

**Children's Day School  
Board of Trustees  
November 14, 2019  
Meeting minutes**

Jeanette Perez, Board Co-Chair, asked for the meeting to come to order at approximately 4:32 pm.

**Attendance:**

Carl Schneebeck (Board Co-Chair), Jeanette Perez (Board Co-Chair), Tina Syer (Co-Vice Chair), Ryan Kluff (Treasurer), Stephanie Holland (Secretary), Mylene Acosta-Mercado, Joe Connolly, Patricia Kao, Kami Kinkaid, Liza Ramrayka, Michelle Schoen, David Strandberg, Rishi Varma, Diane Walters, Lindsay Woollerson, Vivien Zraick, Shelly Luke Wille (Head of School).

*Non-Trustees present:* Rebecca Kroll (Assistant Head of School), Antonette Greene (ECP Director), Ed Rhee (Middle School Director), Andrei Ferrera (Director of Communications), Lindsay Hershenhorn (Director of Curriculum & Program Innovation), Diane Larrabee (Director of Enrollment Management), Susan Munn (Interim Director of Finance), Anthony Witte (Director of Inclusion), Jeanna Yoo (Director of Advancement), Patricia Jameson (Assistant to the Head of School), Chris Bunga (PTTA President).

**Documents made available prior to meeting include:** [Nov 14, 2019 Meeting Agenda](#); November 2019 Head's Report; [Notes to Statement of Activities Compared to YTD Budget for Quarter Ending Sept 2019](#); [Audit Report dated June 30, 2019](#); [Auditor's Report & Financial Statements dated June 30, 2019](#); [Nov 2019 Admission Report](#); [Nov 2019 Advancement Report](#); [Meeting Minutes dated Oct 17, 2019](#).

**Welcome and CDS Experience: The New Community Library and Center for Inquiry**

Prior to calling the meeting to order, the Board met in CDS' new library located in the Boys & Girls Club where our new librarian, Crystal, gave a brief presentation of our library space.

Highlights included:

- Library has approximately 5,000 books, 800 of which are new.
- Working on getting more current nonfiction (which tends to age more quickly than other genres).

- The furniture is intentionally modular and flexible; the physical space will continue to evolve to possibly include things like an art space, a riser for poetry slams, tech resources, etc.
- The Boys and Girls Club already is using the library after school; we plan to have a “Power Hour” in the library for Boys & Girls Club kids to use the space for homework

Shelly thanked our Director of Advancement, Jeanna Yoo, and acknowledged that the library space would not have happened without the Fund-A-Need funds raised at the last Bid and Bash.

### **Consent Agenda**

Lindsay Woolerson asked about the Annual Fund performance relative to Grandparent giving this year versus last year. Jeanna Yoo gave an Annual Fund overview:

- Updated Annual Fund numbers are: \$742K raised & 95% participation
- Grandparents & Special Friends Day won't occur for another week, so the Advancement Team plans to make an appeal to that group at the end of the month
- With respect to corporate matches, last year we had about \$50K in corporate matches and we expect to have about the same this year
- All in all, we expect to reach our \$750K Annual Fund goal
- Special thanks to Michelle Schoen for her work on Annual Fund

Jeanette Perez made a special thank you to faculty & staff for already reaching 100%

Ryan Kluff made a motion to accept the October 17, 2019 meeting minutes. Liza Ramrayka seconded. Motion passed unanimously.

### **Finance: YTD Financials and DFO Search Update**

Ryan Kluff (Finance Chair) presented a financial overview. Highlights included:

- We successfully completed our audit of the 18-19 school year. There were no adjustments so it was a clean audit.
- We are continuing our search for a new Direction of Finance and have narrowed it to 3 candidates.

- The roof replacement project has increased in scope & cost:
  - Originally budgeted at \$1.5 million.
  - Increased in scope to include some painting and window replacement. This will add about \$500K to the total cost and another \$200K in labor, for a total cost of about \$2.3 million due to the expanded scope of work.
  - Shelly explained that, because scaffolding is a significant cost, it made sense to do the painting now while the scaffolding was there. The scaffolding might still be up the 1st week of school, which would mean the yard won't be available at that time.
  - We are funding the roof project primarily from our operating budget & plant reserve.

### **Advancement: Annual Fund Update**

In addition to the overview she provided during the consent agenda discussion earlier, Jeanna Yoo added that one major change to this year's Annual Fund was the creation of the Mission Match:

- The Mission Match was a fund of about \$83K that was raised primarily from current and former trustees plus a small group of generous CDS families.
- The Mission Match was created to inspire giving and matched every dollar that a family gave over their prior year's Annual Fund gift.
- 100% of the Mission Match funds were matched!
- Over 56% of families increased their gifts this year over last year, resulting in over \$230K in increased gifts to date.

### **Ad Hoc Facilities Update**

David Stranberg updated us on our permit request to extend the deadline by which CDS is required to replace the preschool bungalows.

- We passed the 1st hearing with some conditions.
- The 2nd hearing is scheduled for the end of November and would carry the same conditions.

- If our extension request is granted as we believe it will be, it leaves the question of how we can improve the bungalows if they stick around for a few more years.

### **Thank-a-Thon**

Co-Chair Jeanette Perez announced that we would adjourn the meeting early and ask trustees to spend the rest of the scheduled meeting time writing thank-you notes to those who have contributed to our Annual Fund. Joe Connolley, who suggested this idea, explained this is something Hillbrook trustees do every year and that, anecdotally, it has had the greatest impact of any other stewardship effort at Hillbrook over the last 5 years.

### **Wrap Up:**

Shelly shared that there was a panel of CDS alums who returned to school last night to present to our current 8th graders. One alum stated that CDS “teaches you how to grow into yourself.”

### **Closing Remarks**

Co-Chair Carl Schneebeck announced that we would officially adjourn the meeting and excuse Senior Admin if they’d like to take off before trustees dive into their thank-a-thon note writing.

Carl adjourned the meeting at approximately 4:53 pm.

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