

# Children's Day School

## Board of Trustees

September 22, 2018

### Meeting minutes

Board meeting took place after annual fall Board retreat

Carl Schneebeck, Board Co-Chair, asked that the meeting come to order at approximately 2:20PM.

#### **Attendance:**

##### Trustees:

Mylene Acosta-Mercado, Ted Arleo, Chris Bunga, Lucy Farey-Jones, Eric Fastiff, Jen Hamilton, Stephanie Holland, Kami Kinkaid, Tracy Kirkham, Ryan Kluff (Treasurer), Kirk Lorie, Jeanette Perez (Secretary), Cheryl Porro (Co-Chair), 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), Ed Rhee (Director of Middle School), Andrei Ferrera (Director of Communications), Antonette Greene (ECP Director), Chris Teare (Director of the Extended Program)

#### **Consent Agenda**

Lindsay Woollerson made a motion to accept the May 2018 meeting minutes. Ted Arleo seconded. Motion passed unanimously. Documents made available prior to meeting include: [Head Transition Plan](#), [Head's Report](#), [2018-2019 Opening Day Admissions Report](#), and [Admission Statistics 08-09 through 18-19](#). Comments on pre-distributed materials included:

- Discussed and praised the in-depth statistics provided in the Admission Statistics Report provided by Diane Larrabee.

- Discussed our agreement with the Boys And Girls Club (BAGC). According to Head's Report, CDS will have access to BAGC from 4-5 four afternoons a week. Discussed past interactions with BAGC and how we can continue to leverage this important partnership.

### **Committee on Trustees**

Liza Ramrayka welcomed our new trustees. New trustees attended Trustee 101 before the start of the school year and are taking part in the Trustee Buddy Program. Liza thanked trustees serving as Buddies to new trustees. There will be a New Trustee/Buddy happy hour on October 16

Lindsay Woollerson gave an update on the work being done on BoT bylaws. Stephanie Holland is reviewing the bylaws with help from Angie Jolie.

Lindsay Woollerson asked that trustees start thinking about possible new trustees as that process will start in the next few months. She invited anyone interested in the COT to their meetings, which are held the third Monday of every month.

### **Governance**

Ben Spero made a motion to accept [The Board Goals for 2018-2019](#). Kirk Lorie seconded. Motion passed unanimously.

- Cheryl and Carl will write up a board goals document and send out to Board with final language.

### **Finance**

Ryan Kluff presented [the 2017-2018 Financial Summary and final 2017-2018 budget](#) (available on the Board Portal). He then presented the [Updated Budget for 2018-2019](#) (available on the Board Portal). Key points discussed:

- Higher revenues due to better than expected summer camp numbers and six additional students. Higher expenses due to additional construction costs
- After care enrichment enrollments.
- Things to consider for 2019-2020 budget, including possible SJH Roof/Seismic Upgrading and the need to increase reserves. Facilities to start gathering bid pricing on SJH roof and seismic work for October board meeting and possible vote.
- Final SJH 2018 summer construction costs; numbers still coming in and should have final numbers at October or November board meeting.
- Erik Fastiff moved to designate 2017-2018 revenue surplus to plant reserves. Motion moved to vote at next meeting. Finance committee to discuss allocation of 2017-2018 revenue surplus and provide recommendation at October board meeting..
- Kami Kincaid moved to approve 2018-2019 Budget. David Strandberg seconded. Motion based unanimously.

## **Facilities**

Ted Arleo gave an update on the SJH construction. Highlights included:

- School started on time. The noisy construction finished 9/21. Work going forward is quieter, in hallways, and includes cosmetic work such as painting. Lobby work should be completed in next week or two. Hardwood floors to be refinished by John Castro's crew starting at end of September. Ted A. working with Rebecca Kroll and a parent volunteer to address specific furniture needs in reception area. Final inspections will take place in Mid-October.
- As of this past 9/18, project was on budget, with \$20k left in our contingency. If we do go over, it will be \$50k or less.
- Ted thanked Shelly for her amazing conflict-resolution skills at construction meetings.
- Shelly: "Cheryl [Ewers] managed the whole summer and she deserves a major pat on the back."

## **Committee assignments & goals**

Carl led a discussion on whether we have the right committees to achieve the goals we identified for this year. He then led a generative exercise for committees to come up with goals for the year.

By October board meeting, each committee will identify which board goals their committee will help address and name committee-specific goals they have set for this year.

## **Retreat & Meeting Feedback**

Pros:

- Carl did a great job facilitating
- Layout and Visuals
- People appreciated working in mixed groups (versus admin at one table, etc)
- Well-fed (Thank you to Patricia)
- Good generative conversation

Room for Improvement:

- Find a way to spend some time outside during retreat (perhaps lunch on the roof)

## **Closing Remarks**

Chair Carl Schneebeck adjourned the meeting at approximately 3:58 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