



TUTORS FOR KIDS, INC.

Board of Directors Meeting Minutes
Monday, January 19, 2026, | 3:00 – 4:50
PM | Via Zoom

1. Call to Order

The meeting was called to order by **Hank Leavitt** at **3:05 PM**.

Present: Hank Leavitt, Sandy Lynch, Joe Miller, Josie Morello, Judy O'Neill, Shirley Potts, Bev Rovelli, Frank Russo, Colleen Vaneps
Absent: Bev Goldstein, Chuck Ramberg

2. Consent Agenda

Items approved:

- Minutes of the October 13, 2026, meeting (attached)
- Cash report (attached)
- Financial statements (attached)

Discussion: Hank will follow up on whether Tutors for Kids received any funds from the Duke Energy grant this year.

Motion: Approved by unanimous vote.

3. Approval of 2026 Officers

The board approved the appointments of:

- **Hank Leavitt** – Vice Chair

- **Shirley Potts** – Secretary and Treasurer
- **Chuck Ramberg** – Chair

Motion: Carried unanimously.

4. Resignation and Resolution

The board accepted **Joanne Cooper's resignation** from the Board of Directors, effective December 31, 2025. Joanne will continue as STC and tutor through May 2026.

The board approved a **resolution recognizing her service** to Tutors for Kids and the Board of Directors.

Motion: Carried unanimously.

5. CD Renewal Authorization

Motion: Renew the Certificate of Deposit (CD) that renews on February 25, 2026. The current rate is 3.8% and will be renewed at the current rate on the renewal date.

Vote: Unanimous approval.

6. Liability Policy Renewal Authorization

Motion: The Liability Policy is up for renewal at the end of January. The board approved the renewal of the liability policy.

Vote: Motion carried unanimously.

7. Committee Reports

Finance Committee – Shirley Potts

- Endowment fund returned over \$9,000 on a \$68,000 investment (13% annual return).
- Recommendation: No distribution from the money management fund; let it roll over.

Motion: Carried unanimously.

Tutor Operations – Shirley Potts

- Tutors are still being placed in schools.
- E-learning orientation program is effective; tutors report few navigation issues.
- Recruitment efforts continue, including outreach to four local churches. A form is being developed to partner with local churches.
- Challenges noted: recruiting tutors for northern schools and the Harborview program; concerns about tutor burnout and additional support staff.

Decision: Continue supporting northern schools while exploring additional recruitment strategies.

Administrative Team – Shirley Potts

- No additional report.
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Orientation – Shirley Potts

- No report. Shirley commented on the E-learning orientation class and how well it is running. As a result, there was no in-person training this school year.

Books and SBCs – Sandy Lynch

- Requested **\$5,000** to buy books for the remainder of the 2025–2026 school year.

Motion: Approve the \$5,000 book budget supplement.

Vote: Carried unanimously.

School Team Coordinators (STC)

- Challenges with northern schools and Harborview program noted. Harborview and Belleview Santos Elementary Schools have only a few tutors and no active STC. As a result, it takes significant time to maintain the book program for these few tutors. Tutor burnout and the need for additional support staff were also highlighted.

Decision: T4K will continue to support these northern schools while exploring additional recruitment strategies for the next school year, and the board will revisit the issue in January 2027.

Grants and Development

- None.

Tutor Meeting Update – Shirley Potts, Colleen Vaneps

- Upcoming Tutor Meeting: **March 11, 2026, 3:00–4:30 PM at Colony Recreation Center**

Decision: Tutor celebration will be organized by Colleen (lead), Bev and Frank (logistics), Judy, to include in the January newsletter.

Technology Committee (E-Learning and Website) – Colleen Vaneps, Hank Leavitt

- The new website was launched successfully; appreciation was expressed to Colleen and Judy. The financials on the website need

to state that they were “Reviewed by an Independent Accountant”. Judy is sending the board the steps needed to apply to Charity Navigator and Charity Watch, so we can decide how to proceed with the application.

- **Decision:** Update website to indicate financial statements are CPA-reviewed, not audited.
 - Judy to send the board the steps needed to apply to Charity Navigator
 - Hank to have nonprofit policies reviewed by a nonprofit attorney for compliance.
 - **Decision:** Proceed with Charity Navigator compliance steps before submission.
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8. Book Budget

- See Books and SBCs report above.
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9. Board Liaison Reports

- **Harbor View (Bev Rovelli):** One active tutor; another tutor starting January 2026; no on-site STC; northern school challenges noted.
 - **Beverly Shores (Joanne Cooper):** Two new tutors in process; actively recruiting for replacement for STC role.
 - **Bellevue Santos (Joanne Cooper):** Two new tutors assigned; updates on Google Drive; actively recruiting for a replacement for the STC role.
 - **Oak Park Middle School (Judy O’Neill):** Two tutors on medical leave; one new tutor working to complete background check.
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10. Strategic Planning Committee

- The executive committee recommended canceling the 2026 Strategic Planning meeting.
 - Focus will remain on ongoing initiatives, supporting tutors, schools, and principals, and improving communication processes.
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11. Conflict of Interest Form – Shirley Potts

- Forms distributed to all board members.
 - All members are required to sign, date, and return promptly to Shirley using her new email address: secretary@tutors4kids.org
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12. Old Business

- We need general tutor meetings twice a year, and we need to form a committee for the 2026–2027 meetings; Shirley to follow up with Deb Wile and mention at the March general tutor meeting.
- Shirley and Frank: Reviewing T4K email addresses before system conversion.

Next Steps:

- **Hank:** Follow up on Duke Energy grant application; submit pro bono attorney review of TFK policies.
- **Colleen:** Coordinate CPA-approved website updates; organize March 11 tutor celebration with Bev and Frank; update board.
- **Judy:** Share Charity Navigator compliance steps; include March 11 tutor meeting/celebration notice in newsletter.
- **Shirley:** Provide AI materials for board minutes; update email addresses; review STC access to tutor info; collaborate with Colleen on church recruitment info.
- **All Board Members:** Complete and return 2026 conflict of interest statements.

- **Shirley and Frank:** Review of which email addresses can be deleted will be discussed at the next Tech Meeting.
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13. New Business

- None.
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14. Adjournment

- Meeting adjourned at **4:50 PM**.
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Future Board Meetings (Via Zoom, 3:00–5:00 PM)

- March 9, 2026
- May 11, 2026
- August 10, 2026
- October 12, 2026