

Children's Day School

Board of Trustees

December 13, 2018

Meeting minutes

Carl Schneebeck, Board Co-Chair, asked that the meeting come to order at approximately 4:11PM

Attendance:

Mylene Acosta-Mercado, Ted Arleo, Chris Bunga, Lucy Farey-Jones, Eric Fastiff, Stephanie Holland, Ryan Kluft (Treasurer), Kami Kinkaid, Tracy Kirkham, Kirk Lorie, Jeanette Perez (Secretary), Cheryl Porro (Co-Chair), Carl Schneebeck (Co-Chair), Michelle Schoen, Ben Spero, Tina Syer (Vice-President), David Strandberg, Shelly Luke Wille (Head of School), Lindsay Woollerson, Vivien Zraick

Non-Trustees present (after Executive Session): Diane Larrabee (Director of Admissions), Jeanna Yoo (Director of Advancement), Rebecca Kroll (Assistant Head of School), Anthony Witte (Director of Inclusion), Cheryl Ewers (Director of Finance and Operations), Rico Tan (Director of Technology), Patricia Jameson (Assistant to the Head of School), John Castro (Facilities Manager)

Executive Session: Shelly Transition Check-in

Closed 4:32

CDS Experience - Kay Washington, Alicia Perdue, Wendy Macias Walker, Terry Ashkinos, George Lopez

Five staff and faculty members presented on their experiences at the NAIS People of Color Conference (POCC) in Nashville, TN. Each presentation highlighted the moving experiences they had and illustrated how attendance at this conference helps further the CDS mission.

Consent Agenda

David Strandberg made a motion to accept the November 15, 2018 meeting minutes. Lucy Farey-Jones seconded. Motion passed unanimously. Documents made available prior to meeting include: [November 15 meeting minutes](#), [December Head's Report](#), and the [2019-2020 Budget Model](#). Comments on pre-distributed materials included:

- Question about timing of the Library Task Force Report and Technology Vision draft mentioned in the Head's Report and when the board will the board get to see these. Library Task Force report will be available soon. Technology Vision draft is still in the works. It will go to the Academic Leadership Team next.

CoT: Slate of potential Trustees for 2019

Lindsay Woollerson presented the potential trustee candidates for 2019 (list is confidential) and thanked the board for the many nominations. Lindsay asked meeting attendees to fill out a Google Form regarding potential trustees before end of evening. After CoT receives Board feedback on candidates, CoT will begin conversations with potential trustees. Goal is to start this process earlier so we can bring on new trustees earlier and they can hit the ground running in the Fall. Lindsay W. went through the list and gave brief descriptions of each potential trustee.

Discussion ensued about why some names submitted weren't on the final potential trustee list, particularly names from high schools. CoT said that some names given may be better for a future year and that they wanted to give Shelly a year to identify other educators.

Finance: 2019-20 Budget Review & Vote

Ryan and Cheryl E presented the draft budget for 2019-2020

Ryan gave background on how finance committee came up with this budget over the last 3 months, taking into account CAIS standards, peer school metrics, expenses, reserves, etc.

Cheryl presented some peer data that was taken into account while developing budget.

Cheryl presented the proposed [2019-2020 budget](#).

Discussion ensued - highlights include:

- Evaluation of our professional development dollars and potential strategies to maximize those dollars, including in house "cost free" professional development that might not be captured in the budget.
- Being mindful of how high tuition will be in 2-3 years. How do we avoid becoming a barbell?
- Continually thinking about alternative revenue streams.

Ryan Kluff moved to accept the 2019-2020 budget recommended by the finance committee. Stephanie Holland seconded. The motion passed unanimously.

Check-in: Status of Committee work

- Carl revisited BOT Goals for the year, highlighting which are being addressed and which still need to be taken on.
- Carl asked Committee/ Task Force chairs/leads to answer three questions prior to next meeting:

- Review committee goals: is the committee on schedule to complete them?
- Review committee needs: what additional time, resources, or members are required for the committee to achieve its goals?
- Forecast future membership needs: what opportunities are there to engage interested members of the community? To ensure that there is committee leadership going forward?
- Postponed committee status check-in until next meeting.

Meeting/Process Feedback

What's working:

- Shelly -- incredibly high functioning board. People stepping up and doing what they say they are going to do.
- Cheryl -- Co-chair model working well (luckily, Carl agrees)
- Kami -- feels very welcomed as a new board member, appreciated everyone's willingness to share
- Cheryl -- sees positive effects of the early prep work by finance and COT prior to board meeting and votes.
- Mylene -- as a new board member, appreciates everyone being open and willing to have uncomfortable conversations.
- Shelly -- while no work, per se, on teacher retention, our budget reflects its importance. Same with COID, having conversations about teacher development is a step in right direction.

What needs improving/Opportunities:

- Lucy -- lacking knowledge on whose on which committee, particularly COID and teacher retention task force
- Mylene -- Feeling a little lost on COID committee, who's on it and leadership
- David - Better understanding of committee structure and what they've been up to
- Stephanie -- making sure trustees know when there is an open invite to any committee meeting. Perhaps a Board calendar? Other infrastructure possibilities?

Closing Remarks

Chair Cheryl Poro adjourned the meeting at approximately 6:35 PM.

Respectfully submitted,

Jeanette Perez, Board Secretary

Cheryl Porro, Board Co-Chair OR Carl Schneebeck, Board Co-Chair