

TUTORS FOR KIDS - BOARD OF DIRECTORS
Meeting Minutes
January 13, 2025, 3:00 – 4:35 p.m. Via Zoom

1. Call to Order by Hank Leavitt, Vice Co-Chair- Present were Shug Brandell, Joanne Cooper, Bev Goldstein, Hank Leavitt, Joe Miller, Judy O'Neill, Shirley Potts, Chuck Ramberg, Bev Rovelli, Frank Russo, and Colleen Vanepps. Absent were Sandy Lynch and Josie Morello
2. Consent Agenda – Bev Rovelli moved approval of the items on the Consent Agenda with support from Hank Leavitt. Motion carried.

- Approval of the minutes of October 14, 2024 meeting (attached)
- Approval of cash report (attached)
- Approval of financial statements (attached)

3. Motion to approve Chairman replacement- Hank moved and Shirley supported the appointment of Chuck Ramberg as Chairman. Motion carried.
4. Motion to approve Colleen Vanepps as Corresponding Secretary-Hank moved and Shirley supported the appointment of Colleen Vanepps as Corresponding Secretary. Motion carried.
5. Resolution honoring Eileen Honahan's years of service (attached)- Bev R. and Shug will present the resolution to Eileen.
6. Motion to approve Liability Policy-Hank moved and Judy supported the motion to approve the Liability Policy at the annual cost of \$5,098 to insure the board and operations. Motion carried.
7. Motion to approve CDs-Bev R. moved and Hank supported the motion to approve the 6 month CDs. Motion carried.

8. Committee Reports

- Finance Committee– Shirley (no report)
- Tutor Operations

Administrative Team – Shirley- Team is now complete and trained for on-going processing of tutors. Board members will be given access to various reports on Google Drive for their information and to illustrate processing needs. There was discussion regarding the lack of demand for tutors to be assigned a classroom at this time which impacts recruiting efforts yet we agreed to support the Daily Sun's request for a photo op and article that will include how to become a volunteer tutor. We were reminded that some of the schools, such as VEL and Oak Park, have Intervention Models which are schoolwide vs. classroom focused and provide an opportunity for placing TfK tutors as well.

Orientation– Chuck – January 28 is the last scheduled orientation which will be video-taped and accessible on the website. There was discussion about how the tutoring model is changing to include Intervention programs at the school level vs at the classroom level and how the orientation needs to include those opportunities as well as the traditional approach. Chuck also volunteered to present his power point at any of the schools as a tool to engage more teachers and therefore assign more tutors.

- Books and SBCs – Sandy (attached)- There was discussion about the number of books distributed being significantly lower than previous years. Sandy can address questions about MS Access and at the next technology meeting.
 - STCs – Joanne reported on STC status and that Belleview Santos needs one
 - Grants/Development – no report
 - Tutor Meetings Update-Shug (Feb. 5, 3-4:30, Mulberry Rec, Part 2 Growth Mindset)
 - Technology Committee-Frank- The CASPIO database is gone-transferred to other systems. The book data base will be MS Access and all other data bases will be on spreadsheets and Google Drive. Email procedures will change and website updates are in process with the intent of adding an on-line orientation option.
 - Communication & Relationships Committees- Deferring to the Executive Committee
9. Board Liaison Reports (vacancy at Belleview Santos) (attached WWI- Josie)
- These reports are generally presented at the beginning and end of the school year to reflect meetings between the Liaison and school staff a help determine the needs for the upcoming school year.
10. Conflict of Interest forms- reminder-(attached)
11. Strategic Planning Session will take place in one session, March 24, 2-4 in person at the Rohan Rec Center. The Executive Committee will be planning this session with a new format to continue work started last year but not completed.
12. No Old or New Business-
13. Adjournment at 4:35-Approved by consensus

Strategic Planning Session, 2-4 PM in person at the Rohan Rec Center

March 24

Future Board Meetings: 3:00 to 5:00, Via Zoom

March 10

May 12

August 11

October 13