



Hutch Kids Board of Directors MINUTES

April 26, 2018 | 4:30 – 6:00PM
Room: J1-102, Yale Building

Present: Lauren Young, Lexi Harlow, Andy Firpo, Bob Karaban, Bill Kidder, Shawna Rengli, Jon Ladd, Kate Ostbye, Bruce Waltar

Not present: Eileen Rillamas-Sun, Eddy Reif, Howie Houserman, Mary Gardner

Regular session called to order at 4:35pm

- 1) Team Building Activity
 - a. Eddy absent - no icebreaker this month
 - b. Volunteer for May – Eddy
 - c. Volunteer for June – TBD

- 2) Board Retreat Planning (Bruce – slide deck presented)
 - a. Set-up: Carmen to moderate. 2 sessions, first pre-new ED, second after Shannon has started. 4hr session including meal break (lunch?).
 - b. Weekend would work better than evenings or work hours. Preference for Sunday.
 - i. Action- Doodle poll to select date (Lauren)
 - c. Venue – Seattle Yacht Club (Bob is a member)
 - i. Action – Obtain quote & arrange booking (Bob – pending date selection)
 - d. Topics: Carmen has provided a list of suggested areas of discussion
 - i. Process, content and accountability for onboarding new ED (see section 2e)
 - ii. Decision making process as a Board
 - iii. Running BoD Meetings effectively
 - iv. Board/Staff Relationship
 - v. Equity
 - vi. Action – Doodle poll to rate topic preference (Lauren)
 - vii. Action - Action: Refine topics and plan sessions (Bruce/Carmen/Andy)
 - e. Lexi – who is “owning” onboarding of new ED? Exec committee? Search committee?
 - i. Suggestions – Lexi for continuity from search; Bill volunteered to assist.
 - ii. Action – to be discussed further and refined (Bruce/Lexi)

- 3) Approval of Consent Agenda
 - a. March meeting minutes reviewed and approved (no changes) at 4.49pm
 - i. Moved (Jon), seconded (Lexi), approved.

- 4) Pending Action Items from prior meeting(s)
 - a. Updates to Bylaws (Andy)
 - i. No updates to report. Andy has been prioritizing the legal items needed for the Hutch IT contract (see next item)
 - ii. Action: obtain legal guidance on best course of action (Andy).
 - b. Hutch IT Contract to support HK computing (Andy)
 - i. General Counsel at Fred Hutch (FH) was engaged. They would prefer that GSP Law deal with the childcare-related issues in the contract, if HK can afford to use their services. If not, FH Counsel will assist.
 - ii. GSP Law has started drafting the contract addendum.
 - iii. 3rd Party Contracts –
 1. Some Board review may be required. GSP Law will review contracts (\$300 per contract). Keep this an action item for next month.
 - iv. Hutch IT is very eager to have the contract with HK finalized.
 - c. Babysitting Policy Mitigations (Shawna)
 - i. Would like this to be in place by start of new school year.
 - ii. Age groups – still need to be determined. Will depend on parent interest.
 - iii. Currently enrolled students, and potentially siblings.
 - iv. Andy – Lynne won't commit to the after hours service until we have defined exactly what is needed.
 - v. Jon – is the goal to break even, or would HK profit?
 - vi. Shawna – TBD on staff payment. Flat fee? Overtime because after hours (1.5)? Would it be a separate “outside contractor” arrangement?

- 5) Executive Director Report (Shawna)
 - a. Christmas Closures
 - i. Asked Lynne Kornblatt if HK can close Dec 24th (Monday). No definitive answer at this time. Will broach question again when a clearer picture of staffing needs is known.
 - ii. Shawna to send surveys as usual. Kate suggested sending a separate question to HK families, specifically asking about Monday 24th.
 - b. Nap Mats
 - i. Jon sent Shawna a study on nap mats and potentially harmful materials.
 - ii. Shawna believes majority of HK nap mats do not have flame retardant chemicals.
 - iii. Shawna reached out to study coordinators to ask about HK brand of mat:
 1. No flame retardants by may have phthalates.
 2. Replacements were recommended. \$7500 to replace all mats.
 3. Some replacements will be needed this year anyway, due to wear and tear.
 4. 1 recommended mat ordered as a sample. Need to see if they fit in nap mat cubbies.
 - iv. Bruce – how do we measure air quality? What is our baseline?
 1. Shawna – a test was done after the flood (likely for biological testing)
 2. Lexi/Andy – FH could perform testing.
 3. Action – Shawna to follow-up on when last air quality testing was performed and what was specifically tested for.
 - c. Pour and Play separation

- i. Shawna meeting with person on Tuesday (01MAY18) to get damaged assessed and a quote for repair.
 - d. Staff Updates
 - i. One staff member leaving at school year transition.
 - ii. Temp admin assistant has been hired and started (Mon & Wed all day)
 - iii. Support staff needed
 - 1. Challenge has been finding someone who can be support staff but also act as back-up for Theresa in kitchen. Food Handling Certification needed.
 - 2. Currently one staff member (Heather) who can back-up Theresa, but she is in the classroom so difficult for her to step out.
 - e. Parent night-outs (see Action Items above)
 - f. Parent survey – in process (see SPC update)
 - g. Hutch School Items (Lexi)
 - i. Hutch School closing in June, discussions on what will be left behind (furniture, teaching supplies).
 - ii. Decided that HK will get first dibs on these items when school vacated in June.
 - iii. FH/SCCA will assist in getting items transferred over to HK.

6) Committee Updates

- a. Finance (Jon – slide deck presented)
 - i. March Review – doing well financially.
 - 1. Tuition lagging behind what was budgeted.
 - 2. Teacher and support staff salaries approx. 10% higher (possibly due to payroll accrual in March).
 - ii. Restricted Funds
 - 1. Finance policy dictates that Board needs to vote on this.
 - 2. Current approved is \$215K, Finance committee proposes that we increase this to \$223K for FY19 (1 month operating budget).
 - 3. Shawna – standard for Non-profits is 3mths (with no income).
 - a. Bruce – what scenario would we need 3 mths?
 - b. Jon – we have good insurance and possibly could reply on FH back-up. This discussion can be re-visited once new ED in place.
 - 4. Kate – we are voting to uphold the current financial policy based on the approved budget.
 - 5. Motion to approve the restricted funds be changed to \$223K (Kate).
 - a. Seconded and approved at 5.24pm
- b. Board Dev (Andy)
 - i. Committee has reviewed all new Board member applications
 - 1. One item outstanding – Bruce & Andy to follow-up with a potential candidate.
 - ii. Aim is to have candidates attend May meeting for Board review and voting.
 - 1. Potential new members invited to attend June Board meeting.
 - 2. Slate sent to parents in June for approval.
 - 3. Term commences in July 2018.
 - iii. Have started reviewing the process for existing Board members applying for term extensions.

- iv. Discussion needed on how to perform Board Member onboarding this year – who and when?
- c. SPC (Jon – presented slide deck)
- i. The three sub-committees have been meeting. Next full committee meeting scheduled for Thursday 03MAY18.
 - ii. Curriculum Development
 - 1. New fidelity tool has arrived. Tiara performing test runs.
 - 2. Parent Child Developmental Activity Resource binders for each classroom in progress.
 - 3. Parent Survey development in progress.
 - iii. Staff Development
 - 1. Researching stackable degrees at local colleges.
 - 2. Mandatory community event (staff must be paid for mandatory events)
 - iv. Facilities
 - 1. Updating pricing on lighting improvements.
 - 2. Shawna and Jon met with real estate broker that FH uses. Looking at preliminary spaces in SLU area.
 - a. Zip code analysis of parents aged 45 yrs and younger (FH employees).
 - i. SLU and north up through U district
 - b. 13000 or more sq feet (comparing to Minor building)
 - c. Some possibilities relatively close by.
 - 3. Bruce – should expansion live in SPC, is that where it was originally spearheaded?
 - a. Yes, this is where it was initiated
 - b. Andy/Bruce – Do the meetings need to increase in frequency (monthly)?
 - i. Jon – yes, open to meeting monthly if there was enough to do.
 - c. Potential expansion timeline will be driven with some clarity after the meeting next week with Lynne.
 - i. Andy – timelines may not be a reasonable expectation from next week’s meeting, more likely to be discussions around size of waitlist.
 - d. Jon – timelines will also depend a lot on the new ED. Shannon was very keen on being involved in this.
 - 4. Andy – are we expanding or not? And who gets to decide?
 - a. Entirely possible that FH gets to decide
 - b. Conversation has changed in the last few weeks, but the contract with FH has not.
 - c. Bill – we’ve been bending to FH a lot during this process. We have been doing all possible to maintain our relationship with FH.
 - d. Lexi to Andy – do you feel that discussions with Lynne will answer these questions?

- i. Andy – need to ask what expansion looks like to Lynne & what does she see as being FH role in this?
 - e. Lexi – the Board needs to have a thoughtful conversation about next steps
 - f. Bob – are we a subsidy of FH, or are we going to run with being our own company?
 - i. What will waitlist look like if the location is different?
 - d. IT/Communications (Bob)
 - i. Andy described progress on Hutch IT contract
 - ii. Items from Board meeting that can be included in HK Newsletter (Bill)
- 7) Action Items
 - a. Board Retreat
 - i. Doodle poll to select date (Lauren)
 - ii. Obtain quote and book venue (Bob)
 - iii. Doodle poll to obtain topic preferences (Lauren)
 - iv. Refine topics and plan sessions (Bruce/Carmen/Andy)
 - b. New ED Onboarding
 - i. Determine plan for onboarding Shannon (Bruce/Lexi)
 - c. Bylaws
 - i. See legal counsel on membership organization (Andy)
 - d. Hutch IT Contract
 - i. 3rd Party vendor contract review (Shawna to compile list; Board to review)
 - e. Babysitting policy mitigations
 - i. Gauge staff and parent interest; Hutch contract (Andy/Shawna/Eddy)
 - f. Nap mats
 - i. Determine when most recent air quality testing was performed and what did it test for (Shawna)

Executive session: 5.47pm. Meeting adjourned: 5.59pm.

Next Board Meeting: 24 May, 2018, 4.30pm

Note: may reschedule June 28 meeting due to conflict with HK 2018 graduation ceremony.