**Hawthorn Board of Directors**

November 16, 2015

Hawthorn Leadership School for Girls

1901 Kingshighway Blvd, St. Louis, MO 63113

**Board Members Present:** Kathryn Love (Chair) Rachana Creeth,

Nikki Doughty, Edes Gilbert, Jason Hall (via phone),

Jessica Portis, Tim Rowbottom

**Staff:** Quantonya Ponder, Mary Stillman, Robyn Wiens

**Washington University:** Vicki May, Lori Sommer

**Others:** Paul Greenwood (via phone)

The meeting was called to order by Kathryn Love at 5:30 p.m.

The Board unanimously approved minutes from the October 20 board meeting.

1. Executive Director’s Report

Founders’ Day was a great success. Students and parents enjoyed the joyful celebration and it was a nice step forward in building school pride and a sense of belonging.

The first season of after school programming included volleyball, robotics, yoga, yearbook, TechSperts, and daily study hall. It was very well attended by the girls. The winter season will include basketball, culinary arts, chess, robotics, STEP, and study hall. We have also promoted the Girls, Inc. after school program. The after school program is a good way to form community partnerships and engage volunteers.

Captiva Marketing is working on a revision of our website.

Hawthorn students have had several special opportunities – Hawthorn night at The Magic House, girls’ summits at Harris Stowe and UMSL We have several tickets to Peter and the Stargazer, and Opera Theater of St. Louis will come to Hawthorn in December.

1. Principal’s Report

Dr. Wiens reported that current enrollment is at 119. Dr. Wiens and Ms. Stillman have begun discussions of enrollment targets for next year; we will likely target for 75 new 6th graders, a number of new 7th graders to bring the total to 75 and no new 8th graders. Our enrollment numbers will affect our hiring decisions and the master schedule. Average Daily Attendance remains strong at 94% over the past four weeks and 96% cumulatively. On early release Fridays, the attendance rate has dropped to 90%.

Parent Teacher Conferences on Oct. 22 and 23 went very smoothly with 68 families attending. Teachers were encouraged by the feedback they received from families. The next conferences are in February and we will host a summer opportunities fair during those conferences.

Progress reports for the second quarter go out to families this week. We will also soon be conducting reading level assessments on our students who initially scored at or below a 5th grade reading level. Professional development around reading assessment continues with our IRLA curriculum.

Dr. Wiens celebrated eight students who earned a 4.0 GPA in the first quarter with gold star pinning ceremony and a “Your GPA is Sweet” cupcake party. These students also attended a girls’ leadership summit at Harris Stowe.

We are continuing to evaluate students who have IEPs in place and students for whom an IEP might be appropriate with the help of the Miriam Learning Center.

Our human growth and development unit begins in January and we have invited parents to attend informational sessions regarding that curriculum.

Morning Meetings continue to be an important part of building our school culture. We continue to adjust the format and have added “Sister Stories” as an opportunity for guests to share their school stories with our girls. Our student leadership team helps to organize and run the Morning Meetings. We are partnering with Safe Connections during the second semester as another leadership opportunity for a group of students who will increase their understanding of healthy relationships and share their work with all of our students.

Two visitors from YWLN were with us for two days, including Founders Day. They provided valuable feedback on both academics/instruction and school culture and were overall very positive about the work we are doing at Hawthorn.

We have behavior plans in place for students who will benefit from such a structure. Several students have been suspended from school, but none has been more than two days. Parents have generally been very supportive of our approach to discipline.

Dr. Wiens hosted a parent coffee last week and five parents attended. They provided positive feedback on their childrens’ behavior.

1. Board Policies

Ms. Love distributed three new policies for the Board to review prior to the meeting addressing: programs for homeless students, Title I parent involvement and collective bargaining representation process. The board considered each as follows:

1. Programs for homeless students – Ms. Gilbert moved to approve the policy with the amendment that the social worker, rather than the dean of students, be designated the homeless coordinator. Ms. Portis seconded and the Board unanimously approved.
2. Title I parent involvement – Ms. Creeth moved to approve and Ms. Portis seconded. The Board unanimously approved.
3. Collective bargaining representation process – Ms. Creeth moved to approve and Ms. Gilbert seconded. The Board unanimously approved.

Pursuant to the Board’s policy on hiring, Ms. Love moved to delegate authority to Dr. Wiens to hire faculty so long as their salaries are within the Board approved budget. Ms. Gilbert seconded and the Board unanimously approved.

Ms. Stillman shared that a modification in the Employee Handbook will allow for staff to have up to a full day off not counted against their PTO days to attend professional development opportunities initiated by them (in contrast to those they are asked to attend by their supervisor) and up to $100 to cover registration costs.

1. Building and Grounds Committee Report (Tim Rowbottom)

We continue to work with Tarlton to complete the final punch list and close out the renovation project. The goal is to have this done by the end of 2015. We will then move to planning for Phase 2 of the building renovation to prepare for the 2017-18 school year when we will start our high school program.

Mr. Rowbottom moved that the Board approve a maintenance plan for HVAC not to exceed $8,000. Ms. Love seconded and the Board unanimously approved.

1. Budget and Finance

Paul Greenwood presented the financial report.

Revenue: The school recorded $135,457 in revenue in October which included some donations from individuals. The state payment of $73,655 indicates that DESE has trued up Hawthorn’s allocation based on current enrollment and this number will remain in place through March. Funding through the CSP grant of $47,000 was included in the October payment.

Expenses: October expenditures totaled $147,656, the lowest in the past three months which is to be expected as some of the initial expenses for supplies slow down. If expenses related to the renovation of the science labs are removed, monthly operating costs average $167,000/month which aligns with the expectation of $175,000/month. Most budget categories are under budget year to date.

Cash Flow: Current cash balance, $189,000, is in line with projections. The school will get through December without additional support from the Foundation, though there might be a tension point at the December 15 payroll.

Ms. Creeth moved to approve the October check ledger and Mr. Rowbottom seconded. The Board unanimously approved.

1. Governance (Edes Gilbert)

Ms. Gilbert nominated Sara Goellner to the Board. Ms. Goellner has had 17 years of experience with World Wide Technologies and brings expertise around IT, business management, and a passion for girls’ education. Ms. Gilbert moved for election of Ms. Goellner, Ms. Love seconded and the Board voted unanimously to elect her as a Director.

Ms. Gilbert shared that Tony Thompson has resigned as a Director as he was not able to dedicate the time necessary to serve.

There followed a discussion of the need to stagger Board members’ terms in accordance with our bylaws.

Mr. Rowbottom shared his template of a Board committee charter that he has prepared for the Building and Grounds committee. Each committee is asked to prepare something similar. The committees will consider adding non-Board members to round out areas of expertise.

Ms. Stillman suggested that the Board form three task forces: Human Resources, Volunteer Engagement, and Recruitment. Each would be in existence for a limited time, to be determined.

1. Foundation (Mary Stillman)

Ms. Stillman has been working with Kristi Skor, a development consulting working with the Foundation, to develop a fundraising plan that outlines goals, approaches, and a calendar of activities. We will send out a Thanksgiving email message to supporters and an end of the year appeal. Our major fundraiser will be a breakfast in April.

1. Closed Session

On motion by Kathryn Love, seconded by Jason Hall, the following resolution was approved by the following roll call vote:

**RESOLVED**, the Board hereby approves entering Closed Session at 7:00 p.m. pursuant to Sections 610.021 (3) and (6), RSMo, relating to the review of personnel within the scope of the statute.

Rachana Creeth – aye

Nikki Doughty -- aye

Edes Gilbert -- aye

Jason Hall – aye

Kathryn Love – aye

Jessica Portis – aye

Tim Rowbottom – aye

Vicki May, Quan Ponder, Lori Sommer and Paul Greenwood exited the closed session.

On motion by Kathryn Love, seconded by Jason Hall, the following resolution was approved by the following roll call vote:

**RESOLVED**, the Board hereby approves exiting Closed Session at 7:10 p.m.

Rachana Creeth – aye

Nikki Doughty -- aye

Edes Gilbert -- aye

Jason Hall – aye

Kathryn Love – aye

Jessica Portis – aye

Tim Rowbottom – aye

After a discussion confined to the matters stated above by those present, Kathryn Love reported that the Board reviewed and evaluated an individual personnel matter and unanimously voted to authorize a termination.

The meeting was adjourned at 7:10 p.m.