



Hawthorn Board of Trustees
Tuesday, April 7, 2015
Washington University Life Science Building Room 310

Board Members Present: Edes Gilbert, Kathryn Love, John Ross, Anne Miller,
Tim Rowbottom &
Mary Stillman (Chair)

Washington University Sponsor: Vickie May

Staff: Benay Hicks, Robyn Wiens

Guest: Michelle Basi, Tueth, Keeney

Meeting Start Time: 5:15 p.m.

Meeting End Time: 7:05p.m.

Open Session

1. Approval of minutes from March 10, 2015 Board Meeting

Motion to approve Board of Director Meeting Minutes for the March 10, 2015 meeting.

Motion by John Ross, second by Edes Gilbert.

Motion carried 6-0.

2. Principal's Report

Dr. Robyn Wiens provided an update regarding student recruitment. Currently, there are 37 applicants, equally divided between 6th and 7th grades. Several recruitment events are scheduled in April & May. Canvassing and Facebook ads begin this week. An ad ran in the St. Louis American last week, and will run again next week. Dr. Wiens has been door knocking at local business and dropping off flyers. An Open is scheduled for April 18 from 4:00 – 5:30 p.m.

Dr. Wiens provided an update regarding faculty recruitment. There are currently four open positions, and interviews and observations will take place over the next few weeks. The goal is to finish hiring by the end of April.

Furniture for the classrooms has been ordered, in addition to several donations of furnishings from Maritz, Monsanto, and the Danforth Plant Science Center.

Dr. Wiens provided an explanation of the proposed 2015-2016 calendar, including a three-day Summer Bridge for students during summer 2015.

Motion to approve the 2015-2016 calendar as presented.

Motion by Edes Gilbert, seconded by John Ross.

Motion carried 6-0.

3. Hiring Authority.

Motion to delegate to Dr. Robyn Wiens the authority to hire support staff personnel.

Motion by Kathryn Love, seconded by Edes Gilbert.

Motion carried 6-0.

Motion to delegate to Dr. Robyn Wiens the authority to hire personnel for the four current teaching position openings, at salaries in accordance with the overall teacher salary budget.

Moved by John Ross, seconded by Edes Gilbert.

Motion carried 6-0.

4. Financial/Development Update.

The Board reviewed the 2014-15 budget year to date.

The science labs renovation project is outside of the building renovation project which is an expense of the Foundation; the science lab renovations will be funded by the school as the tax credits awarded to fund the lab renovations are credits that run to the school. The Board had previously decided to move forward with the renovation of the first floor multi-purpose lab, but were waiting to see how fundraising went before committing to the renovation of the second floor lab spaces.

Mary Stillman proposed that the school move forward with all three labs based on the fundraising forecast. After discussion, Board members expressed confidence that the fundraising goal will be met, and that a plan should be developed to borrow the funds if the timing of the expenses and donations do not align. The Board unanimously expressed support for the decision to have all three science labs built.

Ms. Stillman announced that Hawthorn received a grant of \$20,000 from the Gateway to Innovation conference and a \$1,850 grant from The Service Bureau.

Ms. Stillman reminded the Board of the upcoming fundraising party on April 18.

Credit Cards

Motion to authorize Executive Director, Principal and Executive Assistant to use credit cards issued to Hawthorn Leadership School for Girls in the course of their employment, allowing each the authority to charge to the card no more than \$3,000 in school-related expenses per month.

Motion by John Ross, second by Kathryn Love.

Motion carried 6-0.

Tax Credits

Motion to authorize Executive Director and Principal to process the records related to the Neighborhood Assistance Program (NAP) tax credits and the Youth Opportunities (YOP) tax credits.

Motion by Kathryn Love, second by Edes Gilbert.

Motion carried 6-0.

5. Building and Grounds Report:

John Ross and Tim Rowbottom reported that renovation on 1901 N. Kingshighway began on March 2 and work is moving on schedule. Asbestos has been removed. The elevator shaft is being constructed, and much of the demolition has occurred. The architect, contractor and Hawthorn representatives meet each week for status reports. Subcontracts will be awarded in mid-April in addition to those already in place.

Plans for the parking lot at 1929 N. Kingshighway have been submitted for a permit, and closing on the purchase of the lot will occur on April 14. At that point, the contractor will be able to begin with the site remediation. Construction of the parking lot will start in June, and will be complete 30 days later.

Closed Session (YOU MAY WANT TO START NOTING THE TIME CLOSED SESSIONS START AND END)

Motion to go into closed session for the purpose of discussing personnel (§ 610.021(3), (13) RSMo.), and legal matters (§ 610.021(1) RSMo.)

Motion by Mary Stillman, second by Edes Gilbert.

Motion carried 6-0.

Mary Stillman – Aye

Anne Miller – Aye

John Ross – Aye

Kathryn Love – Aye

Tim Rowbottom – Aye

Edes Gilbert – Aye

Open Session

7. Hiring

Motion to approve slate of hiring recommendations made by the principal.

Motion by Kathryn Love, second by Edes Gilbert.

Motion carried 6-0.

8. Committee on Trustees.

Mary Stillman announced that Tony Thompson and Jessica Portis have agreed to join Hawthorn's Board.

Ms. Stillman reminded Board members to complete and submit their annual financial disclosure form. The Board needs to address this by May 1 or they will incur fines.

Ms. Stillman asked Edes Gilbert to make an exciting announcement: Edes has suggested setting up a fund to support Hawthorn faculty's professional growth. Edes has offered to start the fund with \$1,000, with a goal of raising \$5,000 by January. Faculty members will be invited to apply for grants to fund programs or projects they wish to pursue to enhance their teaching. This is in addition to Hawthorn's regular professional development budget. A committee consisting of the Principal, one or two administrators or faculty members appointed by the Principal, and one or two members of the Board would review the applications and award the grants.

Dr. Wiens added that she would like to see a Teacher Fellowship program that would fund a position at Hawthorn to support teacher training and development within the school.

11. Adjournment

Motion to adjourn the meeting.

Motion by Mary Stillman, second by Kathryn Love.

Motion carried 6-0

Future Meeting Dates:

May 5

June 2

Minutes submitted by Benay Hicks



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CLOSED SESSION

Board Members Present: Edes Gilbert, Kathryn Love, John Ross, Anne Miller,
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Mary Stillman (Chair)

Also Present:

Washington University Sponsor: Vickie May

Staff: Benay Hicks, Robyn Wiens

Attorney: Michelle Basi

1. Personnel (§610.021(3), (13) RSMo.).

Dr. Robyn Wiens discussed the candidates that she was recommending for hire for available positions (LIST POSITIONS). (*NOTE – The Board can also take the vote for hiring/firing personnel in closed session, with a roll call vote. That vote then becomes public after 72 hours. After the 72 hour time period, that information or portion of the minutes would have to be provided if requested.)

2. Legal (§ 610.021(1) RSMo.).

Michelle Basi discussed proposed Board of Director policies.

3. Adjournment.

Motion to adjourn closed session.

Motion by Mary Stillman, second by Time Rowbottom.

Motion carried 6-0.

Mary Stillman – Aye

Anne Miller – Aye

John Ross – Aye

Kathryn Love – Aye

Tim Rowbottom – Aye

Edes Gilbert – Aye