**Hawthorn Board of Directors**

February 22, 2016

Hawthorn Leadership School for Girls

1901 Kingshighway Blvd, St. Louis, MO 63113

**Board Members Present:** Kathryn Love (Chair) Rachana Creeth,

Nikki Doughty, Sara Goellner, Jess Portis (by phone), John Ross

**Staff:** Mary Stillman, Adrienne Watkins, Robyn Wiens,

Raquel Evans (minute recorder)

**Washington University:** Vicki May

**Others:** Paul Greenwood (via phone)

The meeting was called to order by Kathryn Love at 5:35 p.m.

1. The Board unanimously approved minutes from the December 14, 2015 board meeting.
2. Budget and Finance

Paul Greenwood presented the financial report.

Revenue: Hawthorn ended January with a $105k cash balance, well above the 3% DESE threshold. The school has received its monthly DESE payments, including February’s payment of $115K. State revenue will increase in March due to the “truing up” to reflect the school’s demographics. Revenue currently under budget due to timing of donations. The Hawthorn Leadership School Foundation will transfer funds to the school in the next week to cover the science labs build-outs and the final bills for that project which have been submitted. The Foundation has also transferred $60K in February to support the school’s operating expenses.

On the expense side, most areas remain below budget. In particular, salary and benefits are $40K under budget and purchased services are well under budget.

Ed-Ops will work with Ms. Stillman, Dr. Wiens, Ms. Evans, and the Board’s Finance Committee to have a draft of FY 17 prepared within the next month or two.

Ms. Goellner asked about budgeting for next year’s increase in student population. Ms. Stillman replied that the biggest increases will come in faculty salaries and benefits. The rent will also increase as the payments are tied to the Foundation’s loan with IFF and that will convert from interest only to principle and interest as soon as the final Tarlton bill has been paid. Many fixed costs will stay the same in FY17. Custodial services will likely increase. But public revenue will also increase with the growth in student population.

Ms. Love moved to approve the December and January check ledgers and Ms. Doughty seconded. The Board unanimously approved.

Ms. Stillman provided and overview of the expenses related to the purchase and renovation of 1901 and 1929 N. Kingshighway. Other than the expenses relating to the science lab renovations, these expenses have been borne by the Hawthorn Leadership School Foundation. The Board discussed the positives of having made this investment in and commitment to the School’s permanent home.

1. Executive Director’s Report
   1. Community partnerships/engagements

Ms. Stillman reported that “Cool Women/Hot Jobs” career day in early January had been a huge success. Approximately 25 professional women, most of whom are women of color, were on site to share their stories with the girls. Hawthorn students have also recently had the opportunity to visit SLU’s campus, the St. Louis Art Museum, “Cassius Clay” at the Missouri History Museum, and attend a squash clinic at MICDS.

* 1. Proposed Washington University performance contract
     1. Ms. Love explained that charter school sponsors are required to have a performance contract in place with their charter schools. Ms. Stillman, Dr. Wiens and Ms. Love met with Washington University liaisons to agree to targets set out in a performance contract and the draft of that contract was distributed to board members prior to the meeting. The Board discussed the fact that the targets are realistic and will be tracked to make sure Hawthorn is on pace to achieve them.
     2. Ms. Love moved to approve the performance contract, Ms. Doughty seconded. The Board unanimously approved.
  2. Proposed new administrative positions:
     1. Ms. Stillman described the need for a Development Manager which would be a new role. The intention is for the Development Manager to be an employee of the Foundation.

Ms. Love moved that the School would work with the Foundation and the Executive Director to hire a Develop Manager on terms negotiated by the Executive Director. Ms. Doughty seconded and the Board unanimously approved.

Dr. Wiens described a new Administrative Assistant position which would be part-time and hourly. This position would assist Dr. Wiens, the Office Manager, Dean of Students and faculty in carrying out duties around after-school program, student enrollment, and other administrative tasks.

Ms. Love moved for approval of adding that position to this year’s budget. Ms. Doughty seconded and the Board unanimously approved.

Ms. Stillman described the plan to hire an Assistant Dean of Students for next school year.

* 1. Strategic growth plan

Ms. Stillman reported that Collaborative Strategies, Inc. has been retained by the Foundation to manage and direct the strategic planning process for the school. At the March board meeting, the firm will conduct interviews with Board Members.

1. Principal’s Report
   1. Academic data

Students recently completed the second round of NWEA standardized test in ELA, math and science. NWEA is a norm referenced test that Hawthorn students take three time a year (fall, winter and spring). NWEA uses a universal scoring system that enables comparisons between grade levels and also reflects students’ individual academic growth. It is not clear that NWEA results are indicators of how our students will perform on the state’s MAP tests this spring as that test has been changed. After the first round of NWEA testing in the fall, faculty made schedule changes for many students and identified additional course sections and supports needed for our students.

The NWEA reading tests showed that among Hawthorn 6th graders, 50% met or exceeded their individual growth targets and 34% of 7th graders met or exceed their individual growth target. Math is where we have seen the most student growth. Among 6th graders, 50 % met or exceeded their individual growth target (21 students exceeded their growth target). Among 7th graders, 67% met or exceeded their individual growth target (33 students exceeded their growth target). In science, 38% of our 6th graders met or exceeded their growth target and 42% of our 7th graders met or exceeded their growth target. The amount of students at or above grade level also increased building-wide from our fall to winter testing.

While we are pleased with this growth, we are continuing to adjust individual students’ schedules, add tutoring and work with parents to strengthen supports for our students. We are also adding an an online tool for our more advanced readers as a Humanities extension.

* 1. Student recruitment

Our enrollment projection for next school year is 200 students. Our goal is to enroll 75 -6th graders, 30 new 7th graders (accounting for attrition) and no new 8th graders (estimating that 45 of our current 7th grade students will return for 8th grade.

Monthly family tours will be held the first Tuesday of every month from 5:30-6:30 p.m. , beginning in March and Open Houses will be the 3rd Saturday of each month from 10:30a -12:00p. We also hope to do an info session at Mathews Dickey, run radio ads, and have current families display yard signs. We have about 10-12 new students who have enrolled. Intent to return forms will be mailed to current families on 2/26 and will be returned within 2 weeks.

Ms. Stillman asked board members to attend some of the recruitment events.

The Board discussed last year’s marketing plan and the fact that FB ads, radio and open houses were most effective.

* 1. Faculty recruitment

Current staff have indicated their intent to return and we have an 87% return rate at this point in the year which is very promising.

Teaching jobs for next year have been posted. We are adding the following positions: humanities, math, math/sci, and part-time Spanish, music and SPED.

Dr. Wiens has convened a faculty recruitment working group to help with this effort and also asked if Board Members would be willing to conduct reference checks.

1. Board Policies

New board policies regarding procurement and federal grant reporting were distributed to the Board prior to the meeting. Ms. Creeth moved to approve the policies and Mr. Ross seconded. The Board unanimously approved.

1. Building and Grounds

Ms. Stillman raised the possibility of renovating the basement over the summer to finish out some classroom space. The Board also discussed possible renovations to accommodate new members of the administrative team.

Board Members discussed a method for selecting an image of the “Hawthorn Hawk” and possibly having that image painted on one of the school’s walls.

1. Hawthorn Foundation Report

The Board discussed the upcoming fundraiser in mid- May which will be a good venue for encouraging donors to take advantage of the remaining YOP and NAP tax credits.

The meeting was adjourned at 6:49 p.m.