



Hutch Kids Board of Directors MINUTES

March 22, 2018 | 4:30 – 6:00PM
Room: J1-102, Yale Building

Present: Bob Karaban, Howie Houserman, Lauren Young, Andy Firpo, Lexi Harlow, Mary Gardner (on phone), Eddy Reif, Bruce Waltar, Shawna Rengli, Jon Ladd, Bill Kidder (4.42pm)

Not present: Eileen Rillamas-Sun, Kate Ostbye

Regular session called to order at 4:33pm

- 1) Team Building Activity
 - a. Andy shared some past career paths (chef, anesthesia technician, competitive shooter) and gave us a summary of his current position in the line of succession to the British throne.
 - b. Volunteer for April – Eddy Reif
- 2) Approval of Consent Agenda
 - a. February 2018 meeting minutes
 - b. March 2018 special meeting minutes
 - c. Both sets of minutes (items A and B) reviewed and approved 4.43pm (no changes) – 2 abstained
- 3) Pending "Action Items" from prior meeting(s)
 - a. HK computer inventory and FH IT contract (Bob)
 - i. Andy has submitted a formal project request to the Hutch IT security team. Meeting with Scott tomorrow. Idea is to support HK as a standard business center on campus.
 - ii. Good estimate of cost associated with hardware.
 - iii. Biggest unknown cost is IT security (may have dollar impact).
 - iv. Hutch IT will be looking at types of data generated and how that can be protected.
 1. Andy – WA state laws about children being protected from internet – maybe something like Net Nanny that Hutch IT would not support as a business specific software (such as Teaching strategies). Pictures of children would need to go into a folder with some sort of controls on it.

2. Mary – WA state law, and also a Federal Law (CIPA). Schools/libraries block or filter internet access. That is tied to funding, so may not apply to us.
 - a. Andy – may be a grey area to navigate, Hutch receives funding, but does HK?
 - v. Timing is TBD pending ordering hard ware, ISO, competing work from other areas of the Hutch.
 - b. Board Retreat
 - i. Follow-up with Carmen (Bruce)
 1. Carmen is interested in participating in and helping to facilitate a retreat. Suggested format is a 2 session retreat – pre-new ED, and then a follow-up once new ED has been in place for ~60 days.
 2. **Action: Send something around to gauge interest/intent (Carmen or Bruce).**
 3. Jon – what is the purpose and focus?
 - a. Bruce – assumption is that it would be an opportunity for us to understand our efficiencies, look at Board effectiveness, and also hear Carmen’s take on this based on her observations. Identify areas of improvement as we move forward with a new ED. Carmen to moderate.
 - ii. Possible retreat location (Howie & Bob)
 1. Bob has looked into venues but difficult to obtain pricing/availability info without dates to work with.
 2. **Action: investigate brunch/lunch options (Bob).**
 3. Likely have to be a weekend.
 - c. Updates to Bylaws (Board Dev/Andy)
 - i. When we as a board took action to dissolve as a member organization we contravened state law (2403)
 1. Should have gone to parents and asked them to dissolve as a membership organization.
 2. Articles of Incorporation and Bylaws:
 - a. Articles of incorporation are in place when an agency starts, then over time, changes are incorporated into ByLaws.
 3. Current options:
 - a. Publish family names and addresses, and hold an annual meeting
 - b. Ask parents for permission to dissolve as membership organization.
 - c. **Action: obtain legal guidance on best course of action (Andy).**
- 4) Executive Director Report (Shawna)
 - a. Immediate issue:
 - i. Working with Fred Hutch HR to ensure a consistent message is communicated around the waitlist. In response to complaints from Hutch families.
 1. Shawna/Audrey updated language on the HK website
 2. FH HR has changed the benefits website to say “based on availability”
 - ii. Working on hiring part-time admin assistant – 17 applicants, interviews offered to 5.
 - b. Less immediate:
 - i. Pour and Play in playground

1. Edging starting to separate. Shawna looking into warranty.
2. Bruce – is it a safety issue?
 - a. Shawna – not clear at this stage. Not an overt tripping hazard.
- c. Accomplishments:
 - i. Teacher placements made for new school year. No teachers leaving! Never happened in the 13yrs Shawna has been here.
 - ii. New music program coming along well.
 - iii. Fully enrolled for 2018-19 school year.
- d. Challenges
 - i. No head way being made on special projects right now, coupled with transition time and less admin staff
 1. Bill - Can PTC help? Yes, parent survey
 2. PTC will follow-up with Shawna (Bill).
- e. Staff frustrated about babysitting policy mitigations
 - i. Parent night-outs
 - ii. Teachers frustrated because nothing has been planned. Many staff interested
 1. **Action: Information gathering – Contract (business hours), which teachers interested? Which age groups interested? (Eddy/Shawna).**
 - iii. Andy – there is precedent for a “normal activity – childcare” after hours, so should be ok
 1. **Action: Andy to discuss this with Lynne (Andy).**

5) Committee Updates

- a. Finance (Jon)
 - i. February Review – nothing outstanding to report. Fine financially.
 - ii. Sound Credit account closed.
 - iii. Still in progress – transfer from BoA to WSECU.
 - iv. Jon presented slides to describe the budget reporting process.
 - v. Finance committee presented the proposed tuition increase for 2018-19 school year and proposed staff salary increases:
 1. Tuition Increase –
 - a. Parents see increase for a new infant or if they stay in same cohort each year.
 - b. Kids moving up cohorts still see decrease.
 - c. How does FH vs community tuition rate differ?
 - i. Approx. 15%. This was based on the original discounts FH employees were offered.
 - ii. Nothing in contract about what tuition needs to be, only that FH employees are in the least paying category.
 - d. Bob – does the increase fit with what a Hutch employee earns/cost of living adjustment?
 - i. Eddy – would a scholarship fund be a feasible option?
 - ii. Andy – past ED had some flexibility in situations where a family with a hardship was identified.
 - iii. Lexi – cost of living should be addressed, but could also look into administrative possibilities.
 - iv. Howie – discretionary fund for ED?
 2. Staff salary increases –

- a. Shawna – teachers will be pleased that this is being addressed but also need to look at lack of parity.
 - b. Not an even percentage gain across the board, but this would be difficult to achieve.
 - c. Lexi – is the aggressive gain in salary in the first few years, more important than slowly increasing to have equity?
 - i. Shawna – we will lose staff if we are not aggressive in pay increases. Some teaching staff already underpaid, if they left and came back, they would be paid more.
 - d. Increase would be in July, rather than December.
 - e. Jon - Keep in mind - Board is not usually involved in setting salaries, this is usually the ED and the ED has discretion over this.
 - f. Shawna – more comfortable with the 3% across the board increase to base salary.
 - g. Jon – couples SPC goals with needs, in a fiscally responsible way.
 - h. Eddy – how will this be communicated? The Board? Shawna?
 - i. Strategy for communicating needs to be mindful of managing expectations and managing individuals receiving different amounts.
 - i. Suggestion - New ED could look into teacher classifications.
3. Eddy moved to vote on proposed budget for FY19 and tuition increase with a 3% base salary increase – seconded, all in favor, none opposed.

6) Action Items

- a. Board Retreat
 - i. Gauge interest and intent in order to map out retreat format (Carmen/Bruce)
 - ii. Retreat Venue (Bob)
- b. Bylaws
 - i. Seek legal counsel on membership organization piece (Andy)
- c. Babysitting policy mitigations
 - i. Gauge staff and parent interest; Hutch contract (Andy/Shawna/Eddy)

Executive session: 5.57pm. Meeting adjourned: 6:05pm.

Next Board Meeting: 26 April, 2018, 4.30pm