**Hawthorn Board of Directors**

 Minutes of Board Meeting 4/18/16

Hawthorn Leadership School for Girls

1901 Kingshighway Blvd, St. Louis, MO 63113

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

Rachana Creeth, Cory Elliott (by phone), Edes Gilbert,

Jason Hall, Jess Portis, John Ross, Tim Rowbottom

**Staff:** Mary Stillman, Robyn Wiens, Christiane Auston, Meghan Bliss, Adrienne Watkins,

Raquel Evans (minute recorder)

**Washington University:** Vicki May

**Other:** Paul Greenwood (by phone)

The meeting was called to order by Kathryn Love at 5:31 p.m. Ms. Stillman introduced Dalayna Jackson, the Foundation’s new Development Manager. Ms. Jackson then excused herself.

1. The Board unanimously approved minutes from the March 14, 2016 board meeting.
2. Budget and Finance

Mr. Greenwood presented the March financial statements and forecasts through the end of the fiscal year. The FY17 budget is in the process of being developed based on a projected 200 students.

1. Executive Director’s Report
	1. Personnel update
		1. Ms. Stillman noted recent additions to the team: Dalayna Jackson, Foundation Development Manager and Otis Howell, Administrative Assistant.
		2. Dr. Wiens is interviewing prospective candidates for open positions with Hawthorn.
		3. The faculty are taking a 24-hour retreat to a spot in Southwest MO April 23-24.
	2. Discipline
		1. A small number of our students have amassed lengthy discipline reports. The administration is working with the families of those students in a variety of ways to get those students on track academically and behaviorally. At this point in the year, we have placed some students on a probation and they are aware that their success at Hawthorn depends on their decision-making.
		2. Ms. Love shared a note of gratitude from a student who had been asked to report back to the board following a discipline hearing.
	3. The Board unanimously approved a health and wellness policy that outlines the school’s approach to nutrition and healthy choices. Such a policy is required by DESE.
	4. The Board unanimously approved a clarification to the school’s enrollment policy that states that once the enrollment period for applications for the following school year opens, the school will not take new students during the current school year, except in the case of students who are covered under the McKinney Vento Act.
	5. The successful passing of Proposition 1 leads to an increase in St. Louis property tax that will benefit St. Louis public schools. Of that increase, charter schools expect to see an increase in revenue of $8.9 M/year beginning in the second year of the tax.
2. Principal’s Report
	1. Student enrollment/recruitment
		1. Current student enrollment is this same as last month. Overall ADA dropped to 92.7%. ADA for the month dropped down to 89.8% (due to students being out for discipline reasons, transportation and family issues). Number of OSS is still high.
		2. To date, 35% of our enrolled students have submitted an Intent to Return form.
		3. We plan to do increased marketing for the May 21st open house to recruit new students for next year’s 6th and 7th grades..
	2. 2016-17 school calendar for Board approval
		1. Our number of days for 16-17 SY will be less than 15-16 SY. We increased number of teacher in-service days before and after winter break. We will keep the two parent-teacher conference dates for 16-17 SY.
		2. Ms. Gilbert moved to approve next school year’s calendar with modifications as noted, Mr. Hall seconded, and the Board unanimously approved.
		3. Dr. Wiens asked the Board to approve a modification in this school year’s calendar

to have last day changed from 1.0 to .5. Ms. Gilbert moved for approval, Mr. Hall seconded, and the Board unanimously approved.

* 1. Presentation on curriculum development
		1. Dr. Wiens made a presentation to the Board on Hawthorn’s curriculum with support from the teachers in attendance. The presentation included highlights from several of the Project-Based Learning units. The Humanities team is planning a reading program for students over the summer.
	2. Standardized testing
		1. State testing will begin the first week of May and should be completed in 4 days due to small student body. NWEA testing will be completed right after state testing.
1. Board Reports
	1. Building and Grounds

Mr. Rowbottom described the immediate needs for additional administrative office space and the plan for renovation of the same during the summer of 2016. Renovation of the basement and third floor will take place during the summer of 2017.

* 1. Governance

Ms. Gilbert reminded Board members to submit their Missouri Ethics Commission financial disclosure reports. The Board will engage in a self-evaluation at next month’s meeting. The Board will also conduct a performance review of the Executive Director.

* 1. Strategic Planning

In Ms. Doughty’s absence, Mr. Hall reported that the Strategic Planning Task Force had its initial meeting on April 9 to discuss the results of the information intake portion of the project. The next meeting will be on May 7 to refine goals and begin to focus on strategic priorities.

* 1. Community Engagement

Mr. Hall gave a summary of the impact of the NGA decision on the St. Louis region.

* 1. Parent engagement

Ms. Stillman provided an update on Hawthorn’s Parent Engagement Team. This group of parent leaders will be planning our first VIP Breakfast, a breakfast for staff during staff appreciation week, and Field Day which will be on June 3.

1. Hawthorn Foundation Report
	1. May 3 is the “Fund the Future” event. We have sent 300 invitations and hope for a strong turn out.
	2. The Foundation has added Stacy Cooper as a new board member.
2. Executive session (compensation issues)

Roll Call to go into closed session at 7:22p.m. pursuant to Section 610.021 (3) RSMo, relating to the review of personnel and student information within the scope of the statute.

* 1. All Board members present voted aye to enter closed session. Ms. Stillman was invited to stay and all other non-Board members were dismissed.
	2. All Board members voted by roll call vote to exit closed session at 7:35.
	3. After a discussion confined to the matters stated above by those present, Ms. Love reported that no action was taken in closed session.
1. Ms. Love motioned for the meeting to adjourn at 7:35. Mr. Hall seconded. The meeting was adjourned.