

**Children's Day School  
March 12, 2020  
Special Meeting of the Board of Trustees  
Meeting minutes**

On March 12, 2020 at 5:00 pm, Head of School Shelly Luke Wille delivered notice by e-mail to all Trustees calling for a Special Meeting of the Board to be held via teleconference and/or video conference on March 12, 2020 at 6:30 pm.

Carl Schneebeck, Board Co-Chair, called the meeting to order at approximately 6:33 pm.

All Trustees were present. No Trustee protested Notice.

A quorum existed.

**Attendance via conference telephone and/or conference video:**

Trustees present: Carl Schneebeck (Board Co-Chair), Jeanette Perez (Board Co-Chair), Tina Syer (Co-Vice Chair), Jen Hamilton (Co-Vice Chair), Ryan Kluft (Treasurer), Stephanie Holland (Secretary), Mylene Acosta-Mercado, Joe Connolly, Patricia Kao, Kami Kinkaid, 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), Rebecca Kroll (Assistant Head of School), Antonette Greene (ECP Director), Ed Rhee (Middle School Director), John Castro (Facilities Manager), Andrei Ferrera (Director of Communications), Paul Gavin (Director of Finance & Operations), Lindsay Hershenhorn (Director of Curriculum & Program Innovation), Patricia Jameson (Assistant to the Head of School), 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), Tracy Kirkham (Trustee Emeritus), Chris Bunga (PTTA President).

**Purpose of Meeting:**

The purpose of this Special Board meeting is to discuss the recent closure of some K-8 schools and whether it may become necessary to close our campuses and move to a virtual learning platform.

## Highlights of discussion:

Shelly updated meeting participants on the current status:

- Today, SFUSD [announced](#) it would close all its schools for 3 weeks beginning Monday, March 17, 2020. Some independent and parochial schools closed as of today, others announced they will close as of next week.
- There are no known cases of Covid-19 in our School community.
- The options available to us are: (i) don't close, (ii) close, or (iii) a hybrid approach whereby we stay open and close if health conditions warrant or if absenteeism is high due to families choosing to keep their children home.

Discussion included:

- How to support CDS families that might be disproportionately impacted by campus closure
- Supporting our hourly employees (e.g., aftercare teachers) by continuing to pay them
- How to justify any decision to remain open given that a majority of SF schools already have decided to close (*i.e.*, why do we think we know better than everyone else)
- Data suggests that the U.S. is a week away from a pandemic that will overwhelm our hospitals unless we begin to socially distance
- General belief is that government isn't acting quickly enough to contain Covid-19, which is why we're seeing a grassroots system of schools and businesses choosing to close their campuses without a government mandate
- CA DPH leaving it up to schools to decide whether to close campus because up to 60% of public school kids rely on free school lunch and most public schools don't have a solid distance learning plan (*i.e.*, lack of technology & internet, etc.)
- CDS already conducted a survey to determine if any families don't have access to technology. For those families, we can provide devices (computers or iPads)
- Middle school already has 1:1 devices (computers and iPads) and is ready to implement distance learning; tech dept is working to prepare the lower school by gathering all available iPads, uploading software like Zoom & Seesaw, and training teachers
- Closing campus Monday (3/16/20) versus tomorrow, so that teachers can meet with students one more time to wrap things up and prepare students for distance learning

Consensus appears to be the following:

- Campus should close & CDS should implement distance learning;
- Closure can begin Monday (3/16/20), as no one feels strongly that we need to close tomorrow (3/13/20);
- Campus closure announcement should include some guidance about how to behave at home so that kids and families know not to congregate outside of school, as that would negate the benefit of social distancing

Motion:

Co-Chair Carl Schneebeck made a motion to adopt the recommendation by our Head of School, Shelly Luke Wille, to close our campuses beginning Monday, March 16, 2020; to implement

distance learning beginning Wednesday, March 18, 2020; to remain closed at least through Spring Break (through Friday, April 17, 2020); and to continually reassess conditions to determine whether and when we can safely reopen campus. Co-Chair Jeanette Perez seconded. Michelle Schoen abstained. All other Trustees voted in favor. **Motion passed.**

**Closing:**

Co-chair Carl Schneebeck adjourned the meeting at approximately 8:08 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