**Hawthorn Board of Trustees**

Monday, July 13, 2015

Hawthorn Leadership School for Girls

1901 Kingshighway Blvd, St. Louis, MO 63113

**Board Members Present:** Rachana Creeth, Nikki Doughty, Edes Gilbert, Jason Hall,

Jessica Portis, Rachana Creeth & Kathryn Love (Chair)

**Washington University Representative:** Lori Sommers

**Staff:** Mary Stillman, Julie Herculus, and Quantonya Ponder & Robyn Wiens

Meeting Start Time: 5:22 p.m.

Meeting End Time: 6:55 p.m.

Roll call:

Board Members: Rachana Creeth, Nikki Doughty, Jason Hall, Edes Gilbert (phone), Jessica Portis, & Kathryn Love (phone)

Others: Robyn Wiens, Mary Stillman, Lori Sommers, Julie Hercules, Quantonya Ponder.

1. Approval of minutes from June 2, 2015 Board Meeting
   1. Edes moved to approve minutes from the June 2nd board meeting. Nikki seconded, followed by the Board’s unanimous approval.
2. Approval of minutes from June 12, 2015 Board Meeting
   1. Jessica moved to approve minutes from the June 12th board meeting. Rachana seconded, followed by the Board’s unanimous approval.
3. Approval of minutes from July 7, 2015 Board Meeting
   1. Nikki moved to approve minutes from the July 7th board meeting, Jessica seconded, followed by the Board’s unanimous approval.
4. Executive Director’s Report
   1. Employee onboarding
      1. Employees will engage in four weeks of intensive professional development, which will include building school culture, classroom management, enhancing cultural competency skills, and curriculum development.
   2. Procurement needs
      1. Mary noted the following needs washer/vent-less dryer, recycling bin, and clip boards
   3. Founders’ Day: Tuesday, October 27th
      1. Founders Day will be a public event that will allow the school an opportunity to engage the broader community and will serve as the formal announcement of the school’s opening.
5. Principal’s Report
   1. Student recruitment
      1. 101 applications are on record, with 60 students officially enrolled.
      2. The most recent Open House yielded 10 applications. The recruitment efforts have proven successful, with several additional opportunities for engagement slated over the next several weeks.
      3. Hawthorn will have a presence at the Wohl Center for their Family Night, with evening school tours occurring on Tuesdays and Thursdays.
      4. Jason noted that Lumiere would greatly appreciate having a Hawthorn presence to promote the program to their employees, as they employ a large number of city residents.
      5. Additionally, Jason noted that it would be beneficial for Hawthorn to build a relationship with the MOSAIC Project. Jason and Mary will connect to determine next steps on initiating contact and setting up a meeting.
   2. Recap of faculty breakfast on June 26th
      1. A welcome breakfast was held at Washington University. Robyn conducted a pinning ceremony to ceremoniously recognize each teacher for the talents that he or she brings to Hawthorn.
   3. Professional Development program
      1. Professional Development training will begin Monday, July 20th. During this week, faculty and staff will be empowered through information dissemination and training. Cultural competence will be woven into the project based learning component that focuses on developing school-wide practices and safety procedures.
6. Dean of Students and Community Affairs’ Report
   * 1. Summer Bridge Program, with four main focuses:
        + Building community by establishing relationships—among the girls first, then as a class, and then through advisory sessions. Team building will be a component included within this effort.
        + Establishing acclimation of school daily routine for the girls will also be included in an effort to decrease anxiety prior to the start of school.
        + Project-based learning will culminate into a carnival that will celebrate the end of the Bridge Program
          1. The carnival will serve a dual purpose as it will also assist in building community with families
        + The end goal is to have families feeling that Hawthorn is a safe, loving, and learning environment where people feel connected to each other and are ready to begin school the following Monday.
7. Budget and Finance
   1. Review of June financials
      1. FY2015 budget: $175K better than the forecasted budget.
      2. Donations received from donors who received NAP and YAP credits remain are reflected as income.
      3. On the program side, spending did not occur as planned, however, spending has occurred in July. While the school has not requested funds from the Foundation, there will need to be support provided by the Foundation in FY2016 for science lab development.
         * The science lab costs are estimated at $610K instead of the initial $500K projection.
   2. Check ledger review and approval
      1. A total of $272,177.22 in checks was written in June. Edes motioned to approve the ledger, Rachana seconded, and the Board unanimously approved the June 2015 ledger.
8. Board Policies
   1. Mary has submitted two policies for board approval. The first is reimbursement for employees and the second is the set of student policies previously distributed to the Board. Edes motioned to approve the reimbursement and student policies, Jason seconded, and the Board unanimously approved.
9. Discussion of Board procedures
   1. Kathryn noted the following board procedures when conducting meetings:
      1. Give notice of meetings in accordance with bylaws and sunshine laws
      2. Permissible reasons for going into closed session (such as student incidents, personnel matters and legal issues)
      3. Public participation and engagement: Immediately after calling the meeting to order and taking roll call, the meeting will open to the public. Each person will have 3 minutes to speak.
         * The Board discussed the procedure if a parent came to the board meeting and voiced a grievance.
10. Development
    1. New gifts/grants
       1. Dana Brown Foundation $25K
       2. Sigma Aldrich $25K
       3. World Wide Technologies $25K
    2. Fundraising Efforts
       1. Kathryn encouraged the continuation and increase in school tours, as bringing people through the building creates a wonderful stewardship opportunity.
    3. Tax credit update
       1. Mary requested an extension from the State to use the remaining NAP credits. Of the $500K in NAP and YOP credits received by the School, half have been allocated to donors. Mary has requested the board help close the gap by building connections with individuals who would be a good fit for the tax credit opportunity. Additionally, there is a science lab still available for naming rights.
11. Marketing
    1. Radio ads
       1. Mary requested the board to approve an additional $3,750 for 30-second ad spots to run over two weeks. Jason motioned to approve the expenditure, Jessica seconded, and the Board unanimously approved.
    2. Social media campaign update
       1. Lou is a videographer and took stills and video of Open House. He is developing a video to document the school’s journey. The video will provide us with the opportunity to tell the Hawthorn story.
       2. The St. Louis American was present for the Open House. A story should run shortly about the school and the efforts underway.
12. Building and Grounds
    1. Renovation update on 1901
       1. The elevator is close to completion. The building will be ready, but not completed, when school begins. Additionally, internet providers are working to have all things completed prior to the beginning of school.
    2. Parking lot
       1. Parking lot is still under construction and may not be completed by the first day of school.

Jason motioned for a roll call to adjourn the meeting. Rachana seconded, and the board unanimously approved.