

Children's Day School

Board of Trustees

May 10, 2018
Meeting minutes

Cheryl Porro, Board Co-Chair, asked that the meeting come to order at approximately 4:15PM

Attendance:

Trustees:

David Strandberg, Ted Arleo (Vice-Chair), Molly Huffman (Head of School), Lisa Wally, Michelle Schoen, Stephanie Holland, Lucy Farey-Jones, Tracy Kirkham, Lindsay Woolerson, Ryan Kluff, Tina Syer (Vice-Chair), Jen Hamilton, Jill Linwood, Liza, Angie Jolie (Secretary), Jeanette Perez, Carl Schneebeck (Co-Chair), Cheryl Porro (Co-Chair), Kirk Lorie

Non-Trustees present:

Diane Larabee (Director of Admissions), Jeanna Yoo (Director of Advancement), Rebecca Kroll (Assistant Head of School), Rico Tan (Director of IT), Anthony Witte (Director of Inclusion), Ed Rhee (Director of Middle School), John Castro (Facilities Director), Andrei Ferrara (Director of Communications), Cheryl Ewers (Director of Finance and Operations)

Consent Agenda

Jeanette Perez made a motion to accept the March 2018 meeting minutes, with one amendment to correct the list of trustees in attendance. Carl Schneebeck seconded. Motion passed unanimously.

Head's Update & End of Year Goals Report

Molly Huffman reviewed the [Head's Report](#) and [End of Year Goals](#) report which had been made available on the Board portal in advance of the meeting.

Molly provided an update on the white zone parking restriction/pick up procedures issue at 601 Dolores discussed during the March meeting of the Board of Trustees. SF Supervisor Jeff Sheehy will be here to visit to observe the afternoon pickup the week of March 15, as he's trying to understand and potentially mediate between neighbors and the school. Molly recommends

we apply for white zone on Dolores Street and white zone parking restrictions to be extended to include afternoon hours, which should make afternoon pick up less difficult.

Molly recommends that the Board have a “Neighbor Relations” task force. Rebecca Kroll shared that Sam Mogannam from Bi-Rite (also a parent on the SF Friends School Board) is part of a newly forming Dolores Park Area task force (tentatively named the “Dolores Park Green Benefit District”), and Rebecca is included on behalf of CDS. The intention of the group is to unite existing groups and business and property owners to work on beautification and liveability issues around Dolores Park. Michelle Schoen (who lives in the area) volunteered to join the neighborhood group/task force to represent CDS, and Rebecca agreed to link her in.

Admissions Report

Diane Larrabee’s [Admissions report](#) had been made available on the Board portal in advance of the meeting.

Trustees asked if we know why our attrition numbers to date are significantly lower. Diane reported that the school invested more time in marketing our Kindergarten program to ECP and TK families, and saw fewer families leave for different kindergarten options than in the past few years.

End of Year Board Goals Review

Cheryl Porro led discussion the [Board’s Annual Goals](#).

[CAIS Accreditation Report](#) - Major Recommendations Review & Discussion

The Board reviewed the major recommendations in the CAIS report. This will be the basis of the Board and Head of School work next year, and the Board will use the Fall retreat to prioritize the work. Final recommendation on terms of the CAIS accreditation will come towards the end of this school year and be shared with the Board immediately.

Major Recommendation Summary (copied in from CAIS report)

Major Recommendation 1: Section I: Institutional Purpose and Core Values

That the head of school, the board of trustees and administration review and revise the school's mission statement to ensure that it is reflective of the school's core values and strategic goals. (CAIS/WASC (CAIS/WASC standard I.1.5; self study p. 110; conference with administrators and board) standard I.1.5; self study p. 110; conference with administrators and board)

Major Recommendation 2: Section II: Teaching and Learning

That the school focus on vertical alignment of curriculum practices and professional collaboration That the school focus on vertical alignment of curriculum practices and professional collaboration opportunities between divisions opportunities between divisions (CAIS/WASC standard II.4.8, self study pp. 25, 100, 109, conferences with (CAIS/WASC standard II.4.8, self study pp. 25, 100, 109, conferences with administrators). administrators).

Major Recommendation 3: Section V: Institutional Stewardship and Leadership

That the board and administration review the school's goals and priorities with a realistic focus on That the board and administration review the school's goals and priorities with a realistic focus on assessing the capacity of the CDS community. Prudent fundraising, feasibility studies, outside assessing the capacity of the CDS community. Prudent fundraising, feasibility studies, outside consultants, and potential increases to the advancement team are crucial considerations to provide the consultants, and potential increases to the advancement team are crucial considerations to provide the best chance for success. best chance for success. (CAIS/WASC standard V.3, V.4, V5; self study p. 96; conversations with board and (CAIS/WASC standard V.3, V.4, V5; self study p. 96; conversations with board and administration.) administration.)

Major Recommendation 4: Section V: Institutional Stewardship and Leadership

That the board and administration develop a succession plan for board trustee transition both for chair That the board and administration develop a succession plan for board trustee transition both for chair positions and seats at large, and develop mechanisms to recruit non-parent trustees to expand and positions and seats at large, and develop mechanisms to recruit non-parent trustees to expand and deepen independent perspectives and the collective expertise of the CDS board deepen independent perspectives and the collective expertise of the CDS board(CAIS/WASC standard (CAIS/WASC standard V.14.8, self study p.94, conference with the head of school & executive committee of the board). V.14.8, self study p.94, conference with the head of school & executive committee of the board).

Major Recommendation 5: Section V: Institutional Stewardship and Leadership

That the board of trustees conduct a comprehensive feasibility study by reputable outside advancement That the board of trustees conduct a comprehensive feasibility study by reputable outside advancement counsel before embarking on the next capital campaign. counsel before embarking on the next capital campaign. (CAIS/WASC standard V.14.3, self study p. 110, (CAIS/WASC standard V.14.3, self study p. 110, conferences with board of trustees, and administration. conferences with board of trustees, and administration.

Major Recommendation 6: Section V: Institutional Stewardship and Leadership

That the school rethink its administrative structure to ensure optimal organization, communication, and That the school rethink its administrative structure to ensure optimal

organization, communication, and collaboration now that it has grown significantly in student population and facilities collaboration now that it has grown significantly in student population and facilities (CAIS/WASC (CAIS/WASC standard 5.15.1, self-study p. 102, interviews with administrators). standard 5.15.1, self-study p. 102, interviews with administrators).

Major Recommendation 7: Section VI: Institutional Improvement and Sustainability

That the board provide appropriate time, structure and opportunities for the incoming head to That the board provide appropriate time, structure and opportunities for the incoming head to experience and internalize the school's culture and climate in order to successfully lead the community experience and internalize the school's culture and climate in order to successfully lead the community through upcoming periods of significant change. through upcoming periods of significant change. (self-study p. 107; conversations with administrators.)

Advancement Report

Jeanna Yoo shared the Advancement report and highlighted the following:

- Annual Fund is higher and average gift has increased, but that might be because we got one extra large donation. Only 2 families didn't participate in the Annual Fund. We did see an increase in company matches. There is a slight decrease in leadership giving, which Jeanna believes is because of the Capital Campaign where large donors are being asked for large gifts this year.
- Bid & Bash Spring Auction- Reported a slight decrease overall, likely due to Capital Campaign.
- Elevating SJH Update: As of the Board meeting, we are at \$1,964,292 of the \$2 million goal. There are outstanding asks, and a grandparent email plea has been sent. Class captains will be asked to send one more request before the end of school year. There is a groundbreaking ceremony May 29th at 3:30 - everyone is invited. Ribbon planning ceremony is also planned for the Fall. Details to follow.

SJH Facilities Update

Ted Arleo reports that the value engineering has continued and costs continue to come down. All in number is now about \$4.7 million, which includes all the contingencies (\$150k from Plant And another \$434,000 at CDS). The groundbreaking is May 29, construction begins immediately thereafter. Teachers are already beginning to empty their classrooms to prepare for construction. August 24 is the "substantial completion date". This leaves 16 days before kids arrive for staff and teachers to begin prepping classroom space.

The most common question reported is “What if they’re not done before school starts”? The facilities team is confident classrooms will be operational. Elevator may not be ready, but that doesn’t prevent us from using the building. Plant will likely have a presence for some time after school starts. Trustees recommended that we communicate with parents about the elevator not being operational ahead of time.

Trustees asked about contingency plans for classroom space. Molly Huffman reported that she is sure we can rent space from the Boys and Girls Club and/or the Grace Community Church on 16th Street. Trustees encouraged Facilities team to start those conversations now.

Ted Arleo offered to answer any other questions that come from the CDS community about the project.

Master Planning process & FAQs discussion

Facilities and Capital Campaign team reported that lots of questions have come up around the Library. Molly Huffman has asked Lindsay Hershenhorn to convene a task force to look at the needs of the school in relation to library use. She will have until December to present those recommendations to the Facilities Development Committee, at which point the Board will need to consider whether these recommendations impact current Master Plan.

Facilities team will be looking at a wider scope of contractors to look at possible next options in terms of construction.

Rebecca Kroll added that there’s a new Programming Director at Notre Dame Plaza who reached out to say they would like to partner more often. They will have the the SFPL Bookmobile on our shared space monthly this fall. Once details are confirmed, this will be shared with the parent community.

Finance end of year review

Cheryl Ewers reviewed the [Finance report](#) made available on Board portal in advance of the meeting. Ryan Kluft gave credit to Cheryl Ewers and Eric Fastiff for their leadership on keeping us on track and on budget for another year.

Head Transition Update

Carl Schneebeck updated the Board on the work of the Head Transition Committee. The Committee is working with incoming Head Shelly Luke-Wille on communications planning (how and when she will communicate with the community, how she will introduce herself to community partners, etc.). A Board-only social event with Shelly is being planned for late June to welcome her - plans to be announced shortly.

The Transition Committee worked with Division Heads to reach out to teachers and staff to get their input on the information we have collected to help inform Shelly's work in her first year. Committee members met in person at staff meetings (Middle School and ECP) and in a "drop in" option for Lower School, and collected helpful feedback via a survey as well. All of the information gathered will be compiled and shared with Shelly. A "Transition Plan" for Shelly's first year will be published as well, meant as a way to help manage expectations and inform the community at large about the work for year one.

Committee on Trustees

The [slate](#) of candidates nominated as new Trustees and those nominated as 2018-2019 Board officers was shared in advance of the meeting on the Board portal.

Liza Ramrayka, incoming COT Chair, reviewed the work of recruiting new Board trustees. The COT nominated the slate of Board trustee candidates as follows:

- Kami Kincaid
- Mylene Mercado
- Lindsay Woollerson
- Vivien Zraick

Jill Linwood moved to accept the nomination of this slate of candidates. David Strandberg seconded the nomination of the slate. Motion carried unanimously.

Liza then discussed the process for recruiting and nominating next year's Board Officers. Those candidates were then asked to leave the room, so the nominations could be discussed and voted upon. After discussion, the COT nominated the slate for the 2018-19 Officers as follows:

- Cheryl Porro - Co-Chair
- Carl Schneebeck - Co-Chair
- Tina Syer - Vice Chair
- Ryan Klufft - Treasurer
- Jeanette Perez - Secretary

Jill Linwood moved to accept the nomination of this slate of candidates. David Strandberg seconded the nomination of the slate. Motion carried unanimously.

Finally, one Trustee completed his first three- year term, and has agreed to sign on for a second term. Ben Spero was thus nominated to another three -year term on the Board of Trustees. Lucy Farey Jones moved to accept the nomination of Ben Spero for a second three-year term. Lindsay Woollerson seconded the motion. Motion carried unanimously.

Closing Remarks

Chair Cheryl Porro adjourned the meeting at approximately 5:40 PM.

Respectfully submitted,

Angie Jolie, Board Secretary

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