



## Hutch Kids Board of Directors MINUTES

April 25th, 2019 | 4:30 – 6:00PM  
Room: J1-102, Yale Building

**Present:** Bruce Waltar, Mary Minoo, Bob Karaban, Andy Firpo, Shawna Rengli, Shannon Nagy, Bill Kidder, Lauren Young, Jon Ladd, Eddy Reif (arrived 5.24pm)

**Not present:** Lisa Ta (family leave), Lexi Harlow, Kate Ostbye

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Regular session called to order at 4.35pm

### **Team Building Activity (4.36pm)**

- 1) Shannon shared personal reflection on the importance of outdoor spaces in her life and how the cultivation of gardens and outdoor spaces can be analogous to the work a Board carries out over time.
- 2) Volunteer for April – Shawna

### **Approval of Consent Agenda (4.40pm)**

- 1) Revised and approved March 2019 meeting minutes
  - a. Suggestion to update staff member name to job role in ED Report section.
    - i. Secretary will amend prior to posting.
  - b. Jon moved to approve the March 2019 meeting minutes with suggested update. Seconded by Bill. Approved (n=7).**

### **Pending "Action Items" from prior meeting(s) (4.42pm)**

- 1) Bylaws
  - a. Seek legal counsel on membership organization
    - i. This item will be removed from tracking as a monthly action item and will be included in the monthly Board Dev committee report when progress has been made.
- 2) Hutch IT Contract
  - a. Legal discussions and discussion with Scott Rusch (Andy)
    - i. Conversations with FH legal have identified potential conflicts of interest.
    - ii. Childcare Services Contract – owned by Lynne Kornblatt (LK). Agreement has been reached to renew for 2 years.

- iii. Building Lease – owned by Scott Rusch (SR). Do not yet have confirmation of renewal.
  - 1. Shannon has asked LK if HK should work directly with SR on this contract or if this should be facilitated by LK. Awaiting response.
  - 2. Concern that the lease as written does not reflect the current relationship, so may not be possible to simply renew.
  - 3. See IT/Comms update below for more information on FH IT contract discussions.
- iv. This item will move off the monthly action items list and will be reported on as part of the monthly IT/Comms committee reports going forward.

### **Executive Director Report (Shannon, 4.48 pm)**

- 1. Enrollment – fully enrolled for next school year
  - a. Along with classroom assignments, HK admin will also communicate the 2019-2020 school year calendar to call out the change to monthly early closures for staff professional development time in place of a full professional development day in February.
- 2. Hiring – a number of open positions are currently being hired for.
- 3. ED dashboard
  - a. Shannon shared dashboard with group via email prior to meeting.
  - b. Question from dashboard – will the results of the financial audit still be presented at the May meeting?
    - i. This is still current plan but will depend on when this information is first handed to the finance committee for review.

### **Committee Reports**

- 1) Finance (Jon, 4.51pm)
  - a. March refresh – numbers not available at this time. Finance committee does not foresee any issues.
  - b. Working on Committee Charter.
  - c. Awaiting final results of financial audit. Goal is to report back to full board at May meeting.

### **2) Board Dev (Lauren/Bruce, 4.53pm)**

- a. Board elections update
  - i. HK Admin & mentor teachers have provided a list of parents who may be good fit and they have all been contacted.
  - ii. Board Dev members have been meeting with interested candidates to encourage applications. Expecting 2 applications next week with a possible third.
    - 1. Mix of experience levels, skill sets and FH/SCCA vs community.
- b. Membership organization update
  - i. Recommendation from Susan Kim (HK legal) is to ask parents to allow us switch to a non-member organization.
    - 1. Our current status as a member org. is better suited to booster clubs, etc.
  - ii. If we decide to proceed with a change, suggestion is to target the Fall All Parent meeting for a vote.
    - 1. Question – can vote be conducted via email?
      - a. There is a provision for proxy voting, but cleanest option would be in person (quorum at All Parent Meeting would be 30% of enrolled families).

- b. Board members discussed past practices for soliciting parent votes (example – new Board member elections via Survey Monkey) and how we can monitor votes per family in this setting.
- c. Based on past experiences at other centers, the ED suggested the use of paper ballots.

**3) Structure/Process workgroup (Mary, 5.01 pm)**

- a. Comment period on proposed documents has closed.
- b. Goal now is for each committee to have completed Charters and Committee Status Overviews for May Board meeting.
  - i. Discussion on Committee Charter Document:
    - 1. Question – have we formalized the requirement for each committee to produce meeting minutes for each meeting and share those with the Secretary?
    - 2. Suggestion to version control the Charter document
      - a. Board agrees that this makes sense to track current version.
      - b. Updated version with date field will be posted for use.
    - 3. Committee Status Overview Document discussion:
      - a. Directional indicator of progress
      - b. Expectation is that this should take 5-10 minutes to complete each month and ideally would be available 1-2 days prior to monthly meeting.

**4) SPC (Jon, 5.12 pm)**

- a. Playground update-  
Feasibility study/pricing from Lease Crutcher Lewis for both rooftop playground updates came back with a large cost estimate.
  - a) Pivoting to focus on better utilization of the current outdoor space.

**5) IT/Comms (Bob, 5.14 pm)**

- a. FH IT Contract update –
  - i. Committee met to discuss options for supporting HK IT needs
    - 1. FH IT contract progress appears to have stalled and has been ongoing for almost a year.
    - 2. Board members discussed if moving forward with this option was still the best fit for the Center’s needs.
      - a. iPads are preferable to laptops in the classroom.
        - i. Support needed is less, and FH IT is also less equipped to offer support for iPads.
      - b. Suggestion to purchase hardware that could be used either in conjunction with a FH IT contract or another vendor.
        - i. May not be a cost-effective option.
    - 3. Two action paths have been identified:
      - a. Identify and define HK IT needs, find vendor and assess costs.
      - b. Identify and define HK IT needs, submit FY20 project proposal to FH IT.
    - 4. A member suggested that IT/Comm committee to meet again and reach consensus on issue and then bring back a recommendation to the full board.

- a. Discussion continued as full board as to the best option for moving forward.
  - b. Based on timing of FY20 FH IT projects and current IT support needs from HK a motion was put forward as described below.
- 5. Eddy moved to formally decide to stop consideration of Fred Hutch IT as an IT service provider for Hutch Kids. Seconded by Bob. Approved (n=6). Abstain (n=1).**

**6) Expansion (Andy, 5.36 pm)**

- a. Committee Membership
  - i. Anjana has formally resigned from Board.
    - 1. Andy has asked Anjana to share any recommendations she may have for potential members with a similar skill set.
  - ii. Future make-up of this committee TBD. Discussions have commenced in Exec. committee to determine next steps.
- b. Upcoming tasks
  - i. Committee Charter
  - ii. Meeting with Lynne Kornblatt scheduled for May 17<sup>th</sup>.

**7) ED Onboard workgroup (Bruce, 5.41 pm)**

- a. Shannon is working on self-assessment piece.
- b. Exec. committee is actively soliciting feedback from HK staff.
- c. Next steps -
  - i. Exec. session planned for May meeting to discuss recommendations and gather feedback from Board.
    - 1. Bruce will share feedback template on Dropbox in preparation
  - ii. Documentation will be reviewed with Shannon at June Board meeting and will be effective July 1 once finalized and signed off on.

**Meeting adjourned:** 5.42 pm

**Minutes taken by:** Lauren Young

**Next Board Meeting:** Thursday, May 23rd, 4:30 – 6 PM, Yale J1-102