

Hawthorn Board of Directors Meeting

Monday, November 14, 2016       5:30 p.m.

1901 N. Kingshighway Blvd., St. Louis, MO 63113

Board Minutes

**Board members present:** Kathryn Love (Chair)

Jess Portis, Edes Gilbert,Nikki Doughty

Sara Goellner, Tim Rowbottom

**Staff:** Mary Stillman, Robyn Wiens

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

The meeting was called to order at 5:40pm by Kathryn Love

Edes Gilbert moved to approve the consent agenda, Tim Rowbottom seconded and the Board unanimously approved.

Mary Stillman presented the Executive Director’s report.

She reported that we have filled the vacant Assistant Dean position and the newly created Program Achievement Manager position. We have also added a new humanities teacher to focus on writing skills. Our front office support team has been reorganized so that we have a full time Registrar and full time administrative support.

Captiva Marketing has produced promotional video, a recruitment brochure and direct mailers aimed at promoting Open House and visit days. We distributed 4900 of those mailers.

Student recruitment is going slowly at this point in the year. The November 5 Open House was not well attended. We will continue to move forward with our plan which includes other Open Houses and visit days as well as info sessions, parent coffees, and advertising. We are also working with our current 8th grade families to promote our high school program.

Founders’ Day was a wonderful success and the students enjoyed the band, tile project, step and dance performances, donuts, Hawthorn tree planting and the headband gift.

Dr. Wiens gave the Principal’s report.

Enrollment is currently at 167. The primary reasons for withdrawal: disciplinary issues, transportation, unsatisfied with the academics.

Dr. Wiens summarized out of school suspensions. This year we are continuing to implement restorative justice practices. We are in the process of identifying additional students who will benefit from being on IEPs.

The MAP scores were released soon after the last board meeting. This was the first year for this test format and our first year to administer the test; our score were not as high as we had predicted and hoped, but this is typical for a first year school in the first year of the test format.

Washington University is providing weekly support to our science team. We will be working with a small group in a Design Team process to focus on high school planning.

Dental, vision and hearing testing took place recently; 37 students will receive glasses.

Jess Portis gave the October financial report on behalf of the Budget and Finance Committee. She reviewed YTD revenues and expenses noting the adjustment for enrollment. Personnel additions will result in an increase in salary and benefits which will increase our need to raise funds.

Tim Rowbottom for the Building and Grounds Committee gave the status report on the planning and design process for renovation to prepare for the high school. The Foundation is negotiating with Tarlton and the project with be a design-build.

Sara Goellner described the World Wide Technologies mentor program with our 8th graders that launched this year.

Edes Gilbert and Kathryn Love reported for the Governance Committee about board training opportunities and the importance of continuing to build the board. Mrs. Gilbert visited the YWLN school in Baltimore where she was able to spend time with some administrators to learn more about their high school program.

Mary Stillman reported on the YTD fundraising. The school has YOP and NAP tax credits remaining.

The meeting was adjourned by Ms. Love at 7:14 p.m.