



Hutch Kids Board of Directors MINUTES

August 23rd, 2018 | 4:30 – 6:00PM
Room: J1-102, Yale Building

Present: Bill Kidder, Andy Firpo, Bruce Waltar, Anjana Thampuratty, Lexi Harlow, Kate Ostbye, Lauren Young, Shannon Nagy, Shawna Rengli, Mary Minoo, Bob Karaban, Jon Ladd (4.34pm), Eddy Reif (4.35pm)

Not present: Mary Gardner, Lisa Ta

Regular session called to order at 4:33pm

1) Team Building Activity

- a. Bill presented on Galen Rowell, an adventurer, photographer & author.
- b. Volunteer for September - Kate

2) Approval of Consent Agenda & Off-Cycle Items

- a. July 2018 meeting minutes
- b. Banking authorization resolution
- c. Expansion committee formation resolution
 - i. Via email written consent having same effect as unanimous vote (as defined in section 6.15 of our bylaws), board members approved the recommendation from SPC that a new Ad hoc committee to explore expansion be created, and that this committee would report directly to the Board.
- d. Moved to approve/ratify (Jon), seconded (Eddy), all approved (passed) at 4.39pm.

3) Pending Action Items from prior meeting(s)

- a. Board Retreat
 - i. Refine topics and plan sessions (Bruce/Carmen)
 1. Survey Monkey results have been collated.
 2. Bruce to meet with Carmen to fine tune topics and determine length of time needed for meaningful discussion.
 3. Doodle poll will be distributed to find a date when length of time determined.
 - ii. Obtain quote and book venue (Bob)
 1. Will occur once we have determined a date/time.

4) Executive Director Report (Shannon; 4.41pm)

- a. Enrollment – all open spots have been claimed with exception of a part time infant spot. The waitlist for preschool rooms has been exhausted.
- b. Staffing – three staff members have left since last month (one let go, two resignations). Teacher assignments have been shuffled around to provide coverage where needed. Two staff members hired. A new admin assistant and new support teacher. Potentially 2-3 more new staff members in coming weeks. That will leave only one more support teacher position to fill.
- c. First staff meeting conducted August 9th –results of staff and parent surveys presented (see below) and Professional Development plan discussed.
- d. Short Term Disability Coverage for staff – after consultation with Exec. Committee, short term disability coverage will be made available to HK staff, effective September 1st 2018. Cost of plan for remainder of FY18 will come from savings in personnel budget. Will be added as an item for FY19. In FY20, it may be replaced by Washington State’s new Paid Family & Medical Leave Program.
 - i. HK will need to start withholding employee contributions in 2019, but program will not start providing benefits until 2020. HK will also need to make contributions. More details to follow.
 - ii. Due to implementation of Short Term Disability, PTO gifting policy will no longer be pursued.
 - 1. Andy – does STD cover all instances of where the PTO gifting would have occurred?
 - a. Shannon – most of the types of occurrences where the PTO gifting would have been used would be covered by STD.
- e. 30/60/90 Day Goal Review
 - i. Had 30 1:1 meetings with staff. 11 to go.
 - ii. More opportunities to spend time in classrooms and on playground getting to know kids and staff.
 - iii. 60 Day Mark – Evaluation Stage
 - 1. Results of Parent and Staff Surveys will be presented, along with recommendations stemming from these.
 - 2. Evaluation of the facility (including toys, equipment & classroom environments) is forthcoming.
 - a. Initial assessments have already highlighted some building issues to be addressed with facilities (flooring/painting).
- f. Parent Survey Results
 - i. Survey consisted of 65 questions (created prior to Shannon’s time at HK).
 - ii. Major Themes Explored:
 - 1. Relationships between teachers and families
 - a. 95% of families satisfied with care received, feel respected and have good relationships with teachers.
 - b. Areas of dissatisfaction – communication/support for daily transitions, and conflict resolution.
 - 2. Communication between home and school
 - a. Majority satisfied with type and freq. of communication.
 - b. Areas of dissatisfaction – lack of consistency in timeliness of communication.
 - 3. Curriculum & assessments
 - a. 50% of families understand the curriculum and assessment processes used at HK. 25% feel left out of assessment process

and 25% do not see their child's developmental needs addressed.

4. Opportunities for parent involvement
 - a. 25-30% parents feel left out of opportunities to volunteer, work with other families, plan events or offer leadership.
 5. Support and resources
 - a. Generally families needing support are receiving it (esp. around allergies & nutrition).
 - b. Many parents are not aware of Parent Ed. resources or HK library.
 6. Demographics
 - a. 70% 1 child enrolled. 30% 3 enrolled.
- iii. Takeaways and Action Items
1. Create an annual Fall Parent Meeting. ED to present on topics around curriculum, assessments, HK tools. BoD President and PTC Co-Chair to have a presence at meeting.
 - a. Eddy – would this just be annually? More often may be needed.
 - i. Shannon – yes, one Annual meeting is what is dictated by our Bylaws but typical at other places to have a Fall and Spring meeting.
 - ii. Jon – a follow-up survey could be sent after initial meeting to gauge parent feedback and ask questions about preferred frequency.
 - iii. Bill – majority of parents are on FH campus, would a daytime meeting be more effective?
 1. Shannon – feedback from parents has been that this would be difficult during workday.
 2. Andy – also difficult to acquire large enough space on campus during business hours.
 3. Kate – materials for parents who can't attend should be available.
 - iv. Kate – was there a skew in the responses from parents who had been at HK for a longer period compared to those who had an infant or enrolled for shorter time? This could impact understanding around HK curriculum/assessment areas.
 1. Anjana – also problems associated with Teaching Strategies Gold could be contributing to parents accessing some information.
 2. Curriculum nights – teachers encouraged to use these as effectively as possible and to use the first conference of the year to check in on parent understanding/questions around curriculum, assessments & tools.
 3. Communication Plan to be developed – help to ensure standard modes and frequency of communication and feedback.
 - a. Eddy – worth soliciting curriculum topic suggestions from parents.
 - b. Lexi – is the blog being used?

- i. Shawna – blog has been updated but not an effective communication tool. Secured area of website that requires parent log in.
- ii. Kate – may be more useful to have an area where links are posted rather than the blog format.
- iii. Andy – blogs will only work if there is change and significant contributions, otherwise it can become a negative form of communication.

g. Staff Survey Results

i. 65% participation (34/52 staff members)

ii. Major Themes Explored:

1. Staff Satisfaction

- a. Happy with classroom ratios, staff benefits, connections to parents, staff culture, opportunities to participate in committees, Professional Devel. opportunities, enrichment class offerings
 - i. Some concern around transitions for enrichment classes.
- b. Dissatisfied with technology, playground (space limitations, safety concerns around boulder & tripping hazards), physical environment (lack of space, outdated bathrooms, lack of area for personal storage) and toys/books (condition & number available).
- c. Area for growth – staff culture
 - i. Communication between staff and between staff and admin.
 - ii. Accountability
 - 1. Following policies/procedures
 - 2. Respecting shared spaces & toys
 - iii. Building community (trying to expand beyond current pods/teams/floors)
- d. Area for growth – children’s experiences
 - i. More focus on positive interactions (ex. Moving away from responses like “don’t do that” or “no”)
 - ii. Less focus on paperwork and more on kids.
 - iii. Less transitions and more time on play-based curriculum.
- e. Area for growth – parent experiences
 - i. Improved/consistent communications
 - ii. More family involvement opportunities
- f. Area for growth – staff experiences
 - i. Reduce number of required observations
 - ii. Better space and more time for planning
 - iii. Continued staff appreciation

2. Early Achievers

- a. Most staff comfortable with Environmental Rating Scales and CLASS
- b. All those who applied for scholarships received them

3. Teaching Strategies Gold and Curriculum

- a. Eddy – not an intuitive tool for parents
 - i. Shannon – the teachers that do use TSG have expressed frustration that parents aren't able to use it effectively
 - ii. Lexi – would responses from teachers around TSG be more positive if parents were more effectively using the tool? Need to understand more about the usage.
 - b. Andy – is there a question around whether HK should do assessments or whether we should be using TSG for them?
 - i. Shannon – HK should be doing assessments but can find more effective ways to report them out. Goal is to find ways to make TSG work for HK.
 - iii. Takeaways and Action Items
 - 1. Professional development plan and staff meetings tied to areas of growth.
 - 2. Modifying expectations around TSG and reinforce commitment to emergent curriculum.
 - 3. Work with PTC to increase parent participation opportunities.
 - 4. Playground improvements (short and long term plans).
 - 5. Tech support contract with FH.
 - 6. Allocate funds for book/equipment updates.
 - 7. Clarify role of mentor teacher and support Prof. Devel. of mentor teachers.

5) Committee Reports (5.25pm)

- a. No critical updates to report from committees.
- b. Finance Annual Report (Jon; 5:26pm)
 - i. Finance committee presented annual review slide deck and goals for coming year.
 - ii. 2018-2019 Proposed Goals:
 - 1. Find additional members to join committee
 - a. Targeted solicitation
 - b. Current board members
 - 2. Continue to update/revise budget & spending on 5yr plan
 - a. FY19 Budget refresh
 - b. FY20 Budget
 - c. FY20-25 Plan
 - 3. Improve financial health & stability
 - a. 5yr investment strategy
 - b. Diversified revenue streams
 - c. Conduct financial review/audit
 - d. Complete move from BofA
 - 4. Continue to improve reporting
 - a. Standardized graphical interpretations of data
 - b. Tracking mechanisms for project progress (dashboard)
 - iii. Board discussion:
 - 1. Eddy, Andy, Jon and Kate discussed the investment strategy piece, aim is to hold on to the money that has been allotted for a future spend, but

to put it to work in the meantime. Goal of investment strategy is not to profit but to maximize money that can be invested back into the center.

2. Potential idea is to create endowment style funds (eg –for books, teacher training, etc) that could be used as tools to solicit donations/generate investment streams.
 3. Andy - Due to time constraints, Board is unable to go through intended process of prioritizing the committee goals.
 - a. Lexi – suggestion to do the prioritization as part of the bigger picture once all committees have presented goals.
 - i. Shannon – this could be a retreat activity
 1. Andy – concern about time available for retreat and number of other topics already on table.
- c. SPC Annual Report (Jon; 5:44pm)
- i. SPC presented annual review slide deck and goals for coming year.
 - ii. 2018-2019 Proposed Goals
 1. Monitor & assess curriculum planning process and use of TSG
 - a. Admin staff will report on this
 2. Policies for minimum educational requirements & wage scale appropriate to education and market
 3. Amendments to contract with FH for closure days
 4. Re-evaluate facilities improvement plan
 - a. Priority list of improvements
 - b. Estimates and revision to 5yr capital improvement plan
 - iii. Board discussion:
 1. Clarification that the facilities improvements are not for licensing issues but for Early Achievers recommendations (eg –change table heights)
 2. Each of the SPC sub-committees has 1-2 goals for the year.
- d. Expansion Committee discussion (Bruce: 5.52pm)
- i. Bruce – leadership and membership of committee has not yet been decided.
 - ii. Andy – need to define what is expected of committee, how much work and the resources needed before decisions can be made on how to populate committee.
 1. Experience from Small Faces is that this type of exercise can easily take up 40+ hrs per week.
 - iii. Andy – in meeting with Lynne last week, we reported that a committee had been formed and that we would need ~\$10 million for the expansion project.
 1. Anjana – where does this figure come from?
 - a. Jon – based on estimates from Minor building expansion. That would have been \$4 million to net 90 additional spots.
 - b. Jon – one of the goals of the Expansion committee would be to work out how big the expansion would need to be. Need to consider primary partner needs as well as what other potential partners might want.
 - i. Anjana – the costs would have escalated by now based on when these estimates were made.
 - iv. Eddy – should SPC or Exec. be tasked we defining charter of Expansion Committee?
 1. Bruce – does anyone have concerns if Exec. Takes on this task?

- a. None voiced. Framework comes from SPC and Exec will continue to refine and finalize committee goals and needs.

6) No Executive session held

7) Action Items (new and carried over)

- a. Board Retreat
 - i. Refine topics and plan sessions (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)
- e. Expansion Committee
 - i. Determine committee goals, expectations and resources (Exec. Committee)

Meeting adjourned: 6.02pm.

Next Board Meeting: 27 September 2018, 4.30pm (J1-102).