

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

**March 21, 2019
Meeting minutes**

Carl Schneebeck, Board Co-Chair, asked that the meeting come to order at approximately 4:04PM

Attendance:

Mylene Acosta-Mercado, Chris Bunga, 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, Tina Syer (Vice Chair), Diane Walters, Shelly Luke Wille (Head of School), Lindsay Woollerson, Vivien Zraick

On the phone: Lucy Farey-Jones

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, Andrei Ferrera

Welcome & CDS Experience: 8th Grade perspectives on HS admissions (video)

Shelly Luke Wille introduced Amanda Richards and a video featuring 8th graders who recently went through the high school admissions process. Shelly praised the intentional admissions work she has observed as both a parent and the HOS.

Amanda: Admission announcements go out March 22 at 4pm. Jay, Eli, and Katherine are the three students in video. They were asked three questions. Watch video [here](#). After the video, Amanda went over the admissions timeline and answered questions. Highlights included:

- All 7th grade families receive high school admission handbooks in the spring to help them prepare for the road ahead.
- CDS is hoping to continue providing test prep for sliding scale families. There is also an online prep course available.
- Continuing to think about how we define success. Some metrics include the total amount of schools students are applying to, feedback from high school admissions personnel, and alumni survey results.
- Continuing to find ways to help students handle time management for essay writing.

- Students applied to a record number of schools this year -- 28. This is due to more students applying to boarding schools and parochial schools, expanding the regional areas students are considering, and students taking a more serious look at the variety of schools in SF (including public charters).
- Process is advantageous for people with resources. BASSC provides feedback to high school admissions directors about this. Also, Amanda provides extra support for families that may not have those privileges. The more time Amanda has to do that during the work day, the better she can help those families.

Consent Agenda; HoS Check-in Survey

Jen Hamilton made a motion to accept the [March 7, 2019](#) and [January 15, 2019](#) meeting minutes. Kirk Lorie seconded. Motion passed unanimously. Documents made available prior to meeting include: [March 2019 Head's Report](#), [Financial Statements](#), and [Admission Report](#).

Comments/questions included:

- Will the attrition of 22 kids effect enrollment? A: Diane Larrabee expecting to be at or above the budgeted number of 472 on opening day.
- This week the Boys and Girls Club confirmed we would have library space in their community room.

Shelly Luke Wille announced that she sent out a survey to the internal community earlier and now trustees are being asked to fill out the survey. Data will be shared with EC and used to make adjustments and goals. Please be a critical friend and give your feedback.

CoT: Vote on 2019 Trustee Candidates Slate

Liza Ramrayka gave an overview of the process thus far, including criteria. We have five trustees rolling off and are looking to add three new trustees on.

COT Recommended a new [slate](#) of trustees: Joe Connolly, Patricia Kao, and Rishi Varma

Discussion ensued about Joe Connolly's connections to CDS. Shelly said she did not overlap with him at Hillbrook, but has known of his work. Diane Larrabee has worked with him professionally via a group of directors of admission. COT feels he is excited to participate and has time to contribute. He will also give us an advancement perspective from another school.

Cheryl Porro moved to accept the nomination of this slate of candidates. Ben Spero seconded the nomination of the slate. Motion carried unanimously. Lindsay Woollerson announced our new trustees will be at our May board meeting and that this new timeline allows trustees to get on-boarded earlier and therefore hit the ground running in the fall.

Next, four trustees completed their first three-year term: Liza Ramrayka, Michelle Schoen, David Strandberg, and Tina Syer. Lindsay Woollerson thanked all four for everything they've done.

Each has agreed to sign on for a second term. Liza, Michelle, David, and Tina were thus nominated to another three-year term on the Board of Trustees. Eric Fastiff commented that he strongly supports them coming back. Eric Fastiff moved to accept the nomination of Liza Ramrayka, Michelle Schoen, David Strandberg, and Tina Syer for a second three-year term. Stephanie Holland seconded the motion. Motion carried unanimously.

Next, Lindsay Woollerson introduced the revamped Board Leadership Recommendation Process. COT was looking to formalize the nomination of officers to the EC and offer trustees a chance to nominate themselves or someone else. Please use the Google Form Lindsay sent out for nominations. Deadline for nominations is March 31. Carl thanked Lindsay and the committee for coming up with this new protocol.

Finally, Liza Ramrayka announced that the COT is also rolling out something new for trustees exiting the board at the end of this term. They will have an exit interview with Shelly.

Advancement: Bid & Bash Update

Michelle Schoen reminded the board that Bid and Bash: Where the Wild Things Are is on Friday, March 29th. Around 340 tickets have been sold and the committee is hoping to get closer to 370. Online auction sales are a little slower this year. Please help build support in any way you can.

Mission Statement: Process Update

Shelly Luke Wille gave a recap of the Professional Development Day that took place on March 11. The day included three sessions with faculty and staff rotating from Learning Beliefs, Mission/Vision/Values with Gardner Rodriguez, and Master Planning with Jensen. The sessions gave faculty/staff/admin a chance to think and voice opinions on all three initiatives. Shelly also informed the board about the If I Built a House/School project introduced at the March 8 assembly. In addition, a survey has been sent to Middle School students with questions about this work.

Vivien Zraick reported that Gardner Rodriguez are off and running with phase one of the MVV process. In addition to taking part in the Professional Development Day, they are conducting one-on-one interviews with various community members and holding listening sessions with students and parents. In phase three of the project, they will conduct workshops with faculty/staff, parents, and the board.

Facilities: Master Plan Update & Exercise

Mark Jensen and Chris Kalos from Jensen Architects led attendees in a memory exercise, provided feedback on the faculty workshop, and gave an overview of the Master Planning process. Discussion ensued. Highlights included:

- Discussion about possibilities of converting residential buildings to educational use.
- Trustees asked if the faculty and staff mentioned parking in their session with Jensen. Jensen said it did not come up as much as they thought it would. It's possible parking

didn't come up because of the way the discussion was framed. According to Shelly Luke Wille, CDS does have a lot of parking and permits. As of now, no teacher is on the waiting list for S permits.

- Discussed how/when cost will be taken into account. Jensen is always considering cost as a filter and eventually it will be time for CDS to define priorities. They will not price things until the brief is finished. Cheryl Ewers said she would work on a 10-year model after Jensen's master planning work is done.

Closing Remarks

Chair Carl Schneebeck adjourned the meeting at approximately 5:57 PM.

Respectfully submitted,

Jeanette Perez, Board Secretary

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