



## Hawthorn Board of Trustees

Tuesday, May 5, 2015

5:00 – 7:00 p.m.

Washington University

MySci Resource Center

6601 Vernon Avenue, University City 63130

**Board Members Present:** Rachana Creeth, Nikki Doughty, Edes Gilbert  
Kathryn Love, Anne Miller, Jessica Portis, Tim Rowbottom, John Ross, &  
Mary Stillman (Chair)

**Washington University Representatives:** Vickie May & Lori Sommers

Meeting Start Time: 5:06 p.m.

Meeting End Time: 6:37 p.m.

1. Approval of minutes from April 7, 2015 Board Meeting

John Ross motioned to approve the April 7, 2015 board meeting and April 21 conference call meeting minutes, Tim Rowbottom seconded, followed by the board's approval, with abstention from Jessica Portis.

2. Principal's Report

**Student recruitment**

Robyn reported that, including today, enrollment is on pace. Recruitment events are on-going with heavy traffic at the YMCA's throughout the greater St. Louis metropolitan area. Parent word-of-mouth continues to be the number one driver for recruitment.

Additional recruitment efforts include Hawthorn's participation in the Annie Malone Parade on May 17<sup>th</sup>. Other strategies include, walking neighborhoods and placing door hangers to drive traffic to the school and broaden school recognition. Coordination of press and advertising is ongoing.

**Faculty recruitment**

Almost all positions are filled. Offers are out to the final two positions for the math specialist and PE instructor.

3. Budget and Finance

**Review financials**

For 2014-2015 calendar year, the School is projected to have \$200K surplus due to the success of the spring fundraiser. However, expenses related to the renovation of the science labs, which bridges fiscal years, will use this surplus.

**Tarlton contract/IFF loan**

The financial responsibilities of the building purchase and renovation rest with the Foundation, with the exception of the science labs renovation. Currently the Foundation is working with IFF on the payout of the \$1M loan. Currently renovation costs are approximately \$1.225M. This does not include the parking lot development costs.

**Check ledger review**

Mary presented the ledger review for oversight compliance. Kathryn motioned to approve the ledger review, John seconded, followed by the board's unanimous approval.

4. Development

**April 18 Stock Our School report**

Over 200 people were in attendance and the event raised over \$233,000, which will be met in part by the Berges Family Foundation challenge grant. The event expenses were matched by the sponsorship revenue..

5. Approve contracts

### **EdOps accounting and back office services**

EdOps provides monthly accounting, HR, and back office support. John motioned to approve the EdOps contract which is billed on a monthly basis. Kathryn seconded, followed by the Board's approval.

### **Hertz Furniture**

John motioned to approve the Hertz contract for all classroom furniture. Kathryn seconded, followed by the Board's approval.

### **CDW-G technology**

Rachanna motioned to approve the CDW-G contract for IT hardware, including laptops, chromebooks, projectors . John seconded, followed by the Board's approval.

### **Professional Development materials**

John motioned to approve the Professional Development materials purchase. Edes seconded, followed by the Board's approval.

### **Janitorial services**

We have received proposals through the RFP process, and selected Building Stars. John motioned to approve the service contract. Tim seconded, followed by the Board's approval.

### **Charter Spectrum (E-Rate)**

Fiber Internet is being installed and qualifies for federal subsidies so that the net cost is under \$2,000 for a project that is valued at \$18,000.

## 6. Building and Grounds

### **Renovation update on 1901**

Construction is well underway. The cost of projected renovation is \$1.225M and the focus is on managing that number so that we do not incur increased expenses..

### **Update on parking lot**

Plans for renovation at 1929 North Kingshighway to create a parking lot are underway.

## 7. Board Governance Committee (Members: Edes, Kathryn, Nikki, Mary)

### **Election of officers for 2015-16**

Edes, as a representative of the Board Governance Committee, presented the new slate of officers

Board Chair: Kathryn Love

Treasurer: Rachanna Creeth

Secretary: Nikki Doughty

Mary will rotate off the Board and into the full-time role of Executive Director. Additionally, Anne Miller will rotate off the Board following the end of this term. John motioned to approve the new slate of officers. Tim seconded, followed by the Board's approval.

### **Review of board member terms and election**

Mary presented the terms of the Board members, including the two newly-elected directors (Tony Thompson and Jess Portis). Kathryn was proposed for a new three-year term since her term is expiring. John motioned to approve the new slate of officers. Tim seconded, followed by the Board's approval.

### **Resolutions establishing committees**

Edes proposed as follows:

WHEREAS, the Bylaws of the School provide that the Board of Directors, by a resolution adopted by a majority of the Directors in office, may designate an Executive Committee, which shall consist of at least two Directors of the corporation, and that the Executive Committee shall have and exercise the authority of the Board of Directors between meetings of the Board of Directors.

WHEREAS, the Bylaws further provide that the Board of Directors, by a resolution adopted by a majority of the Directors in office, may designate one or more other Board committees, each of which shall consist of at least two Directors, and that such committees shall, to the extent provided in such resolution, have and exercise the authority of the Board of Directors.

NOW THEREFORE BE IT

RESOLVED, that the Board of Directors hereby designates the following Board Committees each of which shall consist of at least two Directors and each of which shall have the power set forth in the Bylaws provided that its meetings shall comply with the laws governing meetings of governmental bodies as set forth in Section 610.010 et seq. of the Missouri Revised Statutes (the Sunshine Law):

Executive Committee

Finance Committee

Building and Grounds Committee

Strategic Planning Committee

Governance Committee

RESOLVED, that the Chair of the Board shall designate the members of each such committee and each such committee shall develop a Charter describing its role, structure, responsibilities, authorities and limitations by December 31, 2015.

Kathryn motioned to approve the board committees and terms. Rachanna seconded, followed by the Board's approval.

**Future Meeting Dates: June 2** (*Board Orientation @ 4:00 p.m. and meeting begins at @ 5:00 pm.*)  
*July 13<sup>th</sup> @ 5:00 p.m.*

Proposed meetings moving forward: Second Monday of the month