



Hutch Kids Board of Directors MINUTES

September 27th, 2018 | 4:30 – 6:00PM
Room: J1-102, Yale Building

Present: Bill Kidder, Andy Firpo, Bruce Waltar, Anjana Thampuratty, Lexi Harlow, Lauren Young, Shannon Nagy, Shawna Rengli, Mary Minoo, Bob Karaban, Jon Ladd (via phone), Eddy Reif, Lisa Ta, Kate Ostbye (5.20pm)

Not present: Mary Gardner

Regular session called to order at 4:32pm

1) Approval of Consent Agenda & Off-Cycle Items

- a. August 2018 meeting minutes
 - i. Bill suggested adding more detail about the off-cycle vote on formation of the Ad hoc Expansion Committee that was conducted via email and ratified at the August Board meeting.
 1. Action – Lauren to amend August Minutes prior to finalizing.
- b. Moved to approve with Bill's suggested edits (Lexi), seconded (Eddy), all in favor (passed) at 4.36pm.

2) Pending Action Items from prior meeting(s)

- a. Board Retreat (Bruce)
 - i. Board Dev met with Carmen to begin mapping out Retreat topic agenda.
 - ii. Board Retreat has been scheduled for Sunday 10/28 from 11-3pm. Venue is Seattle Yacht Club.
 - iii. Andy – would assisting with childcare be helpful to those who may be struggling to attend?
 1. Bruce – can be explored if there is a need.
- b. Babysitting Policy Mitigation (Eddy)
 - i. Eddy and Shawna are scheduled to meet next week to discuss.
- c. No updates on other pending action items. These will be carried over to October meeting.

3) Retreat Planning Exercise – board culture/norms discussion (Bruce, 4.41pm)

- a. A few of the outcomes of the retreat planning meeting with Carmen, Shannon and Board Dev were the suggestion to have a session on Robert's Rules of Order (to assist

with the Effectiveness piece of the retreat), and also the need to assess what the board's current feelings are around culture and norms.

- i. Carmen has a consultant she works alongside to instruct on Robert's Rules of Order. This will be added to our Retreat agenda.
 - ii. Carmen provided some documentation to assist the HK board in assessing our current board culture.
- b. Board Culture Assessment:
- i. Documentation circulated via email prior to the meeting for review.
 - ii. Board members were asked to bring their thoughts on Work Style to the meeting to share with the group.

Work style
How do we get our work done? <i>Collaboratively? Independently? A combination?</i>
How do we make decisions? <i>Consensus-driven? Authoritatively?</i>
How do we communicate? <i>Verbally or in written form? Directly or indirectly?</i>
What are our meetings like? <i>Serious? Lighthearted? Tightly or loosely structured?</i>

- iii. Ideas were presented and will inform retreat discussion.
- iv. Bruce – send any additional thoughts to Bruce by October 8th and he will work with Carmen to build this into the retreat discussion.

4) Executive Director Report (Shannon; 5.28pm)

- a. Enrollment – there are 2 preschool slots open.
 - i. Eddy/Kate – can distribute ad for preschool spots on their networks. Shannon will send link/language.
- b. Staffing – new assistant teachers in infant rooms.
- c. PTO Policy – enforcing policy of not letting staff schedule PTO until they have accumulated the hours.
 - i. Provided Treasurer with a spreadsheet of cash implications of paying out accrued PTO. Shannon in favor of doing this so that more senior teachers in classrooms for more school days.
 - ii. Lexi -was there an abundance of PTO requests?
 1. Shannon – staff were scheduling far in advance and then not actually being able to take time off because they hadn't accrued enough.
- d. Parent communication – all parent meeting scheduled for Friday, Oct 12th.
- e. 30/60/90-day goals update – asked board members to review the two documents presented for formatting. A PowerPoint and dashboard document. Dashboard intended to be a living document that will be tied to updates given at the monthly board meetings.
 - i. Eddy – what is the process behind these two artifacts? Will you still be meeting with Bruce and Lexi regularly?
 1. Lexi – goal is to provide guidance to Shannon but the interaction with Bruce/Lexi will drop off and the Board as a whole, particularly Exec., will continue the evaluation.

2. Kate – supportive of dashboards but mostly experience them in a team setting. Concerned that Shannon will become burned out tracking this way.
3. Bob – may be too detailed. It’s more important for us to hear about issues and things that aren’t getting done.
4. Mary – could be simplified to Red, yellow, green visual cues with some key comments.

5) Committee Reports (5.48pm)

- a. No critical updates to report from committees.
- b. Jon distributed Finance committee monthly report via email.
- c. IT/Communications Annual Report (Bob; 5:26pm)
 - i. IT/Comm. committee presented annual review slide deck and goals for coming year.
 - ii. Primary focus for the year has been around IT goal rather than communications goals.
 1. Minutes published for public view -done
 2. IT contract – ongoing
 3. Committee meetings on HK calendar – done
 - iii. Upcoming goal for next year is to replace Childcare Manager.
 - iv. Committee welcomes suggestions for goals from board.
 1. Eddy – thinking about one of the outcomes of the parent survey, and as a parent, is there a more mobile-friendly approach to parent communications? Opening PDFs on phone is not great.
 - a. Shannon – email templates would be welcomed.
 2. Jon – visibility of the board to the HK community is quite limited. Perhaps a meaningful thing would be to look at how HK community members can interact and communicate with the board. A prescribed method for engaging with us.
 - a. Bruce – good topic for parent meeting.
 - b. Andy – also need to teach the community to be engaged.
 - c. Eddy – alerts when new minutes posted, etc. Add a little blurb about who to contact if there are questions.
 - d. Bill – there are emails for the board, but we need to think about who will respond to them. Also, does parent community want more emails?

6) Other Items (5.58pm)

- a. Bruce – Updated Board Dev. and Exec. Committee Goal slide decks have been posted to Dropbox for review. Please look and provide feedback. Board Dev will be collated and organizing all committee goals to assess big picture.
- b. Mary Gardner has resigned from the Board effective immediately.
- c. Andy will be stepping down as Vice President and Chair of Board Dev at the end of his term in December. Will remain on the Board if elected.

7) No Executive session held

8) Action Items (new and carried over)

- a. Board Retreat
 - i. Refine topics and plan sessions (Bruce/Carmen/Lexi)
- 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: 5.59pm.

Next Board Meeting: 25th October 2018, 4.30pm (J1-102).