

**Children's Day School  
Board of Trustees  
October 17, 2019  
Meeting minutes**

Carl Schneebeck, Board Co-Chair, asked for the meeting to come to order at approximately 4:33 pm. The meeting began with a closed Executive Session.

**Attendance:**

Carl Schneebeck (Board Co-Chair), Jeanette Perez (Board Co-Chair), Jen Hamilton (Co-Vice Chair), Ryan Kluff (Treasurer), Stephanie Holland (Secretary), Mylene Acosta-Mercado, Joe Connolly, Patricia Kao, Liza Ramrayka, Michelle Schoen, Ben Spero, David Strandberg, Rishi Varma, Diane Walters, Lindsay Woollerson, Vivien Zraick

Non-Trustees present: Shelly Luke Wille (Head of School), Chris Bunga (PTTA President), Rebecca Kroll (Assistant Head of School), Antonette Greene (ECP Director), Ed Rhee (Middle School Director), John Castro (Facilities Manager), Susan Munn (Interim Director of Finance and Operations), Andrei Ferrera (Director of Communications), Lindsay Hershenhorn (Director of Curriculum & Program Innovation), Diane Larrabee (Director of Enrollment Management), Rico Tan (Director of Technology), Chris Teare (Extended Program Director), Anthony Witte (Director of Inclusion), Jeanna Yoo (Director of Advancement), Patricia Jameson (Assistant to the Head of School)

**Documents made available prior to meeting include:** [Oct 2019 Meeting Agenda](#), [Oct 2019 Head of School's Report](#), [2019-2020 Board Goals](#), [CDS Facilities Master Plan \(Spring 2019\)](#), [October 2019 Advancement Report](#), [September 2019 Board Meeting Minutes](#), [June 2019 Board Meeting Minutes](#), and "[Digital Innovation at CDS](#)" presentation.

**Welcome & CDS Experience:**

Daven Gee, CDS Integration Specialist, presented the [CDS Digital Vision Statement and a curriculum overview](#) about how digital innovation is integrated into the learning process at CDS in the early childhood program, the elementary school, and the middle school. Antonette Greene (ECP Director) noted that, in the Early Childhood Program, the children are using technology to create (as opposed to play).

Shelly said that CDS plans to publish its Digital Vision Statement and its Digital Curriculum Overview to its website.

**Special Announcement:**

Rebecca Kroll (Assistant Head of School) announced this will be her last year at CDS (her 15th school year). It will be announced to the CDS community over the weekend.

## **Consent Agenda**

Vivien Zraick made a motion to accept the consent agenda. Rishi Varma seconded. Motion passed unanimously.

## **Admissions Report**

Diane Larabee presented and shared some admissions materials that were recently created and will be used with the lower school admissions tours, beginning this weekend. It included a laminated bookmark with the 11 CDS Learning Beliefs, a CDS-branded coloring book (the artwork for which was created by one of our preschool teachers and the wool binding for which came from our sheep), and a flipbook with the language of our new Mission, Beliefs and Values.

## **COT: Recruitment Process Overview**

Lindsay Woollerson introduced the Committee on Trustee members and explained the main functions of COT. Currently, COT is focused on recruiting new trustees for next year. As part of that process, two surveys were sent to current Board members to help COT identify what potential skill deficiencies the Board may have and what skill sets we should be looking for, particularly as current Board members term off and new Board members are recruited.

Lindsay also noted that, in terms of Board Education, two events are coming up: (1) People of Color Conference (POCC) in Seattle, Dec 4-7, 2019; and (2) CAIS Annual Conference in SF, January 25-26, 2020. Given that it's in SF this year, COT is hopeful that most, if not all, of our Board can attend. Assistance is available if the fee for either conference is a hardship for anyone. Carl noted that more information with links to both conferences is on our Board Portal.

## **Finance: Welcome to Susan; budget process update**

Shelly introduced Susan Munn as our interim Director of Finance.

Ryan Kluff (Board Treasurer) shared that the next budget meetings are November 8 and December 6, 2019 and encouraged all interested to attend. He also noted that the finance committee would present its proposed 2019-2020 budget at the December board meeting.

## **Advancement: Annual Fund Update**

Michelle Schoen stated that we are in week 3 in our Annual Fund drive and have raised over \$400K as of today. We are ahead of where we were last year in terms of dollars raised but behind in terms of participation.

Patty Kao asked what the cause of the disparity between dollars and participation might be. Jeanna said that we've placed new emphasis this year on asking families to increase their AF gifts from last year, which may have diluted our message that participation is equally important. Jeanna also noted that the liaisons are working hard to achieve 100% participation in their

classes. Joe Connolly shared his opinion that achieving 100% participation for a school of our size is extremely difficult.

Carl thanked Michelle Schoen & Jeanna for all their work on rolling out a new Annual Fund structure this year and for the great classroom material that is being shared with families in each class.

### **Facilities: Master Plan and Vote**

David Stranberg opened up Q & A about the proposed master plan that we are going to vote on today.

- Jen Hamilton asked what it means to adopt a master plan. Shelly responded that it is essentially a document we can share and use to test with our community in order to identify potential paths forward in terms of our campus and facilities. Carl further clarified that the master plan isn't a prescriptive facilities path forward; it is more like a menu of possible options and ideas.
- Jen pointed out that there's language in the master plan suggesting that a particular lower school plan already has been chosen. David and Ben Spero agreed that some of the pages and language can be confusing insofar as there is language recommending specific layouts but noted that those pages are primarily there for the purpose of showing where we have been and the options we have considered.
- Shelly shared that we expect to learn from the city of SF in November 2019 what our timeline will be for the bungalow removal.
- Rishi asked whether it would make sense to delay a vote on the master plan until after November when we will know the bungalow timeline. Several people expressed that there would be no reason to delay a vote if nothing in the master plan document would change upon learning whether the bungalows would have to be replaced sooner or later.
- Carl clarified that, in adopting a master plan, we still have the option of taking 1 of 2 paths: (1) Present the master plan options to our community and choose one of the paths detailed therein; or (2) convene as a Board and choose a path forward without further community involvement.

Rishi moved to accept this document presented as our master plan. Joe Connolly seconded. Approved unanimously.

### **Ad Hoc Committee Update**

COID: Jeanette Perez noted that the next COID meeting will be this Monday 10/21/19. Shelly reminded everyone that she has copies of all school faculty book, *Deep Diversity*, available if anyone wants a copy.

Real Estate Task Force: Shelly said that former Board chair, Eric Fastiff has agreed to chair the new Real Estate task force. She already has met with Eric about this a couple times.

Strategic Plan Task Force: Carl shared that the Strategic Plan committee had its first meeting a few hours ago. It will be chaired by Jen Hamilton & Stephanie Holland. Next steps are for Jen & Steph to identify consultants to interview about helping steer the strategic planning process.

**Governance: Committee Organization Plans**

Carl showed everyone where the Committee Organization Plans live on the Board portal. He explained that the goal of the Committee Plans is to ensure Board of Trustee coordination, transparency and communication. Each committee should identify someone on each committee who will take responsibility for including a section on each plan that is updated after every committee meeting and who will document each committee meeting (essentially, meeting notes).

Going forward, Committee Organization Plans will be considered part of the consent agenda. Carl’s slide presentation about this will be made available on the Board portal.

**Meeting / Process Feedback**

Carl Schneebeck said that he and his co-chair, Jeanette Perez, are always open to feedback about how Board meetings are run and suggestions about how things could run better in the future.

**Closing Remarks**

Carl Schneebeck adjourned the meeting at 6:00 pm on the dot.

Respectfully submitted,

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Stephanie Holland, Board Secretary

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Jeanette Perez, Board Co-Chair OR Carl Schneebeck, Board Co-Chair