**Hawthorn Board of Directors**

 December 14, 2015

Hawthorn Leadership School for Girls

1901 Kingshighway Blvd, St. Louis, MO 63113

**Board Members Present:** Kathryn Love (Chair)

Rachana Creeth (by phone),

 Nikki Doughty, Cory Elliott

Edes Gilbert, Sara Goellner,

 Jason Hall, Jessica Portis,

**Staff:** Mary Stillman, Adrienne Watkins, Robyn Wiens

**Washington University:** Vicki May

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

Kristie Skor, Adrienne Watkins

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

1. Governance

Ms. Gilbert nominated Cory Elliott as a new member of the Board of Directors. After a career in health care management and construction, Ms. Elliott founded CMT roofing, a successful MBE/WBE roofing contractor in St. Louis. Ms. Gilbert moved for election of Ms. Elliott, Ms. Love seconded and the Board voted unanimously to elect her as a Director.

2. The Board unanimously approved minutes from the November 16, 2015 board meeting.

1. Executive Director’s Report

Parent and Volunteer Engagement: The school continues to strengthen relationships with community partners and to look for meaningful engagements that fit well with the work we are doing. Opera Theater St. Louis performed for the girls and it was a great experience. Several of the girls have had opportunities to participate in girls’ leadership summits, one through the Mayor’s office and another through UMSL Our first community service project, an early readers’ book drive for North Side Community School, culminated on several Hawthorn students delivering the books and reading to the young students at North Side. Several students attended “Peter and the Starcatcher” at the Reperatory Theater. Several donors gave bulbs to the school and students had fun planting them over a few weeks.

On January 8, Hawthorn will host Cool Women, Hot Jobs a job fair event. Architects, a vet, a dancer from COCA, and author, several female engineers and many others will participate.

Parent engagement has been positive, but we are looking to build new opportunities for Hawthorn parents to become an active part of the school as we go forward. Drop off/pick up, parent teacher conferences, “Sister Stories,” and volunteer committees provide opportunities for relationships with parents to strengthen.

Emergency preparedness: Hawthorn has put plans in place for both emergency response planning and crisis communication planning. Emergency preparedness includes plans for fire, tornado, earthquake, active shooter, and shelter in place. We have formed a group with North Side Community School, KIPP Victory and our neighborhood liaison with the City to work together on communication and sharing of plans and information. We hope to strengthen our relationship with the 5th District North Patrol police station – our original Captain and Sergeant have been promoted and we need to build new communication lines with the new leadership there. Several board members volunteered to help with review of the emergency plan.

The second element of the preparedness plan is the crisis communication plan that Vector Communications helped to draft. This addresses how the school administrators handle an event after the fact, specifically communicating about that event to students, staff, families and the media.

1. Principal’s Report

 Dashboard

Dr. Wiens reported that current enrollment is at 118. Average Daily Attendance remains strong at 92.8% over the past four weeks and 94.3% cumulatively. We currently have 4 students with IEPs in place and 3 students on 504 plans and continue to evaluate other students, working with the Miriam Learning Center.

Personnel

Chris Meyers, who was recommended to Hawthorn by Girls, Inc., has accepted a full-time position as the Intro to Engineering teacher. Mr. Meyers had been substitute teaching at Hawthorn.

Academic Check In

Humanities teachers are in the process of assessing reading levels for those approximately 60 students who tested below a certain level in August. We are seeing some significant gains. In January, we will administer the NWEA test for the second time this year. Two new volunteers are helping in algebra and science by providing additional guided instruction to students who would benefit from opportunities for acceleration.

School Culture and Discipline

College and Career Awareness Classes: 15 women from Delta Sigma Theta came to speak with all of the girls. The girls were able to engage with the women through a panel discussion and also did an activity writing a letter to their future selves. We have had many fewer physical altercations, though we continue to impose suspensions for poor behavior. Generally speaking, the students seem to be growing comfortable with Hawthorn’s behavioral expectations and discipline practices. Dr. Wiens shared a video clip of a dance from last week’s recital which was a very successful event. For many of the dancers, this was their first public performance. We had a very large parent turn out and Ms. Strzelec and the dancers put on a great show.

Captiva Marketing is working on a revision of our website which was shown to the Board.

1. Board Policies

Consideration of the new policies dealing with federal grant reporting was deferred until the Board has had time to consider the proposed policies.

1. Building and Grounds

The punch list with Tarlton is nearly complete.

1. Budget and Finance

Paul Greenwood presented the financial report.

Revenue: The school recorded $177,000 in revenue in November. This included some individual donations from individuals, a $50,000 transfer from the Hawthorn Leadership School Foundation, food services revenue of $10,000 and Title revenue of $15,000. The state payment continues to be around $75,000.

Expenses: November expenditures totaled $285,832, which included payment on the science lab renovations of $133,000. (There are $85,000 in remaining expenses on the labs.) If expenses related to the renovation of the science labs are removed, monthly operating costs are under budget year to date.

Cash Flow: November end cash balance was $84,000 in line with projections. The School is expecting an increase in federal and state funding beginning in January as reporting catches up with payments. That said, cash flow projections show a need for operational support from the Foundation in the third and fourth quarters of between $50,000 - $65,000 per month.

Ms. Portis moved to approve the November check ledger and Ms. Love seconded. The Board unanimously approved.

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 6:15 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

 Cory Elliott -- aye

 Edes Gilbert – aye

 Sara Goellner -- aye

 Jason Hall – aye

Kathryn Love – aye

 Jessica Portis – aye

Vicki May, Mary Stillman and Robyn Wiens were invited to stay in the session. Paul Greenwood, Adrienne Watkins and Kristie Skor 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 6:40 p.m.

 Rachana Creeth – aye

 Nikki Doughty – aye

 Cory Elliott -- aye

 Edes Gilbert – aye

 Sara Goellner -- aye

 Jason Hall – aye

Kathryn Love – aye

 Jessica Portis – aye

There were no board actions to report from the closed session.

 The meeting was adjourned at 6:49 p.m.