

Christ Church Day School  
 School Board Minutes  
 1114 9th Street, Coronado, CA 92118  
 November 20, 2019

A regular meeting of the CCDS School Board was held on Wednesday, November 20, 2019.

Present: Paul Andrews, Bill Cook, Carla Fargo, Nancy Funk, David Gilby, Jamie Glorieux, Fabian Gomez-Ibarra, Joanie Huck, Naureen Khan, Michelle Malone-Chiles, Jeff Rotherham, Nick Sylvester, Scott Wertz, Cheryl Wilson

Absent with notice: Martin Bastuba, Paul Laedlein

A quorum was present.

**1. CALL TO ORDER/ OPENING PRAYER**

- Meeting called to order at 7:00 pm by President Rotherham.
- Carla Fargo led an opening prayer and Jeff Rotherham lit the Children's Fire.

**2. CONSENT AGENDA**

- Motion to accept Consent Agenda made by Cheryl Wilson. Seconded by Bill Cook. Consent agenda approved.

**3. PRESIDENT'S REPORT, Jeff Rotherham**

- Sixth Grade and JK
  - Nancy Funk held a 6<sup>th</sup> grade preview on November 14<sup>th</sup>. Families were made aware of the minimum number of students required to move forward with a 6<sup>th</sup> grade in the 20-21 school year (8 students). Intent to return contracts are due in January.
  - There are currently seven students interested in JK for the 20-21 school year.
- Human Resource Update
  - Christie Tugend assisted in addressing the leave of absence situations that recently arose. Nancy Funk will inform the CCDS staff of the leave process at the staff meeting.
- Email addresses
  - Additional @ccds email addresses are available if any committee would like to have one.

**4. HEAD OF SCHOOL REPORT, Nancy Funk**

- Report submitted via email with discussion at the meeting.
  - Enrollment is at 89. A potential JK student was just tested.
  - The family lunch was successful and will be held again.
  - An open house is planned for Saturday, Jan. 25<sup>th</sup>. Phil Ballew is working on flyers that can be taken to pre-schools.
  - Nancy Funk has reached out to some 2<sup>nd</sup> and 3<sup>rd</sup> grade families to host events at their homes to promote CCDS to neighbors/friends/potential CCDS families.
  - The Gala Committee met on Nov. 20<sup>th</sup>.
  - The Development Committee will meet on Dec. 10<sup>th</sup>.

**5. COMMITTEE REPORTS**

- **Finance Committee**, Jamie Glorieux

- Report submitted via email with discussion at the meeting.
- Discussion of the two-year contingency plan will be held in closed session.
- The Budget vs. Actuals section of the management report has been reformatted per request of the Board.
- The projected budget deficit for the 2019-20 school year is \$284,000. There is extreme concern that CCDS does not have the fiscal means to operate beyond the current school year.

- **Development Committee**, reported by Nancy Funk
  - The Gala Committee will meet on Nov. 22<sup>nd</sup>. They are a little behind with preparations. They will also meet in December.
  - If anyone has ideas for an adult gathering in January, please contact Nancy Funk.
- **Marketing Committee**, David Gilby
  - Offline and online marketing efforts continue. Post-cards were mailed to families in Coronado. Additional marketing suggestions include military families (Nick Sylvester gave the SLO, school liaison officer, a CCDS brochure; N. Funk will get more flyers for the SLO), and surf tournaments held in town.
  - Some discussion regarding a referral incentive occurred. **Action item:** The Financial Committee will look into the costs of offering a tuition discount to families who successfully refer new students to CCDS.
  - **Action item:** The Finance Committee will revise the financial aid form. Fabian Gomez-Ibarra, Bill Cook and Jeff Rotherham have volunteered to work on this.
  - It was suggested that Board member bios be published on the website. Members should review the information previously given to Scott Wertz. **Action item:** David Gilby will work with Phil Ballew to post the bios on the CCDS website.
  - A meeting will be held on Dec. 4<sup>th</sup> to map out the strategies for the second half of the year.
- **Academic Committee**, Scott Wertz
  - Scott Wertz will research the math program used by the public school that leads into CPM math.
- **Personnel Committee, Policy and Procedures**, Nick Sylvester
  - The parents' organization (PO) has been officially established. A letter will be sent home notifying the parents. A schedule of meetings has not yet been established.
  - **Action item:** Nancy Funk will inform staff of the grievance policy at the staff meeting on Dec. 3<sup>rd</sup>.

## 6. OLD BUSINESS

- By-Law Differences
  - It was suggested that Nancy Funk look through the differences in the 2009 and 2015 HOS responsibilities set forth in the By-Laws and bring these to the Personnel Committee.
- Survey
  - No date has been set for the follow-up parent survey.

## 7. NEW BUSINESS

- Meeting Schedule
  - The next meeting will be Monday, Jan. 13th at 7pm. There will be no meeting in December.

## 8. CLOSED SESSION\*

- A closed session was held at 8:05.

\*Closed Session - Items considered confidential are discussed in closed session and are not recorded in the regular Board meeting minutes.