**Hawthorn Board of Trustees**

October 20, 2015

Hawthorn Leadership School for Girls

1901 Kingshighway Blvd, St. Louis, MO 63113

**Board Members Present:** Rachana Creeth (via phone),

Jason Hall, Kathryn Love (Chair)

Jessica Portis, John Ross, Tim Rowbottom

**Staff:** Quantonya Ponder, Mary Stillman & Robyn Wiens

**Others:** Paul Greenwood (via phone), Crystal Buchanan (parent)

The meeting was called to order by Kathryn Love at 8:30am.

Public Comment

Ms. Buchanan commented on the importance of diversity among adults in the school building; students need to see adults of the same/similar race. She offered to share ideas on increasing diversity by connecting with a variety of groups.

The Board unanimously approved minutes from the September 14 meeting.

1. Executive Director’s Report

Hawthorn has proposals for tax preparation and audit from two accounting firms. Ms. Stillman recommends the school accept KEB’s proposal. They work with many charter schools and were the less expensive quote. Ms. Portis moved to approve KEB as the school’s audit firm. Mr. Hall seconded and the Board unanimously approved..

A group of student ambassadors will begin leading tours of the school twice a month. We have had several visitors since opening: Senator Blunt, Ann Tisch, Doug Thaman and several others. Hawthorn is being recognized with Mayor Slay’s Quality of Life award from the St. Louis Development Corporation.

We have received approval of our application for federal E-Rate subsidy of our internet and voice services which will be around $15,000. Ms. Ponder explained the decision to qualify under the Community Eligibility Provision based on our student demographics; under this program all of our students will be able to eat breakfast and lunch for free. This will be in place for a 4-year cycle. It will save quite a bit of administrative time as well.

Plans for Founders Day are well underway. It will be a great celebration for our students and families.

1. Principal’s Report

Dr. Wiens reported that current enrollment is at 121. Four students have withdrawn over the past month for a variety of reasons. Average Daily Attendance is at 93.5%. The Free and Reduced Lunch population is currently at approximately 75%.

Project based learning is underway. Sixth graders put on a health fair in PE. In math the girls are building their own games during their probability unit which they will present in a Price Is Right format. The science classes are engaged in a thermal energy project. Teachers continue to work with American Reading Company on improving students’ reading skills.

First quarter report cards went out on time. Parent-Teacher conferences will be on Oct. 22 and 23. Dr. Wiens will have a special recognition of the 8 students with straight A’s. Some of our students who are advanced in math and science would benefit from a volunteer who could work with them on a weekly basis. Wash U tutors come regularly to help with tutoring and other student engagement issues.

Several student leadership groups are forming to lead tours, to plan spirit week and to plan morning meetings. We also have had several special events recently: about a dozen students volunteered at World Food Day at John Burroughs; and parents and students participated in the screening of ‘Malala’ last Saturday.

Our program with the Girl Scouts is wrapping up and we are seeking other community partnerships to foster social and emotional growth and continued relationship building.

There are 5-8 students on behavior plans; some students are improving and some are still showing similar patterns of behavior despite being on such a plan.

1. Building and Grounds Committee Report (Tim Rowbottom)

Tarlton continues to work on finishing up the punch list items. A maintenance plan will be developed going forward, and near term project will likely include HVAC and plumbing.

1. Budget and Finance

Paul Greenwood presented the financial report. The first quarter shows a budget surplus, but there is still a need for additional fundraising. Projections show that foundation operational support should not be necessary through December. Second quarter should see a slight revenue increase.

We are $119,000 over budget this fiscal year due to the science labs expense. Supplies are trending higher than projected, which is reasonable based on the timing in the school year. Plant operation has been below forecast.

The school is operating at a loss, as projected, but long range planning and fundraising has helped keep a healthy financial position.

John Ross moved to approve the September check ledger and Tim Rowbottom seconded. The Board unanimously approved.

1. Strategic Plan

Nikki Doughty and Mary Stillman met with Collaborative Strategies to discuss a proposal for 3 year strategic plan which would be a foundation expense. The main focus would be to be plan for high school.

1. Governance

Kathryn Love commented that she appreciated board members accommodating the change in day and time for the board meeting and that we will get back to the regular meeting schedule. The nominating committee will also be meeting in two weeks.

1. Development

John Ross sent an appeal letter requesting financial support for Hawthorn; Hawthorn has currently received about $10K as a result of those letters. This giving has introduced lots of new givers/supporters.

Mary is still soliciting ideas on how to best use the tax credits; there are approx. $100K of credits remaining under each of the NAP and YOP credits..

We will host a breakfast fundraiser in April.

1. John Ross motioned to move into closed session and Kathryn seconded. The board conducted a roll call vote to enter closed session.
2. Closed Session

On motion by Kathryn Love, seconded by Jason Hall, the following resolution was approved by the following roll call vote:

**RESOLVED**, the Board hereby approves entering Closed Session at 9:20 a.m. pursuant to Sections 610.021 (3) and (6), RSMo, relating to the review of personnel and student information within the scope of the statute.

Rachana Creeth – aye

Jason Hall – aye

Kathryn Love – aye

Jessica Portis – aye

John Ross – aye

Tim Rowbottom – aye

On motion by Kathryn Love, seconded by Jason Hall, the following resolution was approved by the following roll call vote:

**RESOLVED**, the Board hereby approves exiting Closed Session at 9:40 a.m.

Rachana Creeth – aye

Jason Hall – aye

Kathryn Love – aye

Jessica Portis – aye

John Ross – aye

Tim Rowbottom – aye

After a discussion confined to the matters stated above by those present, Kathryn Love reported that no action was taken in Closed Session.

The meeting was adjourned at 9:40 a.m.