**Hawthorn Board of Trustees**

**Annual Meeting**

Tuesday, June 2, 2015

Washington University

MySci Resource Center

6601 Vernon Avenue, University City 63130

**Board Members Present:** Nikki Doughty, Jason Hall,

Jessica Portis, Tim Rowbottom, Rachana Creeth (phone) &

Kathryn Love (Chair)

**Washington University Representatives:** Lori Sommers

**Staff:** Mary Stillman and Robyn Wiens

**Intern:** Amanda Robiolio

Meeting Start Time: 5:10 p.m.

Meeting End Time: 6:18 p.m.

Roll call:

Board Members: Rachana Creeth, Nikki Doughty, Jessica Portis, Tim Rowbottom, Kathryn Love

Others: Benay Hicks, Robyn Wiens, Mary Stillman, Lori Sommers, Amanda Robiolio

1. Approval of minutes from May 5, 2015 Board Meeting

Jessica Portis moved to approve minutes from the May 5, 2015 board meeting. Tim Rowbottom seconded, followed by the Board’s unanimous approval (Jason Hall abstained).

1. Board Governance Committee

Jessica Portis moved to approve Jason Hall as a new Board member. Nikki Doughty seconded, followed by the Board’s unanimous approval.

New board members along with several other members attended a board orientation/training immediately prior to this meeting.

The board ratified the elections from May 2015 of the following persons to the offices of this school set opposite their respective names, to serve in accordance with the Bylaws of this school, and at the discretion of the Board until their respective successors are elected and qualify or until their earlier resignation or removal:

Board Chair: Kathryn Love

Treasurer: Rachana Creeth

Secretary: Nikki Doughty

The following named persons were elected as Directors of the school to hold office for the applicable term ending at the annual meeting of School or until their successors are elected and qualified:

Term ending 2016

Rachana Creeth

Nikki Doughty

John Ross

Term ending 2017

Edes Gilbert

Tim Rowbottom

Term ending 2018

Jason Hall

Kathryn Love

Jessica Portis

Anthony Thompson

The following persons are appointed by the school to serve as members of the Board of Directors of the Hawthorn Leadership School Foundation:

Rachana Creeth

Nikki Doughty

Kathryn Love

Mary Stillman

1. Executive Director’s Report
   1. Employee Handbook
      1. The handbook is currently in development and will be ready to distribute to employees shortly.
   2. Homeless and Foster Care Coordinator

Kathryn moved to approve the designation of Kaleigh Lawrence, Hawthorn’s social worker, as the school’s Homeless and Foster Care Coordinator. Tim Rowbottom seconded, followed by unanimous Board approval.

* 1. Update on IT
     1. IT bids are currently being reviewed and a final decision will be made shortly.

1. Principal’s Report
   1. Student recruitment

Enrollment is on pace with increased interest from families throughout the metro area. Robyn has asked for Board members to continue to assist with recruitment efforts by attending events and assisting at open house.

* 1. Revised annual schedule
     1. Robyn suggested amending the 2015-16 school calendar to move spring vacation back one week to coincide with SLPS spring break. Nikki Doughty moved to approve the revised school calendar. Jessica Portis seconded, followed by the Board’s unanimous approval.
  2. Faculty breakfast June 26
     1. Board is invited to a meet and greet with new faculty and staff.
  3. Opening Day
     1. August 17th is the first day of school and all Board members are encouraged to attend.
  4. Hawthorn email address
     1. All Board members have now been set up with a Hawthorn email address

1. Budget and Finance
   1. Review of May financials

The school is ahead of its projected revenues with expenses for furniture and technology slated to occur in June prior to the end of the fiscal year.

* 1. Check ledger review

Tim Rowbottom moved to approve the check ledger. Nikki Doughty seconded, followed by the Board’s unanimous approval.

1. Board Policies

Nikki Doughty motioned to approve the packet of Board policies covering finance, board governance, operations and personnel prepared with the assistance of Tueth and Keeney. Jessica Portis seconded, followed by the Board’s unanimous approval. The approved policies replace any of the previous policies approved by the Board.

1. Development
   1. New gifts/grants

Hawthorn has received several gifts that qualify for naming recognition. Several requests are outstanding. Hawthorn received a $25,000 grant from the EPHT (Episcopal, Presbyterian Health Trust) to fund a part time nurse.

* 1. Tax credit update

Hawthorn has received a number of gifts from donors who are taking advantage of the YOP and NAP tax credits. Approximately half of the total $500,000 in credits have been used.

1. Marketing
   1. Radio ads

Robyn and Mary have been working with Radio One on a proposal to produce and air radio ads over a two-week period. Tim Rowbottom moved to approve the expenditure on the radio spots. Jessica Portis seconded, followed by the Board’s unanimous approval.

* 1. Social media campaign

Benay has been working on developing a stronger social media presence, including focused Facebook ads. As Benay transitions out of her role, Jason and Nikki will work on developing a social media plan to help Hawthorn share our story.

1. Building and Grounds
   1. Renovation update on 1901
      1. Completion date is slated for July 1, 2015
      2. The science lab and the elevator are complex and will take a bit longer to complete.
   2. Update on parking lot
      1. The parking lot will be completed by end of June.

Nikki Doughty motioned to adjourn the meeting. Jason Hill seconded, followed by the

Board’s unanimous approval.

**Future Meeting Dates: July 13, August 3**

**Note: All future meetings will be at Hawthorn**