



## Hutch Kids Board of Directors MINUTES

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

**Present:** Lauren Young, Jon Ladd, Bill Kidder, Bruce Waltar, Lexi Harlow, Lisa Ta (departed 5.30pm), Mary Minoo, Bob Karaban, Shawna Rengli, Shannon Nagy, Tiara Thorpe, Anjana Thampuratty, Kate Ostbye, Eddy Reif (departed 5.30pm)

**Not present:** Andy Firpo

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Regular session called to order at 4.35pm

### **Team Building Activity (4.35pm)**

- 1) Bob shared his enjoyment of comedy.
- 2) Volunteer for March – Mary
  - a. Going forward, time of sharing will be expanded beyond an arts/culture topic to a wider range of topics such as food/drink sharing.

### **Approval of Consent Agenda (4.42pm)**

- 1) Revised and approved January 2019 meeting minutes
  - a. **Kate moved to approve the January 2019 meeting minutes. Seconded by Anjana. Approved (n=11).**

### **Ad hoc item (4.43pm)**

- 1) June meeting will need to be shifted up a week due a scheduling conflict with the HK Graduation Ceremony.
  - a. Action – Lauren will update room booking and send out revised calendar invite.

### **Pending "Action Items" from prior meeting(s) (4.44pm)**

- 1) Bylaws
  - a. Seek legal counsel on membership organization (Andy – re-assigned to Lexi)
- 2) Hutch IT Contract
  - a. Legal discussions and discussion with Scott Rusch (Andy)

No updates for either item, both carried over until next month.

### **Executive Director Report (Shannon, 4.45pm)**

- 1) HK report
  - a) Enrollment – fully enrolled.

- b) Staffing – fully staffed.
  - i) Summer camp coordinator has been hired.
  - ii) Staff continuing education plans – 6 teachers enrolled and received full scholarships at Bates Technical College. Early Achievers Grant. Handful of others enrolling at Seattle Central and Bellevue colleges.
- 2) ED dashboard
  - a) Shannon shared dashboard with group via email prior to meeting.
  - b) Question about the yellow dot for a finance item but it had been resolved prior to the board meeting.

### Committee Reports

- 1) Finance (Jon, 4.50pm)
  - a. Finance committee provided an overview of the budget items that had been shared with group prior to the meeting.
    - i. FY19 refresh – The refresh includes WPFML and transportation benefits (both previously voted on by the board. Also, teacher salaries had previously been one category but this has been broken down in “lead” and “assistant”.
      - 1. **Eddy moved to approve the recast FY19 Budget (FY19 with Actuals). Seconded by Lexi. Approved (n=11).**
    - ii. Proposed FY20 Budget –
      - 1. Teacher salaries -Shannon created a new wage scale which is based on 80% of the SPS starting salaries. Rationale for 80% is that there are advantages to working in a smaller center such as increased support, less bureaucracy, etc. Compared to other centers in the industry, HK staff salaries would be towards the higher end once budget is implemented.
      - 2. Tuition increase - 5.6% for FH/SCCA/UW employees, 3% for community.
      - 3. Discussion –tuition support. FH already has a system in place to assist Post Docs in paying for HK tuition. Board discussed the value of re-investing in the center vs offering tuition scholarships to a handful of families. Important to consider what the goal of support would be – increasing center diversity by giving the ability to provide spots of families with a lower socioeconomic status, vs providing tuition assistance in order to allow more FH families to enroll. The discussion extended to considering the importance of balancing advocacy for increased teacher wages with advocating for lower rates to allow for more families to enroll. No decisions or proposals were made at this stage.
      - 4. Discussion – Suggestion that the line item for unexpected expenses/Board expenses be increased from the proposed amount to allow for some “pre-approval” of spends (such as for consultants, etc). Would allow for a decreased need for Exec committee to provide off-cycle approvals between meetings.
        - a. Some initial resistance to earmarking a large amount of money for an unknown item. Decided it was better to have more money put aside so that when unexpected expenses arise, the monthly budget still accurately reflects the money going in and out of the center. Board expenses line item increased to \$20,000.

**5. Lexi moved to approve the proposed FY20 Budget (FY20 New Workdays).  
Seconded by Bill. Approved (n=11).**

- 2) Board Dev (Lexi, 5.31pm)
  - a. Last meeting was canceled due to snow. Discussions have been conducted via email. Three main areas of focus going forward:
    - i. Status as membership organization
    - ii. Recruitment and retention for new members
      1. If committees have specific skills they are looking for in new members, email BD.
    - iii. Structure and process for tracking board goals.
- 3) SPC (Jon, 5.33pm)
  - a. Met this week and reviewed priority initiatives in current strategic plan.
    - i. Most have been accomplished or moving towards being operationalized rather than Board directed.
  - b. Looking at how else SPC and the board can continue to support curriculum, staff development and facilities.
  - c. Discussion – Members had a brief discussion around how the money that is allocated in the budget for capital improvements is carried over year over year when not spent.
- 4) IT/Comms (Bob, 5.40pm)
  - a. No report
- 5) Expansion (Shannon, 5.40pm)
  - a. Expansion committee members – Andy, Jon, Shannon, Anjana and Mary.
  - b. Andy met with Scott Rusch to ask again about possible space for HK to expand on campus. Answer was still no.
- 6) Structure/Process workgroup (Mary, 5.41pm)
  - a. Will report back at next meeting
    - i. Charters for committees and roles and responsibilities
- 7) ED Onboard workgroup (Bruce, 5.41pm)
  - a. No report

**Meeting adjourned: 5.44pm**

**Minutes taken by:** Lauren Young

**Next Board Meeting:** Thursday, March 28th, 4:30 – 6 PM, Yale J1-102