

Children's Day School

Board of Trustees

October 18, 2018

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, Lucy Farey-Jones, Stephanie Holland, Kami Kinkaid, Tracy Kirkham, Jeanette Perez (Secretary), Cheryl Porro (Co-Chair), Liza Ramrayka, Carl Schneebeck (Co-Chair), Michelle Schoen, Tina Syer (Vice-President), David Strandberg, Diane Walters, Shelly Luke Wille (Head of School), Lindsay Woollerson, Vivien Zraick

On the phone: Kirk Lorie

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), Cheryl Ewers (Director of Finance and Operations), Rico Tan (Director of Technology)

CDS Experience

Second grade Octopus teacher, Alex Miller, presented on professional development he undertook this summer regarding Responsive Classroom. He is now a Consulting Teacher for Responsive Classroom (RC), and spent the summer teaching other teachers how to use RC. He recently sent out a survey to CDS lower school teachers to see how he can help them better use RC in their classrooms.

Consent Agenda

Chris Bunga made a motion to accept the September 2018 meeting minutes. Michelle Schoen seconded. Motion passed unanimously. Documents made available prior to meeting include: [September 22nd Meeting Minutes](#), [2018 BoT Goals](#), [Head's Report](#), and the [Retreat Notes on Board Committee Goals](#). Comments on pre-distributed materials included:

- A discussion regarding filling the open position for a third grade assistant teacher. Rebecca Kroll updated everyone on the search and said there are three qualified applicants being interviewed.

Facilities Update

Ted Arleo gave updates on:

SJH construction -- As of 10/17, the project is still tracking on budget, with optimistic surplus of \$10k. Facilities team is reasonably confident there will be no more change orders. There is an ongoing punch list, but any disruptive work will get shelved until winter break and next summer. A second inspection of the elevator will take place before Grandparents and Special Friends Day, with the expectation the elevator will be approved for use before then.

Conditional Use Extension -- Facilities has a draft of what they are going to submit to the planning department. Aiming to submit before the end of October. Facilities is still in discussions about the timeline we are going to request, taking into account Valerie's advice and our hopes to have as much time added as possible. Our extension request will include a persuasive letter from Shelly.

Phase 3 (SJH Roof) Pricing -- Facilities has asked Jensen to pull together a drawing package. Once the committee receives the package, they will send out the drawings to multiple contractors (including Plant), targeting 5, for pricing and scheduling bids. Facilities thinks 2019 is premature and that we would be better prepared to do the work in 2020. They are aiming to send drawings out for bids in November and have responses by end of year or January.

Master plan -- This year the facilities committee will begin the process of augmenting and updating the Master Plan (starting from the 2015 version). They will get input from the community, including a programmatic wishlist from division heads and data from a community survey or outreach meetings (or both). This work is concurrent with the library task force's work. The committee also recently visited Friends School to see Kami Kincaid's work and spoke with representatives from Everett and CAIS to hear about their library programs.

**Any board members who'd like to see the Master Plan from 2015, please reach out to Ted.

Finally, Rebecca Kroll lead everyone in a round of applause for Ted and the facilities committee as a thank you for the gorgeous new lobby.

Committee on Trustees

Liza Ramrayka went over selection criteria for new trustees, which includes:

Baseline Criteria

- Alignment with CDS mission & values
- Reflect the diversity of the CDS community

- Have discretionary time to serve
- Can fulfill duties, including a minimum 3-year commitment
- Help diversify board with non-parent Trustees

Specific Skills desired for 2019 cohort (important but not required)

- Legal background
- Facilities background
- Communications background

CoT will reach out to other committees to help identify possible candidates.

Lindsay pointed out that the five people rolling off the BoT this year have done a tremendous amount of work. CoT doesn't foresee filling all 5 spots, but is aiming to recruit 3-4 new trustees this year. CoT will be sending an email to the BoT asking for each trustee to provide at least two candidate names. Looking at the possibility of expediting process, perhaps bring new trustees on in March rather than May.

Finance

Cheryl Ewers gave an update on the process and timeline for finalizing the 2019-2020 budget. Finance had their first meeting regarding the first draft on October 12. December BoT meeting will include votes on sliding scale and tuition increase. Cheryl reminded everyone that all trustees are welcome to attend finance committee meetings.

Carl Schneebeck made motion to postpone vote on Eric Fastiff's outstanding motion regarding revenue surplus to Dec meeting. Diane Walters seconded. Motion passed unanimously.

Governance: Process for Mission, Vision, & Values Assessment

Carl lead us in a breakout session to discuss how best to review and perhaps revise our Mission/Vision/Values (M/V/V) statements. Groups of 4-5 discussed why we need to do this, who should be involved, and how we should solicit input; discussed possible board structures needed to support the work and how we will communicate the work to the CDS community.

Discussion lead to a decision to create a M/V/V taskforce. Taskforce volunteers: Kami, Vivien, Tina, Tracy, Lucy, Liza, Lindsay, Michelle, Stephanie, Carl, and Jeanette.

Governance: Committee Organization Plans

Carl lead committees through a breakout session to identify committee tasks, goals, and communication plans. Each committee is responsible for updating their [Committee Organization Plan](#). Links to each committee's plan are posted to the Board Portal and can be reviewed by all trustees.

Meeting/Process Feedback

What's working:

- Everyone likes Consent Agenda
- Lots of praise for Carl's leadership and facilitation
- Breakout slide organization
- Efficient and a lot getting done for such big topics
- Space for lots of different voices

Closing Remarks

Chair Carl Schneebeck adjourned the meeting at approximately 6:10 PM.

Respectfully submitted,

Jeanette Perez, Board Secretary

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