

Hutch Kids Child Care Center Board of Directors
Final Meeting Minutes
November 10, 2008 / 3:00-5:00 PM / J2-108

The meeting was called to order by Steve Johnson at 3:06 p.m.

In attendance

Kathy Briant
Liz Briesemeister
James Fan
Lisa Johnson
Steve Johnson
Lori Kenyon
Emily Li
Jennifer Mahlum
Misti McKenna
Nancy Myles
Babette Saltzman
Jennifer (Jenn) Silva

Not in attendance

I. Approval of Minutes

The minutes from the October 15, 2008 meeting were reviewed and approved.

II. Action Items Status Update (from last meeting)

a. Brown Bag Seminars:

- Nancy has followed up with Shelley DaRonche, who can easily line up speakers to do a transportation seminar.
- To follow-up on this topic, Babette suggested having a few car seats available at Hutch Kids in case an alternative commuter is offered a ride home.
- Jennifer M. also suggested having an extra car seat in case your Emergency Contact has to pick up your child and they don't have a car seat.
- Nancy will add a note in Hutch Highlights to see if parents have an extra car seat they can donate.

b. E-scrip: Aside from a few technical difficulties among staff, everyone on the Board signed up for e-scrip. Jenn will write up an email to send out to the parent community to have them sign up.

c. Classroom decorations for Home Harvest: Misti indicated that this is in progress.

III. Updates from Committees

a. Fundraising:

1. Endowment Letter:

- James and Jenn met with Nancy regarding letter for Endowment Fund. Need to get Board approval on general donation letter – Jenn will circulate letter to Board for feedback/edits. Would like to include photos of teachers with letter (will need to get these from Nancy).

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- Endowment Letter – may mail it home to families instead of putting it in the parent mailboxes (since not all parents pick up mail from their parent mailboxes).
 - Idea came up to use “thermometer” sign to show participation. Board could set a goal and show percentage participation. Babette offered to create a thermometer and James offered to help.
2. Amazon & E-Scrip: Jenn would like to draft an email to send to parents that will provide reminder info on Amazon and E-Scrip – would like to send out before holiday shopping begins.

b. Social:

1. Home Harvest:
- Committee has been meeting weekly.
 - Same menu that has been provided in years past will be offered again this year.
 - Liz will send out email reminding parents to sign up to bring in a potluck item.
 - Lori is working with Misti to get pictures for the running slide show.
 - Set-up will begin at 4:15 PM in the cafeteria – all volunteers can be there to help set up.
 - This year there will be a drop-off table for side dish items.
2. Scheduling Social Events by Classroom:
- Social Committee will have a template that can be used by classrooms to plan events and invite all classroom members.
 - Liz pointed out that there is no formalized way to update classroom contact lists.
 - In less than two weeks, the updated HK Parent Directory will be disseminated. Once that is complete, then Classroom reps will communicate templates with their classrooms.
3. December 19, 2008 – Pajama Day at Hutch Kids.
- Nancy asked if there was a way to involve the larger Hutch Community. Maybe do a morning hot chocolate or afternoon hot apple cider. Lori will contact Center News to see if they want to do a story on it.
 - Steve suggested contacting Center News to ask if they want to do a spotlight article on Pajama Day.
 - Lisa suggested raising profile/awareness of Hutch Kids by contacting Center News about other events.
 - Nancy raised idea of Summer Solstice Parade.

c. Welcome: No updates.

d. Staff Appreciation: Seems to be a core group of parents that sign up a couple of times a year to do it.

e. Infant Playground: Moving along. Emily meeting with someone on Thursday to look at options. She needs input on some options, and will call meeting of Playground Committee soon. Original idea was to build it out of wood and line it with rubber tiles, but Emily found out that is not recommended. Would like to use materials that can be reused if playground needs to be relocated (if it's short-term). Not yet at the point of needing a project coordinator. Mike suggested building a retainer wall that could be

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planted in. Lori said to let her know if Emily will still need a project coordinator. Infant playground should be done by May 2009. Jenn asked about entire playground – due to NAEYC accreditation, this should be done by January 2010.

f. Food:

1. Parent preferences drive snack substitutions – Babette would like to see if there is any wiggle room regarding the licensing requirements for parents who choose to substitute snacks. Vitamin A, Vitamin C requirements for licensing (2 As and 5 Cs every week) and two components in each snack are the licensing requirements – issue is how to document that children who bring snacks from home are meeting Vit. A and C and two components requirement for licensing. Babette would like to keep avenue open to explore ways to make parent preference snack substitutions easy for both parents and Hutch Kids staff. Nancy contacted our current licensor and was told that parents who choose to substitute snacks must follow the licensing requirements. How those are monitored on a daily/weekly basis is up to the child care center. Will put this topic on the agenda again next time to allow more time for discussion.
2. Lisa asked about incorporating more fresh fruits and vegetables on the snack menu. It seems like these have fallen off the menu. Kim has contacted Full Circle Farm about organic fruits and vegetables, but if they don't have a vegetable in stock, you may not get it even if you order it. She shadowed the cook at Kids Space, but they do not offer organic food. Kim contacted Amazon grocery, but their organic fruits and vegetables are very expensive. Babette suggested adding more general terms on the menu to allow for the flexibility that may be needed to use Full Circle. For example, "Organic Fresh Vit A Vegetable" is put on the menu. The food committee and Kim can review this option.

IV. Review of Staff Vacation Benefit:

- Vacation benefit was designed 18 years ago.
- If we increase vacation benefit, need to educate staff that in order to take vacation time, you will need to get approval from your supervisor.
- Right now HK can accommodate 3 people off per day.
- HK probationary period is currently 3 months.
- Steve asked Board Members for options so we can explore costs. For example, "Paid Time Off" where all your hours sit in one pool. The downside is that if you are sick, you may still come in because it could be used as vacation time. Another example is accruing time after you work – and getting to use if after your probationary period.
- Board has looked at salary, doubled sick leave two years ago, looked at health benefits, but has never evaluated vacation benefit.
- Lori asked about retirement funds – Steve suggested we hold off on that discussion until we get to discussion of the Endowment Fund later.
- Changing the vacation benefit doesn't change rules (i.e. 3 people off per day).
- Lisa suggested that after six months, everyone has access to some type of vacation benefit. Babette suggested adding vacation benefits access every six months (1/2 year, 1 year, 1.5 year, etc.)
- Jennifer would like to propose looking at adding more vacation time sooner (not having to wait until three years of service to get 10 days per year off).

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- Suggestions which Executive Committee will look at and come up with potential date of implementation for:
 - Time before Vacation Benefit Eligible – shorten from 12 months to 6 months
 - Monthly or pay period accrual rate instead of stair step.
 - Evaluate cost of increasing number of vacation days per year.
 - Policy about how much you can cash out if you leave for example before 1 year of service.
- Jennifer suggested starting to track what the financial burden might be with the new vacation system.
- Jenn suggested looking at maximum vacation carry-over rate.

V. Review of 2008-2009 Calendar:

- Each committee should add items they want on the calendar – especially if it's anything that needs to be presented to the Board.
- Liz suggested that the outgoing Board set the date for Home Harvest, since the Social Committee doesn't get up and running right away.
- Lisa asked if the calendar should be sent out to the general HK Community. Liz suggested posting it to the Board of Directors page on the HK web site.

VI. Director's Update:

- Nancy provided FY '09 Budget Update
- We are on hold with Infant Room renovation due to FHCRC budget constraints. Renovation was scheduled for June/July 2009. If licensing says it has to be done, they will re-evaluate.
- Need quick-fix on pre-school playground. The back deck on the large playground is slippery. Looking into buying astro turf to put on it.
- Misti presented draft Hutch Kids timeline through 2011 (Hutch Kids 20 year anniversary) to map NAEYC process as well as trainings, all staff meetings, team meetings, brown bag seminars, etc. Would like to use this to show staff progress that is being made – shows big picture and how each step builds on another. Also using it as a system to stay on track with commitments.
- Nancy asked about how to get parents to respond to things she needs them to do. For example, immunization records. As of Friday, 23 families were still out of compliance – only 6 responded to a high priority email about it. Babette asked about penalty fees – she said that would prompt her to get her paperwork in on time. Steve suggested Executive Team would look at penalty/fine approaches.

VII. Action Items Summary (for next meeting):

- Each committee should send updates for their committee for the 2008-2009 Board Calendar
- Executive Committee will come up with options for Staff Vacation Benefit & penalty fees. Proposals will be brought to future Board meeting for discussion and decision.
- Nancy to email Non-Logo Fundraising Spreadsheets that she brought as handout to meeting.

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- Nancy asked Lori to check-in with Center News about posting a link to Amazon through Hutch Kids for holiday shopping.

Meeting ended at 5 p.m.

Next Meeting: Monday, December 8, 2008 from 3 – 5 PM in J2-515.

Minutes submitted by: Kathy Briant

Minutes approved by: Board on 1/12/09