

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

**May 23, 2019  
Meeting minutes**

Carl Schneebeck, Board Co-Chair, asked that the meeting come to order at approximately 4:05PM

**Attendance:**

Mylene Acosta-Mercado, Ted Arleo, Chris Bunga, Joe Connolly, Lucy Farey-Jones, Eric Fastiff, Jen Hamilton, Stephanie Holland, Patricia Kao, Kami Kinkaid, Tracy Kirkham, Ryan Kluff (Treasurer), Kirk Lorie, Jeanette Perez (Secretary), Cheryl Porro (Co-Chair), Liza Ramrayka, Carl Schneebeck (Co-Chair), Ben Spero, Tina Syer (Vice-Chair), Rishi Varma, Shelly Luke Wille (Head of School), Lindsay Woollerson, Vivien Zraick

Non-Trustees present: Cheryl Ewers (Director of Finance and Operations), Antonette Greene, Andrei Ferrera, Patricia Jameson (Assistant to the Head of School), Rebecca Kroll (Assistant Head of School), Diane Larrabee (Director of Admissions), Ed Rhee, Anthony Witte (Director of Inclusion), Jeanna Yoo (Director of Advancement)

**Welcome & CDS Experience: Welcome new Trustees; 8th Grade DC Trip**

Carl Schneebeck welcomed our new trustees: Joe Connelly, Patty Kao, and Rishi Varma. He then urged all trustees to fill out two surveys: the Board Self-Evaluation Survey and the Head of School Evaluation Survey.

Next, four 8th graders gave a presentation on their recent trip to Washington DC. They covered the following topics:

Noa - The history they learned

Seamus - The community bonding they experienced

Amelia - 8th grade service project (crisis at southern border)

Jay - Highlights including the National Archives and Capitol Building

Tina Syer asked the 8th graders if they thought going to Washington DC as opposed to somewhere else still made sense for CDS. The students answered with an emphatic Yes.

**Consent Agenda**

Kami Kinkaid made a motion to accept the [April 25, 2019 meeting minutes](#). Tina Syer seconded. Motion passed unanimously. Documents made available prior to the meeting include: [May 2019 Head's Report](#) and [CDS Financial Statements](#).

### **Finance: Investment Policy Statement Vote**

Cheryl Ewers gave background on the proposed [CDS Investment Policy Statement](#). Cheryl's team looked at policies from other schools, shared the proposed policy with the finance committee, and received feedback. The Finance Committee formally approved the policy at their May meeting. It breaks down our policy on short term cash, fundraising, and other investments such as CDs.

Comments and discussion included:

- Ben Spero wanted to make sure trustees understood that this is a very conservative investment policy.

Vivien Zraick moved to accept the Investment Policy Statement proposed by the Finance Committee. Jen Hamilton seconded the motion. Motion passed unanimously.

### **Facilities: Master Plan Update & Exercise**

Ted Arleo introduced Steven Huegli and Chris Kalos from Jensen Architects. Ted reiterated that the work Jensen is doing this year is an update to our existing master plan. According to Ted, master plans get dated and this process gives us a chance to pause and look at current needs. He asked trustees to keep in mind that some things are still fluid such as our relationship with the Boys and Girls Club. Finally, he asked trustees to keep in mind the possibility of increasing middle school enrollment.

Jensen shared a [presentation](#) of where we are in Master Plan process and a summary of the feedback they've received from the community. They presented proposed layouts of the 333 yard and asked for feedback on the "courtyard" setup. Discussion ensued and comments included:

- Tracy Kirkham asked about the possibility of preserving trees, particularly the mature Elm and Bay Laurel trees.
- Trustees asked about the possibility of building up. This would be a much more costly project, necessitating an elevator.
- Numerous board members made it clear how important keeping outdoor space is to the Master Plan.

Jensen also presented an opportunity at 668 Guerrero and the program enhancements that we could house there. There are possibilities to increase space for the science program and to increase middle school enrollment. They are outlined in [a memo from Shelly](#).

Trustees can provide feedback on the Master Plan presentation and opportunity at 668 Guerrero via a [Google survey](#).

**Mission Statement: Overview & Exercise**

Jane Gardner and Joe Rodriguez of Gardner Rodriguez, the outside consultants guiding CDS through the mission statement refresh process, presented a quick summary of the work done so far and the most prevalent themes gathered from the community. They then split meeting attendees into two groups for a workshop, where they presented alternative mission statement themes and asked for feedback, both high-level and word-specific. Jane and Joe will take the feedback gathered and incorporate it into their work before presenting a Mission Statement draft to the MVV task force. The MVV hopes to have a final Mission Statement recommendation for the board before the end of the school year.

**Closing Remarks**

Chair Carl Schneebeck adjourned the meeting at approximately 6:26 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