



Hutch Kids Board of Directors MINUTES

October 25th, 2018 | 4:30 – 6:00PM
Room: J1-102, Yale Building

Present: Bill Kidder (arrived 4.35pm), Bruce Waltar, Anjana Thampuratty, Lexi Harlow, Lauren Young, Shannon Nagy, Shawna Rengli, Mary Minoo, Bob Karaban (arrived 4.42pm), Jon Ladd (departed 5.18pm), Eddy Reif, Lisa Ta, Kate Ostbye

Not present: Andy Firpo

Regular session called to order at 4:32pm

1) Ice-breaker/reflection

- a. Presented by Kate
- b. Volunteer for November - TBD

2) Approval of Consent Agenda & Off-Cycle Items

- a. September 2018 meeting minutes
 - i. Moved to approve (Jon), seconded (Eddy), all in favor (passed) at 4.36pm.

3) Pending Action Items from prior meeting(s) (4.37pm)

- a. Board Retreat (Bruce)
 - i. Board reviewed the planned agenda for the retreat scheduled for 10/28/18.
- b. Babysitting Policy Mitigation (Eddy)
 - i. Eddy, Shawna and Shannon met to discuss. Decision made to not move forward with Parent's Night Out due to potential liabilities.
 - ii. Babysitting policy was updated to include language that clarifies that families can socialize with HK teachers outside of the center as long as no payment occurs, and teachers are not left alone with children enrolled at HK.
- c. No updates on other pending action items. These will be carried over to October meeting.

4) Executive Session called (4.44pm)

5) Committee Reports

- a. Finance (Jon, 4.48pm)
 - i. Link to September Finance reports on Dropbox was circulated via email for review prior to the meeting.

- ii. Over the previous 5-6 months, personnel costs had been higher than expected but as anticipated, these numbers came back down in September.
 - iii. Tuition is higher than expected. This month we are above what was budgeted.
 - iv. A Monthly Review Notes document with more information is available on Dropbox.
- b. Board Dev (Bruce/Lauren, 4.54pm)
 - i. Working on the Board goals roll-up process. Board Dev is creating a survey which will ask members to rank the goals presented in the annual reviews from each committee. Survey will solicit feedback on the goals and allow for prioritization.
 - ii. Board Dev has called for nominations for the 2019 officer roles. Elections for each of the four roles (President, Vice President, Treasurer and Secretary) will be conducted at the November board meeting.
 - 1. Board Dev asks that all nominations are submitted by Oct 31st.
- c. SPC (Jon, 5.01pm)
 - i. The facilities sub-committee of SPC (Shannon, Shawna and Jon) performed some initial expansion planning work. This included modelling what two centers would look like, staffing needs, etc.
 - 1. A previously created org. chart was looked at, as well as some new modelling. Research was also conducted to start looking at best practices.
 - 2. A brief discussion around square footage thresholds, city requirements and permitting occurred.
- d. IT/Communications (Bob, 5.07pm)
 - i. Bob has been working with Audrey on upgrading Procure Manager
 - ii. The 2019 HK Board meetings have been scheduled and the online calendar has been updated to reflect this.

6) Executive Director Report (Shannon; 5.08pm)

- a. Enrollment – there are 2 preschool slots open.
- b. Staffing – staff participated in a values exercise that resulted in the creation of a Higher Purpose statement.
 - i. The statement mentions “best possible outcomes” how is this defined?
 - 1. This was part of an internal discussion but in summary, best possible outcomes for parents would be ensuring they have the resources needed to feel successful; for children, it includes raising compassionate, critical thinkers ready to go out into the world; for staff, best possible outcomes include having effective communication and feeling like they have support from each other.
- c. PTO payout – will be going ahead in November.
- d. Parent meeting – 40% parent attendance.
- e. ED Goals Dashboard
 - i. Mary assisted Shannon in creating a dashboard for tracking ED goals. This was circulated prior to the board meeting for review.
 - ii. Suggestion offered to think about how the information in the dashboard could be useful for audiences outside of the board. Maybe start with dissemination to staff and then think creatively about ways this type of information could be shared with parent community. An example could be pointing out facility improvements.

iii. A similar type of dashboard could be used to track committee goals.

7) Ad Hoc Item (5.25pm)

- a. A brief discussion about HK staff Orca passes and parking spaces.
 - i. Shannon – staff can get Orca passes for \$15 per month (same price as FH employees). Cannot have an Orca pass as well as a parking space. HK employees pay more for parking spaces per month than FH employees.
 - ii. Suggestion that these could be considered as benefits that could be provided to staff?
 - 1. Action item– perform some financial modelling to see what impacts a program like this could have.

8) Action Items (new and carried over)

- a. Bylaws
 - i. Seek legal counsel on membership organization (Andy)
- b. Hutch IT Contract
 - i. Legal discussions (Andy)
- c. Expansion Committee
 - i. Determine committee goals, expectations and resources (Exec. Committee)
- d. Staff Transportation options
 - i. Explore financial impacts of various options around providing/subsidizing Orca passes/parking spots (Shannon/Finance).

Meeting adjourned: 5.30pm.

Next Board Meeting: 29th November 2018, 4.30pm (J1-102).