

## TUTORS FOR KIDS

Minutes of Board of Directors' Meeting

Tuesday, August 6, 2013

1. **Call to Order.** The meeting was called to order at 4:27 p.m. by Frank Russo, with four members, Deborah Ruhe, Bill Hrubes, Marilyn Burak, and Terri Robinson on the phone. Nancy Moore, Carol Dunworth, Sharon Pierce, Carolyn Ruhe, and Frank Russo attended in person. Sharon Pierce was ill and could not attend.
2. **Approval of Minutes from December 11, 2012.** Motion to approve by Carol Dunworth; second Bill Hrubes
3. **Treasurer's Report.**  
Beginning balance on December 12, 2012 - \$4,010.51  
Contributions and interest - \$3,342.27  
Expenses - \$1,583.10  
Balance as of August 6, 2013 - \$5,769.68  
Move to approve by Nancy Moore; second Carol Dunworth
4. **Board Member Vacancy** – To solve a potential conflict of interest, Dave Burns, at Merrill Lynch tendered his resignation as a member of our Board of Directors. Suggested qualities of replacement members: someone from the legal sector (licensed in Florida) or someone from the public sector with an emphasis in finance. Frank will solicit input from tutors and other interested parties.
5. **2012-2013 School Statistics** – Tutors for Kids ended the school year with 106 tutors in 151 classroom timeslots, in six schools. Discussion about the achievements of the schools from the FCAT results – Belleview Santos dropped a letter grade; however, the state revamped the scoring methods and will not penalize the schools that dropped.
6. **Publicity, Recruitment, and Outreach.** Frank reported on publicity and recruitment with the following events:
  - January 22 – Frank and Carolyn spoke at a meeting of residents at Freedom Point.
  - January 23 – Frank and Carolyn spoke to a woman's group at Trinity Lutheran Church and received a donation of \$725
  - February 1 – Tutors for Kids volunteers read to kindergarten students at Harbour View Elementary to celebrate their 100<sup>th</sup> day of school. Each student received a book from Tutors for Kids.
  - February 4 – Frank, Carolyn, Nancy, Marilyn, Pearl Colton, and Marge McIntyre spoke at the Sisterhood at the Temple Shalom in the Villages (thank you, Marilyn).
  - February 7 – Attended a meeting of the Tri-County Optimists and received a donation of \$500
  - February 27 – Staffed a table at the Stonecrest Activities Fair
  - April 12 – Attended Pastries with Parents at Belleview Santos Elementary School and donated books for each child to read, keep, and take home
  - May 3 - Frank and Carolyn served as judges for the Marion County Book Bowl. Since Belleview Santos won the Book Bowl, each student on the team received a portable DVD player, donated by Tutors for Kids
  - May 15 and May 20 – Participated with Marion County Public Relations to film a Youtube video about Tutors for Kids
  - May 23 – Frank, Carolyn, and Carol spoke to a monthly meeting of Hadassah in The Villages.

Sharon wrote several newspaper articles for local newspapers. Tutors for Kids was featured in a special article in The Daily Sun and the Ocala Star Banner.

7. Frank reported that the Youtube video in Marion County was published by the Marion County Classroom Connection:  
<http://www.youtube.com/watch?v=sdmfryPaOok>

8. **Training Manual and Sessions** – Frank reported that the Training Committee has revised the training manual and that training of new and existing tutors will start in late August and continue into October. Training will be held in two sessions: (1) academic and (2) creating a positive learning environment.

He stressed that there will be an emphasis on a consistent methodology for tutors to approach a tutoring session. It is very probably that a particular student will have a tutor year to year; a suggestion was made that the guidance counselor make a note in the student's file so that the next teacher could know that the student had had a tutor the previous year.

The Board voted to authorize a special letter of thanks and appreciation be sent to the members of the Training Committee

9. **The Tutors for Kids Club of The Villages**. The purpose of the club is to provide a forum for tutors to share ideas, invited speakers, and get feedback on situations they encounter. The board cautioned that all activities of the Club must be sanctioned, approved, and attended by Frank and Carolyn.
10. **School Captains and Community Coordinators**. Frank reported on the concepts of school captains and coordinators – to keep in touch with the schools and tutors within communities.

Discussion about job descriptions and responsibilities for these positions. Bill moved and Terri seconded a motion to send the job descriptions to the board. Marilyn advised that it is critical that Frank and Carolyn retain control at the top, but with help!

11. **Volunteer/insurance liability update** – Frank reported that Tutors for Kids solicited two agents for nonprofit group liability insurance. We were not successful in obtaining a contract for insurance – and one bid was extremely expensive. Marilyn wants insurance unless Florida law says we are protected for actions of the board.

Frank reported that it appears that, as volunteers, we are covered by the Florida and Federal volunteer acts, as long as we are not paying.

Terri said that even though we have a board policy, the volunteers are approved by the County and they sign in at each school; therefore are covered under Marion County volunteer provisions. If anyone notices a violation, it is critical that it be reported to the principal.

Deborah recommended that we try to talk with a lawyer on the school board. Terri suggested that we contact Suzanne Maguire (Marion County Volunteer Coordinator) for further direction.

12. **New Policy** - Frank presented a revised policy describing tutor behavior and actions. A motion was made by Marilyn and seconded by Terri to include an additional statement about reporting violations of the provisions of the policy.
13. **New Business** –

**New Schools** – Villages Elementary of Lady Lake; Legacy Elementary (they took overflow students from Belleview Santos); Wyomina Park (Ocala) – they will recruit volunteers and we could train them

**Mentoring** – Two tutors will lead the effort to organize a mentoring program at Wildwood Elementary under the name of Tutors for Kids

**Speaking Plans** – Frank announced that we have been asked to speak at the Rutgers Club in the Villages (thank you, Marilyn) and at Top of the World in Ocala at their women's group (both in October)

Caution from Bill, Deborah, and Marilyn – don't spread yourselves too thin

Bill also suggested that we investigate local college students who may be looking for volunteer work to:

- Help Frank and Carolyn organize the paperwork
- Book tracking

He also suggested that we put a limit on the number of schools for a couple of year.

14. Following our by-laws, we will schedule our semi-annual meeting for December 2013.
15. **Adjournment.** Deborah moved and Carol seconded a motion to adjourn the meeting at 5:27 p.m.