

**Children's Day School  
Board of Trustees**

**March 7, 2019  
Meeting minutes**

Carl Schneebeck, Board Co-Chair, asked that the meeting come to order at approximately 4:04PM

**Attendance:**

Mylene Acosta-Mercado, Chris Bunga, Stephanie Holland, Jeanette Perez (Secretary), Carl Schneebeck (Co-Chair), Shelly Luke Wille (Head of School), Lindsay Woollerson, Vivien Zraick

By Phone: Ted Arleo, Lucy Farey-Jones, Eric Fastiff, Jen Hamilton, Cheryl Porro (Co-Chair), Liza Ramrayka, Michelle Schoen, Tina Syer (Vice-Chair), Diane Walters

Non-Trustees present: Cheryl Ewers (Director of Finance and Operations),

**Welcome**

Carl S. thanked everyone for coming to the extra meeting and for their flexibility. He acknowledged that both proposals up for discussion are addressing goals the BOT set forth at the beginning of the year and that both committees put in lots of work into getting to this vote.

**Mission Statement Update, Discussion, and Vote on Gardner Rodriguez proposal**

Vivien and Jeanette gave an overview of the process thus far, explaining why the task force chose Gardner Rodriguez after meeting with four different firms. They gave a brief overview of the proposal and, in particular, the deliverables CDS would receive given the project cost.

Discussion followed, including questions such as:

- Should we consider brand identity at this point? A: This task force is focused on mission and therefore branding may be something the BOT makes a priority in future years.
- How will the task force decide who will take part in the one-on-one interviews with Gardner Rodriguez? A: The task force will brainstorm ideas from throughout the community including faculty, staff, founders, alumni and current parents, alumni and current students, and community partners.
- Can we add a visual analysis of our current brand identity compared to other schools to the deliverables? A: The task force has asked Jane and Joe to include this in the deliverables.

Eric Fastiff moved to accept the proposal. Chris Bunga seconded. Passed unanimously.

Shelly thanked the committee and VZ and JP.

### **Master Plan Update, Discussion, and Vote on Jensen proposal**

Ted Arleo gave a brief overview of why the new Master Plan work is needed. According to Ted, the last time something similar was done was in 2015 when the facilities committee did the gym and bungalow feasibility study. Much of that work has become obsolete and the enrollment of the school has doubled. The facilities committee feels it's serendipitous do be doing MVV work at the same time since we want Master Plan efforts to include that data.

Discussion followed and included questions about who possible outside consultants could be and their costs. Ted said the one consultant he could possibly see coming in is a landscape architect. Many trustees also advised that we make sure Jensen and Gardner Rodriguez coordinate efforts and share data. The heads of the facilities committee and MVV task force will take on roles as facilitators to make sure this coordination happens.

Shelly explained the upcoming Professional Development day which would include listening sessions with Jensen and Gardner Rodriguez. The faculty and staff will rotate through three sessions: Academic learning beliefs (Academic leadership team), MVV listening sessions with Gardner Rodriguez, and and a Master Plan listening session with Jensen. Kick-off for the visioning work will be at the March 8 assembly where Shelly will read *If I Built a House* to the students and then ask them to envision building a school while in Buddy time.

Jeanette Perez moved to accept the Jensen proposal. Vivien Zraick seconded. Motion passed unanimously.

### **Meeting/Process Feedback**

Carl thanked everyone who helped on this work, particularly Cheryl E. and Ryan K. for doing quick work to make sure these proposals fit into the current budget. He then thanked everyone for the flexibility, candor, critical thinking and collaboration.

### **Closing Remarks**

Chair Carl Schneebeck adjourned the meeting at approximately 4:38 PM.

Respectfully submitted,

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Jeanette Perez, Board Secretary

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