

TUTORS FOR KIDS - BOARD OF DIRECTORS
Special Meeting Minutes
July 14, 2025, 3:00 – 4:00 p.m. Via Zoom

1. Call to Order by Hank Leavitt at 3:05. All Present
2. Purpose for Calling special meeting- Hank reviewed the strategic planning process provided two focus groups: 1. Relationships with schools including administration, teachers, and the TFK STC and SBC at that school; and 2. Relationships with tutors including communication, training, placement, and collecting data. The Executive Committee would oversee administrative responsibilities and the work of the two groups.
3. Liaison Role & Responsibilities-Frank reviewed the responsibilities listed on the attached handout and provided the rationale for revising the Board Liaison responsibilities to highlight the concept of a school team approach to strengthen communication within the schools and meet the new challenges of changing models from one on one tutoring to Intervention and other approaches. He highlighted the agenda for meeting with the principal to focus on the needs of the school, the approach used so we can train the tutors, number of tutors needed, how they are assigned and how the BL collaborates with STC & SBC in support of their roles.
4. School Team Coordinator Role & Responsibilities (including Google Drive data)-Shirley reviewed the attached handout identifying the STC responsibilities relating to various categories; new tutors, current tutors, teachers, administration, and TFK. She also included a handout with specific steps for the Google Drive data and said it is a work in progress. She reiterated the need to be more visible as a part of the TFK team and support the school's goals and how TFK can help.
5. Discussion- What do board members need to fulfill the role of Liaison & School Team Leaders?

Bev G. questioned if her clearance had been renewed and how to get an appointment with the administration. Frank will check on her behalf but it was also suggested that principals may respond to email vs phone calls. Chuck said the Partnership Agreement referred to in the meeting agenda with school administration needs to be revised. Hank will revise and send it out. Shug will send out the Board Liaison Report Form that was also requested. Josie raised the question regarding when there is no STC or staff coordinator to place tutors. This would need to be resolved by the Board Liaison meeting with the Executive Committee on a case-by-case basis. Joanne asked if the Board Liaison or STC should seek replacement STCS or should both? Frank said the schools should do the tutor placement. Judy responded to the comment about the need to recruit more board member by saying it may cause more work, meetings & confusion.

The Executive Committee will report back at the August 11 Regular Board Meeting.