

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

**January 15, 2019
Meeting minutes**

Carl Schneebeck, Board Co-Chair, asked that the meeting come to order at approximately 4:08PM

Attendance:

Mylene Acosta-Mercado, Ted Arleo, Chris Bunga, Lucy Farey-Jones, Eric Fastiff, Jen Hamilton, Stephanie Holland, Ryan Kluff (Treasurer), Jeanette Perez (Secretary), Liza Ramrayka, Carl Schneebeck (Co-Chair), Michelle Schoen, Ben Spero, David Strandberg, Diane Walters, Shelly Luke Wille (Head of School), Lindsay Woollerson, Vivien Zraick

Non-Trustees present: 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), Antonette Greene (ECP Director), and Andrei Ferrera (Director of Communication).

Welcome

Shelly gave an overview of the proposed Joe Cooper Memorial Changemaker Grant and Award.

- Changemaker Award for alumni who are doing amazing things; would include a celebration and monetary award
- Changemaker Grant for current students who see something they want to take action on. They would apply for the grant and, if awarded, receive funds to take action. Could be a class or group led by a teacher or by an individual student.
- A \$25k commitment has already been made to fund the award and grant. The goal is to fund for 20 years.

Carl gave an update on Bob Fricker and Jennifer Wong Christensen's 100 day visit. Carl and Shelly have requested a written report on everything Bob heard, which is all extremely positive.

Consent Agenda

Chris Bunga made a motion to accept the December 13, 2018 meeting minutes. David Strandberg seconded. Motion passed unanimously. Documents made available prior to

meeting include: [December 13, 2018 meeting minutes](#), [January 2019 Head's Report](#), [January 2019 Admission Report](#), [Bid & Bash Report](#), and [Annual Fund Report](#). There were no comments on pre-distributed materials included. [State of the School talking points](#) were distributed after the meeting.

CoT: Diversity Goal Setting

The CoT is starting the process of setting diversity goals for the BOT. Their first step is to better know our current demographics through a 3-question anonymous survey of board members. Please look out for the link. CoT wants to make sure they know who we are so we can be transparent and knowledgeable when we are asked by people in community. This information should help with recruitment, comparisons with peer schools, and goal setting. At the next CoT meeting, all board members are welcome to attend the section on diversity goal setting to be part of the discussion. Shelly commented that administration is also asking staff and faculty to answer a similar anonymous survey to gather better demographic data.

State of the School Update, Process, & Talking Points

Shelly gave an overview of our upcoming State of School format. The evening will start with a presentation (roughly 15 minutes), given by Shelly and Cheryl, focusing on financials and brief overviews of other board work. Following that, attendees will have the opportunity to visit tables in the room that represent different committees and are staffed by admin and trustees (ex. Admissions, Advancement). The hope is that there will be generative conversations and that attendees will have a chance to ask any questions they have. All questions will be collected, answered, and sent out to the whole community after the event. There will be wine, beer, and snacks to keep people in a social, conversational mood.

If a committee would like to have a table, they should also have one slide in the presentation, with a prompt, to help get the conversation started. Shelly will reach out to committees and board members she'd specifically like to have at tables.

Comments included:

- Lucy: Possibly change the name of "State of the School" to something more appropriate and inviting given the new format.
- Eric: Best attended state of the schools have had very specific topics laid out beforehand.

Carl presented State of the School talking points for trustees to help them answer questions, particularly when asked about the tuition increase and current financials. They are posted on the Board Portal.

Comments included:

- Jen B. asked for a brief overview of the decision to hire a librarian/media specialist.

- Rebecca asked how will we know we are being accurate next year when we say CDS compensates teachers above the average salary paid by our peer schools.
- Ryan K. asked if we should add talking points about MVV work and Facilities Master Plan. Specifically, why are we doing this work? Eric suggested we add MVV work to initial presentation.
- Antonette asked that talking points are shared with Division Heads. Carl will share with them and Senior Admin.
- Suggested creating talking points about our B&G Club relationship, particularly about gym space use and possible library.

Check-in: Status of Committee work

Carl reminded everyone of what the 2018-2019 Board Goals are and evaluated which are being addressed and which still need more attention.

Committees broke out into groups and addressed 3 questions:

1. Review committee goals: on schedule?
2. Review committee needs: resources, time, members?
3. Forecast future membership needs: opportunity to engage community? Leadership?

Committees then reported back to the group. Please update committee organizational documents on the board portal so trustees can review those for updates.

Advancement Update

Bid & Bash: There is a theme! Where the Wild Things Are and the event is on Friday, March 29 at Bimbo's. Many of the Bid & Bash committee members are new this year, so Advancement is asking that the board help out as much as possible. Some ways to help in particular are by underwriting the event, donating a live auction item such as a vacation home or food experience, or donating big raffle items. Let Jeanna know if you have any ideas or can open doors.

Fund A Need: This year's proceeds will directly fund our library program; specifically books, library software system, bookshelves, and other furniture to outfit our temporary space which Shelly and advancement are hopeful will be in the Boys and Girls Club.

Leadership Donor Celebration: The Leadership Donor Celebration is on Wednesday, February 13 from 6-9 in Founder's Hall. ALL trustees and leadership donors are invited. This year's format will feature food stations and mingling.

Meeting/Process Feedback

Carl S. presented feedback from the Dec board meeting with action items to address it:

FEEDBACK	ACTION/COMMITMENT FROM CO-CHAIRS
Desire to better understand committee structures	Work with staff to develop meeting calendar & consistent dial-in options for mtgs
Better way to share committee info w/ BoT	Team Drive & Org Plan links in Board Portal; TBD
Need for COID membership & integration at board meetings	Work with Shelly, Mylene, Anthony to develop a strategy for COID
Determining difference between board goals & guiding principles	TBD

Closing Remarks

Chair Carl Schneebeck adjourned the meeting at approximately 5:59 PM.

Respectfully submitted,

Jeanette Perez, Board Secretary

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