



Hutch Kids Board of Directors MINUTES

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

Present: Bruce Waltar, Mary Minoo, Shannon Nagy, Lauren Young, Andrea Perdue, Lexi Harlow, Joshua Rascon, Natasha Guerrero (non-board member)

Not present: Lisa Ta (family leave), Andy Firpo, Jon Ladd

Regular session called to order at 4.38pm

Team Building Activity (4.38pm)

- 1) Welcome new members Andrea and Josh
 - a. Board introductions
- 2) Lauren – presented on Antoni Gaudi
- 3) Volunteer for August – Bruce

Approval of Consent Agenda (4.46pm)

- 1) Revised and approved June 2019 meeting minutes
 - a. **Lexi moved to approve June 2019 meeting minutes as put forth by secretary. Seconded by Mary. Approved (n=6).**

Pending "Action Items" from prior meeting(s) (4.46pm)

- 1) N/A

Executive Director Report (Shannon, 4.46pm)

- 1) Introduction of new curriculum coordinator, Natasha Guerrero
 - a) Joined HK in June as the new curriculum coordinator. Tasha described her background prior to coming to HK.
 - b) Talked about what the curriculum coordinator role brings to HK.
 - i) Evaluate classroom tools and curricula alongside the teachers. Building warm and developmentally appropriate classrooms.
- 2) Parent and staff survey results presentation 2018-2019
 - a) Staff survey – open from mid-late June (end of school year)
 - i) 24/50 staff members participated (48%)
 - ii) Questions remained the same as last year for tracking purposes
 - iii) Shannon reviewed the results compared to the 2017-18 survey, summarized the current results and presented her takeaways.

- b) Parent survey – modified from last year. Open for two weeks.
 - i) 66 surveys completed (107 families enrolled).
 - ii) Shannon presented summaries and tied to past survey where appropriate.
 - iii) Takeaways and action items presented.
 - (1) Board members asked questions of Shannon and Tasha.
- 3) ED dashboard and report
 - a) Updated dashboard format. Now aligned with the committee reporting format for consistency.
 - i) 2019-2020 goals have been included
 - ii) Staffing – 1 staff resignation
 - iii) Enrollment – all but one preschool spot filled
 - iv) External relationships – signed lease and child care services contracts in place.
 - v) Facilities – IT upgrade almost completed.
 - (1) Question from Board member – when do you think you’ll have an assessment of the new IT set-up?
 - (a) Likely end of quarter.

Committee Reports (5.24pm)

- 1) Exec (Bruce, 5.24pm)
 - a. Action item to refresh goals for coming year
 - b. Completed ED review at end of June
 - c. \$20K budgeted board line item
 - i. Defined process for budgeted \$20K board line item spending.
 - 1. Committees are being asked to assign a dollar amount to what is needed to achieve goals as they are refreshing for the new term.
 - a. Bring back to next board meeting and discuss how this will work with the \$20K already budgeted.
 - 2. If the total amount requested comes back above \$20K, Exec has the intention of reviewing if the requests can be trimmed back, or if proposals should be brought to the wider board for input.
 - d. 2019 retreat
 - i. Initiated discussions on potential retreat topics.
- 2) ED onboarding (Bruce, 5.31pm)
 - a. Work complete with ED review
 - i. Goal setting for 2020 is complete and this working group will disband for now.
 - ii. Next steps for process improvement – will gather feedback from board on this year’s process but intention is to use the same process for next year.
- 3) Board Dev (Lexi/Lauren, 5.33pm)
 - a. Retreat
 - i. Doodle poll distributed to try to lock down a date in October.
 - ii. Reviewed suggested topics from last year’s retreat planning
 - 1. Presented Doodle poll results of member’s priorities and presented additional topics being suggested by Board Dev.
 - 2. Next steps – Board and Exec will work to refine retreat topics as part of planning process.
 - b. FY20 Charter refresh
 - i. Board dev is asking all committees to refresh Charter for the next board meeting.

- c. Compliance paperwork – asking new members and current members to sign Code of Ethics and Commitment Pledge
- 4) Effectiveness Working Group (WG)/project (Mary, 5.40pm)
- a. Mary presented a summary of the Effectiveness WG’s work to date with some background on why the group was formed.
 - b. Brainstorm future work
 - i. Mary will compile list and bring back to Board Dev for next steps.
 - c. Mary presented updated Charter with budget requests.
- 5) Finance (Lexi, 5.52pm)
- a. Jon absent but sent summary via email ahead of time.
 - b. Ask for the Finance committee to present a summary of where we stand for the new members at next Board meeting.
- 6) SPC (Lexi, 5.52pm)
- a. Working on charter.
- 7) Expansion (5.52pm)
- a. No report
- 8) IT/Comms (Bruce, 5.53pm)
- a. Committee on pause until new projects arise.

Meeting adjourned: 5.54 pm

Minutes taken by: Lauren Young

Next Board Meeting: Thursday, August 22nd, 4:30 – 6 PM, Yale J1-102