



## Hutch Kids Board of Directors MINUTES

January 24th, 2019 | 4:30 – 6:00PM  
Room: J1-102, Yale Building

**Present:** Lauren Young, Jon Ladd, Bruce Waltar, Shannon Nagy, Shawna Rengli, Anna Saradeth (departed 5.04pm), Anjana Thampuratty, Lisa Ta, Andy Firpo, Lexi Harlow, Bill Kidder (via phone until 4.52pm, then present in person)

**Not present:** Kate Ostbye, Bob Karaban, Mary Minoo, Eddy Reif

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Regular session called to order at 4:34pm

**1) Team Building Activity**

- a. Postponed until February meeting.

**2) Approval of Consent Agenda (4.36pm)**

- a. Anjana moved to approve the December 2018 meeting minutes.
  - i. Seconded by Andy. Approved (n=8)

**3) Staff Introduction/Operational Showcase (4.37pm)**

- a. Anna Saradeth – Lead Teacher in Duckling Room
- b. Anna provided Board members with an overview of her educational background, personal experience navigating the early childhood educational options currently available in WA, and her experiences guiding fellow HK staff members as they embark on their education journeys.
  - i. Staff have online and in person program options available to them.
  - ii. Some scholarship options also include reimbursement for the center to cover the time staff members need to spend completing homework and attending classes.
    - 1. Application process can be quite cumbersome and there can be limits to availability of scholarship money when applying later in the year.
  - iii. Staff members are often attending evening classes combined with early starts at HK.
  - iv. Anna assists teachers who may have less experience dealing with online courses and applications.
  - v. Discussion and Board questions –
    - 1. How can the Board provide assistance?

- a. Staff will need to attend an in-person orientation in Tacoma. Need to determine how this will impact scheduling (n=19 staff attending).
  - b. Possible resources – work stations, access to internet and work areas where teachers can complete course work.
- 2. Is there a cohort developing? Yes, some staff are working together.
- 3. Are all teachers taking the same classes? Majority are taking same basic classes but additional classes will be needed when pursuing further degrees.
- 4. (To Shannon and Shawna) From a leadership perspective, is the Board doing enough to assist?
  - a. Working to encourage staff to apply and being mindful of the financial burdens they may be experiencing.
  - b. Providing assistance with scholarship applications and working on ideas for cohort building (such as dinners).
  - c. Hoping there will be multiple options for orientation but will need to look at how coverage is managed during this time.
  - d. Future potential options to support staff – early closures to allow staff meetings to occur during work hours, use of staff development funds to assist when reimbursement needed.
  - e. Question to Board – are there computers on campus that could be used by HK staff when HK workstations are occupied?
    - i. May be scope for using library computers.

#### **4) Pending Action Items from prior meeting(s) (5.05pm)**

- a. Bylaws (Andy/Board Dev)
  - i. No updates. Will be discussed at next Board Dev meeting.
- b. Hutch IT Legal Contract (Andy)
  - i. Ongoing. Andy is working to get what is needed from Scott Rusch for the legal contract.
- c. Expansion Committee (Bruce)
  - i. Andy will chair Expansion committee. See committee reports below.
  - ii. Bi-monthly meeting with Lynne Kornblatt occurred last week.
    - 1. FH-HK contract
      - a. Current lease expires at end of June.
      - b. Jointly decided to pursue 2-year extension option (to expire on June 30<sup>th</sup> 2021).
        - i. Sole change will be Hutch IT contract addendum.
        - ii. Legal review of contract will occur and then board action will be taken on the extension closer to June.

#### **5) Executive Director Report (5.12pm)**

- a. Enrollment – Fully enrolled
- b. Staffing - Currently hiring for new lead teacher.
- c. Finances – budget refresh not ready for this meeting
  - i. Anticipating additional spends for this month but more details will be provided at February meeting.

- d. Meeting with Allen Institute (AI) contact
  - i. Discussed partnership opportunities
  - ii. AI are ~ 2yrs out from being able to offer childcare to their employees. Very much in initial planning stages.
  - iii. Center likely to be in a new building.
  - iv. They estimate 30-40% of AI staff are in their family-building years.
  - v. AI seems to have a desire to partner with someone who has experience in building a community-based childcare environment.
- e. Emergency Messaging System – will be available through new software (Procare). Does require cell carrier information from each family.
- f. ED Dashboard
  - i. PTC is trying to hold a Caspar Babypants concert on a Saturday on campus.
    - 1. Quote for hiring Benhke suites is \$2400.
      - a. Andy to reach out to FH contacts for more nuanced quote.
  - ii. Loading zone – obtained permission from city to extend the loading zone hours for drop-off/pick-up. Who at FH should be contacted for assistance?
    - 1. Lisa van Ommen

## 6) Committee Reports

- a. Board Development (Lexi, 5.30pm)
  - i. Lauren will be co-chairing with Lexi.
  - ii. Reached out to group to establish 2019 meeting cadence and schedule meeting series.
  - iii. Board Dev will be focusing primarily on goals work and the Bylaws.
- b. Finance (Jon, 5.33pm)
  - i. Finance committee emailed a summary to the group prior to the meeting:
    - 1. Tuition continued to be higher than budgeted, with a small drop-off due to some empty slots (two pre-K and one infant). These were filled, so tuition should be higher in January and beyond.
    - 2. The \$15k budgeted in December for bonuses was actually accrued in November, giving a small positive bump in payroll expenses this month.
    - 3. There were only 19 payroll days accrued in December (21 weekdays minus 2 holidays for Christmas & Christmas Eve).
    - 4. For December, net income was \$25k higher than anticipated.
    - 5. For the first half of FY19, net income is \$44k higher than anticipated.
  - ii. Mid-year refresh is ongoing.
  - iii. Audit scheduled for mid-March.
  - iv. Work on FY20 budget has commenced. Goal is to be ready for discussion/action at February meeting.

- c. SPC (Jon, 5.34pm)
  - i. Rooftop playground – concerns from architect about substantial alterations to building.
    - 1. Working to get further clarification from SAB architects on this.
    - 2. Presented drawings of proposed playground.
      - a. Question from Board – would a new contract be needed if we engage their services further? Yes.
  - ii. February meeting currently being scheduled.
- d. IT/Communications (5.40pm)
  - i. No report.
- e. Expansion (Andy, 5.42pm)
  - i. Met with Lynne last week.
  - ii. Board members identified by Exec. for the initial expansion committee roles have agreed to take part.
  - iii. In process of scheduling meetings and establishing cadence.
- f. Structure/Process Work Group (Bruce, 5.47pm)
  - i. Two meetings completed.
  - ii. Work and outcomes from working group will be routed through Board Dev, and then presented to the wider Board.
- g. ED Onboarding Workgroup (Bruce, 5.48pm)
  - i. Next phase is to look at evaluation piece and ways to solicit Board feedback.
  - ii. Aiming for more direct Board involvement rather than this being a process solely driven by the president.

**7) No Executive Session held**

**8) Action Items (new and carried over)**

- a. Bylaws
  - i. Seek legal counsel on membership organization (Andy)
- b. Hutch IT Contract
  - i. Legal discussions and discussion with Scott Rusch (Andy)

**Meeting adjourned: 5.50pm.**

**Minutes taken by:** Lauren Young

**Next Board Meeting: 28th February 2019, 4.30pm (J1-102).**