

TUTORS FOR KIDS - BOARD OF DIRECTORS

Meeting Minutes, March 11, 2024

3:00 – 5:00 p.m.

- Call to Order – Hank Leavitt called the meeting via Zoom to order at 3:04 PM. Board members in attendance were; Shug Brandell, Joanne Cooper, Hank Leavitt, Josie Morello, Bob Navarre, Judy O'Neill, Shirley Potts, Chuck Ramberg, Bev Rovelli, Carolyn Ruhe, and Frank Russo. Bev Goldstein, Eileen Honahan and Sandy Lynch were absent.
- Consent Agenda – Bob moved and Shug supported approval of the consent agenda and the motion carried.

Approval of the minutes of January 8, 2024 meeting, cash report, & financial statements

- Committee Updates

- Finance Committee – Shirley

The Finance Committee report was emailed in advance of the meeting.

Highlights included opening a new savings account at Live Oak with a current rate of 4% and transferring \$40,000 from Mid Florida savings. Live Oak CD totaling \$84,710 was renewed at 5.1%. Book budget advance of \$300 per school was released for those needing books for bags. CPA reviewer recommended reducing the book inventory balance shown as an Asset and book purchase costs are shown as a supply expense in 2023 and going forward. The 990s were submitted to the IRS. Next steps and proposals for board action are consideration of the book budget for 2024 and evaluate the future of book programs since free books are no longer available.

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

Highlights from Eileen's written report submitted with the agenda included information about the quarterly tutor meetings.

- Tutor Operations

Administrative Team – Shirley submitted her report in advance with Board Action proposals regarding solutions to Mailchimp, adding new tutors, and finding a replacement for Bob as well as backups for all positions

Orientation – Chuck reported August 28 and Sept. 4 are set for the fall at the Belvedere Library from 9-12. Dates can only be set 6 months out. Reading and math workshops have been added to the orientation sessions.

- Technology – Frank reported the committee is reorganizing. The Caspio book system has been down since January with some book data lost and needing to be restored. Joanne asked if the person she suggested for the committee would be contacted and she will follow-up with Frank. Bob referred to Sandy's efforts re: off-line data base.
 - Books and SBCs – Sandy submitted a report via email of March 10. Highlights included; book buying procedures will be outlined as part of the revised SBC manual, and a SBC Users' manual for MS Access was sent to SBC users as well as Frank and Shirley. She also submitted a report via email regarding percentages of stale books by school.

- STCs – Bob submitted a written report. Highlights included that he’s seeking an STC for Rimes with 30 tutors there to recruit from and Board Liaison appointments will be Judy at Oak Park Middle, Bev G. at Belleview Santos, and Joanne at Rimes or Stanton Weirsdale. Following discussion about these duties, Bob volunteered to send out duties and other guidelines regarding the Board Liaison assignments. He provided an update on recruiting; 320 tutors in 7 of the schools with only 4 schools asking for more. Shirley asked about the retention rate as it would impact recruitment efforts and it has been 90% retention historically. Hank noted that schools in the south need to be taken into consideration since The Villages expansion is in that direction.
- Grants/Development – Eileen submitted her report requesting direction from the board. Hank reported that the CPA review prompted advice to hold on new grants until the cash balance is drawn down or other expenditures or needs are identified requiring additional funding. On-going donations will continue adding to the current balance.
- Administration – Josie submitted her Board Liaison report for Wildwood where staff expressed a need for English as a Second Language and/or English Language Learner tutors. Sandy submitted her report for meeting at Leesburg Elementary where there’s a decline in the number of teachers and tutors. It was also pointed out that tutors’ emails may be blocked so contacting their assigned teacher is a challenge. Same issue regarding fingerprinting process, so tutors need to check Spam file.

Tutor Meetings – The next meeting is April 10 and was promoted in the March newsletter.

Joanne suggested that Bob ask the STCs to notify the tutors in their schools.

- Strategic Issues- Frank is updating MailChimp list and will add new tutors which Shirley will send to him.
- Old Business
 - Conflict of Interest Policy –All were submitted
 - Procedure to Guide or Start Initiatives- Hank reviewed the purpose of the form which is to be submitted to the Executive Committee.
- New Business-Shirley announced that Florida First Lady, Mrs. DeSantis has requested reports from the nonprofits that received the Project Hope award to include how the funds were spent (books and technology). Bob noted that there are 30 tutors at Belleview K-2 so why don’t we need 30 K-5 at Leesburg? Hank stated that the Board Liaisons need to find out what the needs are for next school year at each school. We should have that information by the May meeting to determine recruitment efforts. Shirley stated the need for a budget for books- could be a question for the strategic planning work group.
- Adjournment was at 4:30 as moved by Bob and supported by Joanne.

Future Board Meetings –

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