



Hutch Kids Board of Directors MINUTES

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

Present: Lauren Young, Jon Ladd, Bruce Waltar, Lexi Harlow, Lisa Ta, Anjana Thampuratty, Andy Firpo, Bill Kidder, Mary Minoo, Kate Ostbye, Shannon Nagy, Eddy Reif (arrived 4.45pm)

Not present: Bob Karaban, Mary Gardner

Regular session called to order at 4:40pm

1) Team Building Activity

- a. Deferred until August meeting
- b. Bill will be volunteer for August

2) Approval of Consent Agenda

- a. June meeting minutes reviewed and approved at 4.42pm
 - i. Moved (Jon), Seconded (Andy), Passed (1 abstain).

3) Pending “Action Items” from prior meeting(s)

- a. Board Retreat
 - i. Survey Monkey to rank retreat topics (Bruce/Eileen)
 - 1. Thanks to all for participating. Results indicate that top topics are accountability/effectiveness and decision-making.
 - 2. Next steps: Bruce and Carmen will work on an appropriate length of time based on the topics above. Another poll to follow to aid in scheduling.
 - 3. Lexi – is there a committee working on the retreat?
 - a. Bruce – currently being worked on by Board Dev but this may evolve into opportunities for individuals to assist with planning as we move forward.

4) Executive Director Report (Shannon; 4.43pm)

- a. New School Year Transition
 - i. Staff report that it went smoothly; additional staff on hand to assist where needed.
- b. Staff Professional Development Day
 - i. Annual training on communicable disease.

- ii. Individual sessions on best practices.
 - iii. Training sessions on talking to parents about difficult subjects (a staff requested topic).
 - iv. Individual team meetings (talked through HK values, what they mean to current HK community versus when they were initially developed).
- c. HK is currently fully enrolled.
- d. Staffing
 - i. Hiring for assistant infant teacher position and part-time admin assistant.
 - ii.
- e. FH Payroll
 - i. Class deposit was not taken into account. Audrey and Shannon are strategizing ways to avoid this happening again next year.
 - 1. Andy – is there a specific person in payroll for this?
 - 2. Shannon – Audrey has contact she has been working with.
- f. Parent Handbook Revision
 - i. Working on adding a Code of Conduct for parent behavior and relationships with staff members.
- g. PTO policy
 - i. Working on a request to revise the PTO policy to enable gifting between staff members.
- h. 30/60/90 goal review
 - i. Initial month has been spent building relationships and gaining an understanding of the staff, the board, and the systems of Hutch Kids and of the early childhood landscape of WA State.
 - 1. Had 1:1 meetings with members of the Exec Committee.
 - 2. Met with the onboarding committee.
 - 3. Met other key players - head of FH security, HK accountants, benefits brokers, Early Achievers coach, and public health nurse.
 - 4. Begun 1:1 meetings with individual staff members.
 - 5. Created staff survey (collaboration with Shawna and Tiara).
 - 6. Attended the Center Director orientation and completed other mandatory online trainings.
 - 7. Attended a PTC and SPC meeting.
 - 8. Trained on key functions such as scheduling and payroll as well as Teaching Strategies Gold.
 - 9. Attended an event with Shawna at North Seattle College for Center Directors about the relationship between Higher Education & the Early Childcare Education workforce.
 - 10. Reworked hiring strategy and process and created new interview questions.
- i. Next stage – continuing to develop relationships and moving in evaluation phase
 - i. Facilities, classroom culture, etc.
- j. Andy – does HK have a presence at the annual FH/SCCA picnic?
 - i. Jon - Last year no table (PTC usually heads this up)
 - 1. In previous years we have had a presence (activities, raffle baskets)
 - ii. Kate – HK staff should be encouraged to attend.
- k. Bill – Regarding the HK value statements - as those are developed further, the admin team and Shannon could report on this in the newsletter.

5) Committee Reports

a. Board Development (Andy; 4:58pm)

- i. Board Dev has been working on changes to how committees report out their goals during the annual review process.
- ii. Board Dev is offering their goals as an example for how reporting could be conducted to ensure that the whole Board has visibility into each committee's goals, and an opportunity to weigh in on these.
- iii. Word and PowerPoint templates have been posted to Dropbox.
- iv. Andy presented an example of Board Dev goals in the current format (slide 3 of slide deck) and the status of each.
- v. Board Dev proposes changing the format to a more forward thinking approach, and also encourages revisiting the goals more frequently than once a year.
- vi. Board Dev recommends using a Smart Goals approach to writing committee goals.
- vii. Eddy – worth considering having less complicated but achievable goals.
 1. Andy – fewer, more impactful goals, or fewer, more achievable goals?
 2. Eddy – we have a lot of imperfect processes in place, but better to continue with these and focus on engaging current members.
 - a. Bill – parking lot/backlog list.
 - b. Kate/Jon/Lexi - aim should be to let committees propose their goals based on committee bandwidth, but then whole Board contributes to the prioritization. Allows committees to assess own capabilities but also allows whole Board to ensure members are spending their time effectively.
 3. Shannon – HK staff members could be engaged in certain areas. Allow for professional development opportunities for interested staff.
- viii. Bruce – Board Dev is asking for each committee to follow similar reporting style as presented. Ideally this would be published to Dropbox prior to meeting to allow time to review.
 1. Long term goal is to field this into a dashboard/business intelligence model.
 - a. Shannon/Andy – this will allow identification of dependencies between committees and decrease work silos.
- ix. Committee chairs agreed to use suggested format (Bruce to check with Bob).

b. Finance (Jon; 5:24pm)

- i. Presented year end numbers; Doing well financially.
- ii. Trend of higher teacher and support staff salaries previously reported continued for last few months of FY18.
 1. May continue for July numbers and into August.
 2. Stable numbers expected for September.
- iii. Provided a brief summary of the previously approved FY19 budget for new Board members.
- iv. Bruce – Members should expect an off-cycle request for Board action via email. This will be to add additional approved users to HK accounts.

c. IT/Communications (5:54pm)

- i. Andy provided update on current status of Hutch IT/HK IT contract.

1. Hutch legal team has advised that Scott R will need to support the addendum to existing contract to allow Hutch IT to support HK computing.
- d. SPC (Jon; 5:41pm)
- i. A slide deck from SPC regarding expansion had been distributed prior to the meeting. Board members had been asked to review prior to meeting so Jon focused on slides for the present discussion.
 - ii. SPC presented three potential paths the Board could take:
 1. No Expansion
 - a. Pros – currently provide a great service, can move forward focusing on investing in teachers/classroom environments.
 - b. Cons – does not address waitlist concerns from FH/SCCA (potential future friction), improvements to facilities would be incremental and would not move us toward being “state of the art”.
 2. Expansion solely with FH/SCCA
 - a. Pros – address waitlist concerns & could offer quality care to more FH/SCCA families.
 - b. Cons – likely require large capital campaign to raise funds, increase dependency on FH/SCCA, risk to mission/values.
 3. Expansion with other SLU Community Partners
 - a. Pros – address waitlist concerns, more care for more families, increase brand recognition & improve position as independent childcare center.
 - b. Cons – need to develop contacts with potential partners, capital fundraising likely needed & risk to values/mission.
 4. Board discussion:
 - a. Bill – how successful of a recruiting tool is HK?
 - i. Andy – we don’t have that answer and if we decide to expand, we will focus on how we do it, rather than these “unknowns”.
 - b. Eddy – referred us back to four key tenets of strategic plan
 - i. Sentiment from Board at the time of writing was that we must be closely tied to FH.
 - c. Lexi/Bruce – does a motion need to be to vote for expansion or to vote to begin exploring expansion options?
 - i. Jon – Board previously voted to expand on FH campus.
 - ii. Andy – goal of a vote simply to say yes/no to expansion would provide a powerful tool as discussions with FH potentially move forward.
 1. Demonstration of intent that we are putting resources behind this decision.
 5. Motion to expand Hutch Kids (Eddy), Seconded (Bill), Passed (1 abstain).
 6. An additional off-cycle SPC recommendation will be sent to the Board in the following days.

6) No Executive session held

7) Action Items (new and carried over)

- a. Board Retreat
 - i. Plan sessions & poll for scheduling (Bruce/Carmen)
 - ii. Obtain quote and book venue (Bob)
- b. Bylaws
 - i. Seek legal counsel on membership organization (Andy)
- c. Hutch IT Contract
 - i. Legal discussions (Andy)
- d. Babysitting policy mitigations
 - i. Gauge parent interest; Hutch contract (Andy/Shawna/Eddy)

Meeting adjourned: 6.05pm.

Next Board Meeting: 23 August, 2018, 4.30pm (J1-102).