



Hutch Kids Board of Directors MINUTES

March 28th, 2019 | 4:30 – 6:00PM
Room: J1-102, Yale Building

Present: Bruce Waltar, Eddy Reif (departed 5: 40pm), Andy Firpo, Jon Ladd, Mary Minoo, Lisa Ta, Shawna Rengli, Shannon Nagy, Anjana Thampuratty, Chelsea Eadon, Bill Kidder (on phone)

Not present: Lauren Young, Lexi Harlow, Kate Ostbye, Bob Karaban

Regular session called to order at 4.33pm

Team Building Activity (4.35 – 4.42pm)

- 1) Mary shared "Personal Reflection" through her experience as a bee keeper.
- 2) Volunteer for April – Shannon

Approval of Consent Agenda (4.43pm)

- 1) Revised and approved February 2019 meeting minutes
 - a. **Mary moved to approve the February 2019 meeting minutes. Seconded by Eddy. Approved (n=8).**

Pending "Action Items" from prior meeting(s) (4.43pm)

- 1) Bylaws
 - a. Seek legal counsel on membership organization (Lexi) – Bruce will have update next month
- 2) Hutch IT Contract
 - a. Legal discussions and discussion with Scott Rusch (Andy) – Meeting scheduled with Linda Clarke to review a draft of the proposed IT services, get guidance on modifying the documents and formally present to Scott Rusch as an addendum to the contract. Goal is to extend the contract for 2 years as suggested by Lynne Kornblatt.

Executive Director Report (Shannon, 4.45 pm)

- 1) HK report
 - a. Staffing:
 - i. Infant teacher resigned effective 4/12 – Will not replace the position but cover with support staff due to upcoming transition plans.

- II. Curriculum Coordinator will not return in the next school year. For replacement both, internal & external candidates are being considered.
 - Discussion: Will the replacement have the same job description as current Curriculum Coordinator?
 - Job description has been revised but is aligned with the original description.
 - III. Staff “Continuing – Education” plans – Intention plans from all staff have been received and will begin meeting with individuals to discuss placement as soon as possible.
 - IV. Hiring - Plans in place for hiring for 19-20 school year due to position changes. Total positions to hire is 4: Curriculum coordinator, 2-3 Lead Infant Teachers and a Support staff teacher.
- b. Calendar for next school year – is currently with Lynne Kornblatt for review since March 13th.
- Discussion: Is it required to send the calendar year for Lynne’s review?
 - The contract stipulates review by Fred Hutch – HR.
 - Discussion around the possibility of an addendum to the current contract to avoid this review step. Possibility of
 - At this time, an addendum is not necessary as it might take time, money & effort.
 - Suggestion to seek informal legal advice from a HK parent who is also a para legal (Adina Mueller) to assess impact of an addendum.

2) ED dashboard

- a. Shannon shared dashboard with group via email prior to meeting.
- b. Shannon is a STARS certified trainer and is approved through 3/2022 in the Core Competency areas & Levels:
 - Child Growth & Development – ECE 1-5
 - Curriculum & Learning Environment – ECE 1-5
 - Ongoing Measurement of Child Progress – ECE 1-5
- c. Licensing / Early Achievers – Need to determine between Streamline and Full renewal option. Shannon inclining towards streamline option.
- d. Question about playground update – Covered in SPC committee report

Committee Reports

1) Finance (Jon, 5.08 pm)

- a. Feb refresh – Tuition was steady, and expenses were lower likely due to February being a 20-workday month. Currently at +\$24k for February and +\$75k for the year.
- b. Hardship policy –
 - I. Question via email: Can the example listed for supporting evidence in the policy be different than the termination letter and a note about “confidentiality” be added? – Jon agreed to address Confidentiality in the policy and also change the example to another one agreeable to others. No discussion about the confidentiality & the example was done in the meeting.

- II. Question in meeting: Can the tuition assistance be offered to all parents of all aged kids and not limit to infants?
 - Discussion: Members discussed possible scenarios and discussed concerns around parents with older children not receiving assistance-
 - Current assumption is that financial assistance would be requested by the parents of newborns in the months of June – Aug to help with the job to school year transition. The budget is limited to \$800 per month i.e. \$9600 annum; hence this is what can be accommodated at this time. Important to note that it is tuition assistance, not financial aid.

III. Mary moved to amend the financial policies to include hardship policy effective July 1. Seconded by Eddy. Approved (n=7) & Abstain (n=1)

- c. Other items: Outcomes of the audit.
 - I. Conflict of interest will be sent via email for everyone’s records.
 - II. Whistleblower form – is not clear but may need revision based on auditor’s recommendations.

2) Board Dev (Bruce, 5.24 pm)

- a. Urged everyone to respond to Lauren’s email regarding HK Board Renewal Application. Recruiting to begin soon. Will update more in the coming month.

3) Structure/Process workgroup (Mary, 5.26 pm)

Mary gave an overview of the work completed so far by the workgroup.

- a. Work so far - The workgroup surveyed the results from the retreat and as a response to the question “how to improve effectiveness” following documents were drafted and the hope is that all these will help in new member onboarding. These will be shared via email for further comments.
 - I. One pager for new board members.
 - II. Committee Charter template.
 - 1. To serve as a concise & clear communication tool and can be expanded to 2nd page if needed. But one page is recommended.
 - III. Roles & Responsibilities document.
 - 1. This is specific for committee members who are all board members. Non-board members details excluded at this time.
 - 2. Question: Can Parent attend board meeting like staff are attending? All the board meetings are open for any parent.
 - 3. Question: How is the PTC committee updates made to the board? Shannon updates the board as part of her Ed report.
 - IV. Committee Guiding principles.
 - 1. Question: Is it required by the bylaws or is it a best practice to share the committee minutes with the secretary? To be confirmed with Lauren.

4) SPC (Jon, 5.46 pm)

- a. Playground update-

Jon met with the Planning team at the city informally to check if playground updates will initiate a “substantial alteration” to the building and the answer was No. Pricing from Lease Crutcher Lewis for both Roof playground updates and Existing playground updates are due on April 1st. Decision on next steps to be made after reviewing the estimates.

5) IT/Comms (Andy, 5.49 pm)

- a. IT support – Due to Pete Austin (Fred Hutch, IT) moving out of his current role, the surplus FH hardware may no longer be available. Hence the original earmarked funds may still be needed for this.

6) Expansion (Andy, 5.50 pm)

- a. Kick off meeting – Andy provided an overview of the kick off meeting. The group used the draft template from the structure / process workgroup to put together a charter for this committee. Andy will send out the minutes with the charter soon. The purpose of the committee is to support the HK expansion as a response to the demand from FH & SCCA.
 - I. Capital campaign – Briefly checked with Kelly, but the start date is unknown.
 - II. Committee membership – At this time no new members are being planned to recruit, but anyone can attend the committee meetings.

7) ED Onboard workgroup Bruce, 5.56 pm)

- a. Bruce, Shannon & Lexi has a draft evaluation form for performance review. This will also include 12-month goals for the ED.

Meeting adjourned: 5.58 pm

Minutes taken by: Anjana Thampuratty (additional formatting by Lauren Young)

Next Board Meeting: Thursday, April 25th, 4:30 – 6 PM, Yale J1-102