

Hutch Kids Childcare Center Board of Directors

Meeting Minutes

Date: August 11, 2008

Time: 3:00 – 5:00 p.m

Location: J2-108

Present: Liz Briesemeister, James Fan, Lisa Johnson, Steve Johnson, Lori Kenyon, Emily Li, Misti McKenna, Nancy Myles, Jen Silva, Babette Saltzman

Absent: Kathy Briant, Jennifer Mahlum,

Item No.	Topic	Discussion/Issue	Board Decision/Recommendation	Follow-up Tasks (Owner)
1.	Welcome	<p>Meeting called to order by Steve.</p> <p>Introductions of board members made. Need someone to take minutes.</p> <p>Review and approval of previous meeting's minutes.</p>	<p>Jen Silva agreed to take minutes for the meeting.</p> <p>Lisa motioned for approval of minutes of June 19, 2008. Liz seconded. Committee approved</p>	<p>Finalize (Steve), post to website (Misti) and submit to membership indicating APPROVED.</p>
2	Overview of Hutch Kids Board of Directors	<p>Nancy gave an overview of the role and responsibility of the Hutch Kids Board. She reviewed the information in the board member's binders.</p>	<p>It was suggested that the Hutch Kids "Communication Plan" be communicated to the membership.</p>	<p>Nancy to include information about the "Communication Plan" in the next Hutch Kids newsletter.</p>
3	Developmentally Appropriate Practices (DAP)	<p>Misti planned to give an overview on DAP, but due to technology difficulties, instead gave an overview of a training that will be presented to HK Staff on Authentic Relationships.</p> <p>Admin and staff are shifting back to a model where staff are encouraged to be less of an observer of the child's development and more of a participant in their development.</p> <p>Discussed briefly the changes in how child development will be tracked and recorded. The regimented portfolio model has been changed.</p>	<p>Some board members noted that they either were not aware that the documentation of child development has changed and others didn't know anything about the portfolios.</p>	<p>Board suggested that information about how child development will be documented be communicated to the parents again. It was previously communicated in a HK Newsletter but seemed to be missed by many parents. The recommendation was to re-print this article.</p>
4	Goals for Administration and Staff	<p>Nancy reviewed the goals set by the Admin team and staff:</p> <ol style="list-style-type: none"> 1. Build on the section of our vision 		

		<p>statement that speaks to the “child-centered community”</p> <ol style="list-style-type: none"> 2. Prepare for NAEYC re-accreditation/certification 3. Complete remaining 07/08 goals 4. Discussions between admin and staff on how to make Hutch Kids more visible as part of the FH campus. 	<p>Plan to do a summer solstice parade next June, and stronger staff involvement in the Home Harvest Festival</p>	
5	Goals for Board	<p>Board had a discussion on possible goals for the coming year. These might include:</p> <ul style="list-style-type: none"> • Other uses of Endowment Fund (e.g., use for retirement matching?) • Reevaluate staff vacation benefit • Evaluate board term limits • Conduct parent survey • Develop a sustainable fundraising strategy • Apply for a grant – build a grant writing committee especially for special projects like our playground renovation. • Evaluate the benefit of an ombuds-type position for HK staff <p>In addition to these possible goals, the following committees will continue to be active:</p> <ul style="list-style-type: none"> • Fundraising • Social • Food • Playground • Welcome 	<p>Board members are to think about the goals before the next meeting. Board will choose just a few to focus on for the year and assign a “lead” board member who will be responsible for that goal.</p>	<p>Determine key goals for coming year at September board meeting.</p>
6	Officers/Classroom representatives	<p>Board had tentatively determined classroom representatives based on the classes that board member’s children are in.</p>	<p>Confirmed classroom reps assignments.</p>	<p>Steve to send template email to classroom list.</p> <p>Nancy to confirm that HK</p>

		<p>Infants – Emily Sea Otters/Dolphins – Jennifer M Starfish/Seahorses – Liz Wildflowers/Sunshine Kids – Lisa Moons and Stars – Steve Rainforest Kids – Babette Trailblazers – James</p> <p>Also reviewed the roles of the board officers.</p>	<p>Board agreed to differ officer elections until 9/08 ,mtg to give members time to consider what role, if any, they are interested in.</p>	<p>directory has been updated to reflect which children are in each classroom so classroom reps can develop accurate email distribution lists.</p> <p>Board Officers will be elected at 9/08 board meeting.</p>
7	Future meetings	<p>Discussion about which day and time will work best for board</p>	<p>Agreed that end of day meeting time is best. Board agreed to meet from 3:30-5:30 on the third Wednesday of the month.</p>	<p>Next meeting will be 9/17/08 from 3:30-5:30.</p> <p>Michelle will reserve conference rooms and communicate that information to board members.</p>