 **Hawthorn Board of Directors**

 Minutes of Board Meeting 8/8/16

Hawthorn Leadership School for Girls

1901 Kingshighway Blvd, St. Louis, MO 63113

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

Rachana Creeth, Nikki Doughty, Edes Gilbert (by phone),

Sara Goellner, John Ross (by phone),

**Staff:** Mary Stillman, Paul Greenwood

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

1. The meeting was called to order by Kathryn Love at 5:40 p.m.
2. Ms. Creeth moved to approve the consent agenda, Ms. Goellner seconded and the board unanimously approved.
3. Finance Report

Mr. Greenwood reviewed the 2016 year-end financials.  The school ended the year with a $68,000 surplus, adequate to meet DESE’s reserve requirements.  Revenue projections for FY16 were $72 ahead of actual.  Expenses ended $23,244 below budget due to conservative estimates, particularly in salary and benefits projections.

The Foundation has raised nearly $4M over the past two years to support the school’s operating gap and capital expenses.

In FY 17, the school will likely draw support from the Hawthorn Foundation earlier to meet cash flow needs.  Enrollment for FY16 is projected at 180, and is below target at this point.

Ms. Love asked for Board approval of limits on school credit cards according to financial procurement policy section 9.2.  Ms. Creeth moved to approve and Ms. Doughty seconded. The Board unanimously approved.

   4.     Building and Grounds

Renovation of new admin office is complete. We are turning our    attention to planning for renovation of the basement and 3rd floor to begin in the spring of 2017 in preparation for opening the high school in the fall of 2017.

   5.     Strategic Planning/Board Priorities

Ms. Doughty reported on the strategic planning process. The strategic planning committee worked with Collaborative Strategies, Inc. to develop a draft plan that will guide the school for the next 3 years, through the end of the 2018/19 school year.

The draft plan focuses on goals in the following key areas:  Student experience, high school expansion, organizational capacity, and financial sustainability.

In order to achieve our goals, the plan lays out the following priorities:

* Ramp up and hone outreach efforts
* Build out and develop faculty/staff
* Complete planning of high school curriculum and college readiness sequence
* Formalize leadership development aspects of the Hawthorn experience
* Develop a fundraising capacityto consistently raise enough funds to support the desired investment per student

Board discussion of the draft plan followed and Ms. Doughty will suggest some edits to the plan as a result of the discussion.  Ms. Doughty summarized that the Board’s role is to hold itself and Hawthorn’s administrators accountable for implementing the action items laid out in the plan and using the identified priorities as a guidepost in decision making.

6.  Executive Director’s Report

 Ms. Stillman asked for Board approval of the following new or revised policies, which were submitted to the Board in advance of the meeting:

·      School Admissions (revised)

·      Test Security (new)

·      English Language Learners (new)

·      Hazing and Bullying (revised)

·      Mandatory Reporting (revised)

·      Financial Practices (revised)

Ms. Gilbert moved for approval.  Ms. Doughty seconded.  The Board unanimously approved.

As of the passage of legislation in June, Hawthorn may enroll students from unaccredited school districts which at present are Riverview Gardens and Normandy. The Board discussed the appropriate way to set tuition and leaned toward basing it on the allocation per student that Hawthorn currently receives.  Ms. Stillman is going to speak with Ed-Ops to get an updated number and the Board will discuss again.

Ms. Stillman set out her priorities for the year:

* Focus on management of staff
* Plan for high school
* Fundraise for operational and capital needs
* Quarterback implementation of the strategic plan

7.  Principal’s Report (Presented by Ms. Stillman in Dr. Wiens’s absence)

Student recruitment/enrollment:

* We currently have 174 students enrolled
* Need 26 more 6th graders to reach our goal for that grade
* 7th grade is full and prospective students are being placed on a wait list.
* There are 43 returning 8th graders
* Overall, we had an 85% retention rate.

Faculty hiring:  We had an 80% return rate for faculty and all full time teaching positions have been filled.

8. The Board discussed the process of considering a vision statement.

There being no new business, Ms. Love adjourned the meeting at 7:22

Hawthorn Board of Directors Meeting

Consent Agenda

1.     Approval of the Minutes of the prior meeting of the Board of Directors

2.     Check Ledger

3.     Hiring Approvals:

2 Science – Le’Ka’le Darden and Ameerah Fairley

1 SPED – Kathrine Lynch

1 Math – Lauren Campbell

1 Humanities – Elizabeth Porter

1 Spanish – Gabriela Doural

1 Dance – Charlie Johnson

1 Assistant Dean – Kimberli Wilson

4.     Approval of Contracts/Agreements as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| Service Provider | Task |  |  |
| Ed-Ops | Budgeting; Accounting; Financial Statements, Analysis and Board Support; Audit and 990 Support; HR, Payroll and Benefits Coordination; Accounts Payable; Federal Grants Management | $5417/month | $64,884 |
| Securitas | In Building Security Guards | $5,964.14/month | $65,605/year |
| Interface | Security System Monitoring | $700/month | $8,400/year |
| Fresh Ideas | Food Service Provider | breakfast = $1.68 lunch = $3.15 | $102,494.70/year |
| Building Stars | Custodial Services (day porter and night crew) | 5,350.09/month | 58,000/year |
| InvoGreen | Landscape Services | $400/month | $5,000/year |
| Miriam Learning Center | SPED Services |  | $10,000/year |
| Daniel and Henry/Selective | Property, Earthquake and flood, gneral liabilitiy, abuse and molestation, auto, umbrella, D& O, Worker's Comp |  | $26,758/year |
| Imagine Me Counseling | Individual student counseling, some of which is reimbursable by the students who have |  | $15,000/year |
| Gadell Net | Onsite engineer 8 hours/week, managed servicing of workstations (44), 135 chromebooks, AV equipment, computer lab, networking equipment | $4,257/month | $51,084/year |
| Rock Hill | Preventative Maintenance |  | $7,725/year |
| CI Select | Office furniture | $12,288 |  |