



Hawthorn Board of Directors Meeting
Monday, May 13, 2019
1901 N. Kingshighway Blvd., St. Louis, MO 63113

Board members present Kathryn Love (Chair), Rachana Creeth, Nikki Doughty, Angell Farley, Edes Gilbert, Sara Goellner, Jason Hall, Chris Motley, Jessica Portis, John Ross, Mary Stillman.
By phone: Chris Motley, Arvetta Powell, Tim Rowbottom

Others Present Counsel to Hawthorn: Michelle Basi, John Reynolds
Washington University: Vicki May, Rose Windmiller

The meeting was called to order at 5:09 p.m.

Ms. Windmiller discussed the revised benchmarks the University will use going forward to measure Hawthorn's compliance with the performance contract between Washington University and Hawthorn Leadership School for Girls. She also reviewed the goals required for Hawthorn to meet in order to move the school from its current designation with DESE as a "Comprehensive School." The benchmarks set by Washington University and DESE included indicators related to school leadership, staffing, attendance, and academic performance. Hawthorn's charter renewal process will take place between January and May of 2020.

Ms. Portis gave the report for the Finance Committee, reviewing April 2019 financial statements. Expenses are generally favorable, other than those related to instruction, and revenue is behind forecast due in large part to the timing of transfers of funds from the Hawthorn Leadership School Foundation.

A motion to approve the check ledger for April for all checks beginning in "727" and "823" was seconded and unanimously approved.

Ms. Creeth reported that the budgeting process for 2019-20 will include a review of each expense from a zero balance perspective. Revenue from fundraising will be included at \$750,000.

The board discussed student retention efforts and possible incentives related to post-secondary education for students who stay at Hawthorn.

An ad hoc committee was named to review the draft of the strategic plan prepared in the fall/winter of 2018.

The Board then approved a motion by following roll call vote to enter Closed Session to discuss legal (§ 610.021(1) RSMo.) and personnel (§ 610.021(3) and (13) RSMo.) matters.

Kathryn Love – aye
Rachana Creeth – aye
Mary Stillman – aye
Edes Gilbert – aye
Angell Farley – aye
Sara Goellner -- aye
John Ross – aye
Jason Hall – aye
Chris Motley – aye
Nikki Doughty – aye
Jessica Portis – aye
Tim Rowbottom – aye
Arvetta Powell – aye

Michelle Basi and John Reynolds, counsel to Hawthorn, were invited to attend the closed session.

A resolution to exit the Closed Session was approved by the following roll call vote:

Kathryn Love – aye
Rachana Creeth – aye
Mary Stillman – aye
Edes Gilbert – aye
Angell Farley – aye
Sara Goellner -- aye
John Ross – aye
Jason Hall – aye
Chris Motley – aye
Nikki Doughty – aye
Jessica Portis – aye
Tim Rowbottom – aye
Arvetta Powell – aye

The Board discussed hiring a school leader with a new title: Head of School. This person would be responsible for the daily operations of the school, including academic program, school culture, and business and operations functions.

The Interim Executive Director, Mary Stillman, highlighted the grievance policy that is laid out in Hawthorn's board policies and Employee Handbook.

Ms. Stillman discussed communication with Hawthorn staff as essential to creating a strong and healthy work environment.

Ms. Stillman proposed a new policy regarding staff Paid Time Off under which employees who remained through the end of their term of employment and voluntarily left the school at that point would be paid out at the point of their departure for any days of Paid Time Off to which they were entitled but which were unused by them during that annual period. A motion to approve this change was seconded and the new policy was unanimously approved.

Ms. Stillman discussed an update to the salary schedule used by the school to set starting salaries for incoming instructional staff in order to recognize the increase in cost of living and inflation since the salary schedule was adopted by the school in 2015. The proposed schedule would reflect a 2% increase across the board. In order to maintain parity with current staff, Ms. Stillman noted that she would be giving all returning instructional staff a one-time salary adjustment of \$850.

Ms. Stillman noted that board members who were planning to make a contribution to Hawthorn during 2019 should consider increasing and/or accelerating their gift.

A motion to ratify a change in the 2018-19 school calendar to account for an excess of canceled days due to inclement weather was seconded and unanimously approved.

The Board then approved a motion by following roll call vote to enter Closed Session to discuss legal (§ 610.021(1) RSMo.) and personnel (§ 610.021(3) and (13) RSMo.) matters.

Kathryn Love – aye
Rachana Creeth – aye
Mary Stillman – aye
Edes Gilbert – aye
Angell Farley – aye
Sara Goellner -- aye
John Ross – aye
Jason Hall – aye
Chris Motley – aye
Nikki Doughty – aye
Jessica Portis – aye
Tim Rowbottom – aye
Arvetta Powell – aye

Michelle Basi and John Reynolds, counsel to Hawthorn, were invited to attend the closed session.

A resolution to exit the Closed Session was approved by the following roll call vote:

Kathryn Love – aye
Rachana Creeth – aye
Mary Stillman – aye
Edes Gilbert – aye
Angell Farley – aye
Sara Goellner -- aye
John Ross – aye
Jason Hall – aye
Chris Motley – aye
Nikki Doughty – aye
Jessica Portis – aye
Tim Rowbottom – aye
Arvetta Powell – aye

The meeting was adjourned at approximately 6:45 p.m.