie Southern, SBC at Beverly Shores, and Kathy Vanderlinden, SBC at Rimes. Sandy supported and the motion carried.
9. Conflict of Interest Policy (attached) – Hank distributed and directed board members to sign and send to Shirley for Drop Box.
10. Board Member Recruitment was tabled until Strategic Planning.
11. New Business-Joanne sent an email to Frank regarding tech support.
12. Adjournment was at 5:27.

Future Meetings-

Monday, Jan. 22 and Feb. 19, Exec Committee, 2:30-4:30

Monday, Feb. 26, Strategic Planning, 12-3 PM IN PERSON

Board Meetings –

March 11, 2024, 3:00 - 5:00 p.m. Via Zoom

May 13, 2024, 3:00 - 5:00 p.m. Via Zoom

August 12, 2024, 3:00 - 5:00 p.m. Via Zoom

October 14, 2024, 3:00 - 5:00 p.m. Via Zoom