



Hawthorn Board of Directors Meeting
Tuesday, December 2, 2014
Washington University Life Science Building Room 311

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

Washington University Sponsor: Absent

Staff: Robyn Wiens

Meeting Start Time: 5:11 p.m.

Meeting End Time: 7:00

I. Approval of October 21, 2014 Minutes

Edes motioned to approve minutes, John seconded, followed by the board's unanimous approval.

II. Principal's Report (Dr. Robyn Wiens)

a. Student Recruitment

- i. First enrollment session has closed
 1. 14 applications (8 - sixth graders / 5 - seventh / 1 ineligible)
- ii. Second Session Kick-off
 1. December 8th @ Schlafly Library

b. Faculty Recruitment Plan

- i. Registered with job portal
 1. MyEdMatch was engaged to manage submitted applications. This service has a proven track record in managing hiring and posts job offerings to numerous job-posting sites. The portal will go live Monday, December 8, 2014.

c. Events

- i. Faculty recruitment event on December 11th @ Cafe Ventana

d. Open Positions

- i. Middle School Humanities
- ii. Middle School Math
- iii. Middle School Science
- iv. Technology & Engineering
- v. Special Education
- vi. Physical Education
- vii. Arts (Dance or Visual)
- viii. Social Worker
- ix. Dean of Student Life and Community Affairs

e. Hiring Process

- i. Application/Writing Sample submitted → Phone Screening (All applicants – then make selection) → Interviews (selected prospects only) → Round two of interviews (selected prospects only) → Final interview (selected prospects only)
- ii. Finalizing hiring selection by February 2015

f. Student Information System Update

- i. Robyn presented information from three software companies. The discussion involved pros and cons of each option. The recommendation was to select Infinite Campus.

III. Building and Grounds (John Ross)

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- a. Status of building acquisition
 - i. Due Diligence Reports
 - 1. All physical and environmental reports have been completed.
 - ii. IFF loan application
 - 1. The application for \$1.5 million has been submitted IFF is not able to provide funds in 2014. Mary is currently working to secure a bridge loan to cover the gap between December 2014 and January 2015 when IFF can provide funding.
 - iii. Conditional Use Permit Hearing will be held December 11th
 - iv. Building Acquisition Update
 - 1. John noted that every effort is being made to close by the end of 2014
 - v. Building Renovations
 - 1. Tarlton has provided a cost opinion for renovations based on Grice Group's drawings and inspection of the facility.
 - 2. Priorities identified
 - a. Tim and John, coordination with Tarlton, will go through the list of needs and categorize things as "must haves" and "wait until later."
 - 3. Ford Restaurant has proposed kitchen/cafeteria design plans and is collaborating with Tarlton
 - 4. HERA (architecture firm specializing in science labs) is creating renderings of the future lab spaces.
 - 5. Currently working on finalizing security and IT plans for the building

IV. Committee on Trustees (Edes Gilbert)

- a. Status of new board member selection process
 - i. The committee is currently gathering suggestions for potential school and foundation boards.
- b. Vector Communications Recommendation
 - i. The board discussed and agreed with Mary's suggestion to retain Vector to assist with messaging, press and crises publications.

V. Budget and Finance (Mary Stillman)

- a. YTD Financials
 - i. Mary distributed the budget reports for the current Fiscal Year. To date the foundation has not moved money from the Foundation over to Hawthorn because the previous financial commitment to Hawthorn have covered the current costs of services, programming and staffing.

VI. Development (Nikki Doughty)

- a. YTD results
 - i. To date, we have raised \$2,376,420 of the total \$4.8 million, five-year goal.
- b. The board was presented by the 5-year fundraising goal plan and Mary submitted a five-year budget and fundraising projections. (Please see attached power point and Development Report)
- c. Grants received

CSP	received	\$150,000.00
SVP/RBC	received	\$3,750.00

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- d. Board member participation
 - i. We are currently submitting a variety of grant proposals. In order for Hawthorn to be competitive in the grant process, it is critical that the Board is able to show 100% board financial commitment by December 31st, 2014.
- e. Events
 - i. Save the Date: Cultivation coffee @ Edes' January 6th @ 9:00a.m. will target women who are interested or have had experience in all girls education

VII. Board Business (Mary Stillman)

Edes made a motion to approve the following Statement of Non-Discrimination, Kathryn seconded the motion, and the statement was unanimously approved:

Statement of Non-Discrimination:

Enrollment: Hawthorn Leadership School for Girls does not discriminate on the basis of race, color, sexual orientation, ethnicity, creed, religion, or country of origin.

Hiring: Hawthorn is committed to a policy of equal treatment for all individuals applying for employment at our school. Hawthorn does not discriminate on the basis of race, color, gender, handicap, age, religion, sexual orientation, or national or ethnic origin.

Future Meeting Dates

January 13
February 17
March 17
April 7
May 5
June 2