



Hawthorn Board of Trustees
Tuesday, January 13 2015
Washington University Life Science Building Room 311

Board Members Present: Rachana Creeth, Kathryn Love, Anne Miller, John Ross, & Mary Stillman (Chair)

Washington University Sponsor: Absent

Staff: Robyn Wiens

Meeting Start Time: 5:11 p.m.

Meeting End Time: 6:48 p.m.

1. Approval of minutes

John moved to approve minutes from the Board's December 2 meeting, Rachana seconded, followed by the Board's unanimous approval

2. Principal's report (Dr. Robyn Wiens)

Faculty hiring: Robyn has held two information sessions for interested faculty and attendance has been very strong with good follow up interest. Google Hang Out has also been a useful tool for speaking with potential candidates from out of town. We have posted the teaching, dean and social work positions on our website and MoReap – both send applications through the MyEdMatch platform. We plan to close the application period on January 18, 2015. To date we have received approximately 140 applications. Next steps are to move qualified applicants to the phone screen process. Following the phone screens, selected applicants will be invited for interviews. The final round will involve observation of teaching and/or a performance task.

Student recruitment: Our second enrollment period is underway. We will participate in the MCPSA recruitment fair. Several of our enrolled students' families have shown interest in hosting coffees in their homes. We are on track to meet our enrollment projections. The banner will go up on the school later in January which should help boost awareness.

Curriculum development: Robyn has been working with the Institute for School Partnership on math and engineering curriculum. She is evaluating a variety of resources for faculty to draw on – a “buffet” of resources from which they can build curriculum, including leveled texts in a variety of subject areas. We will retain Miriam Center for special education evaluation and other services on an as needed basis.

3. Building and Grounds

Acquisition of 1901/1929 N. Kingshighway (John Ross): IFF has provided a closing checklist and draft commitment letter that we are in the process of revising. We expect to close on the loan later this month. LRA agreed to sell us the property at 1929 N. Kingshighway for \$100; they will prepare an option contract for that property once we have returned the letter of understanding to LRA.

Renovation of building (John Ross): The HVAC required some emergency repairs in anticipation of the very cold weather. We are advancing the environmental abatement plan with respect to the property at 1929 N. Kingshighway. HERA Laboratory Planners has created renderings of the future lab spaces for Hawthorn as a pro bono project. They are putting together ball park budgets for us so that we can determine the funding needs in order to move forward with the renovations.

Security plan (Mary Stillman): Imagine had a guard in the building round the clock. Hawthorn took over that contract for the short term until we were able to have an updated alarm system installed in the building. Once construction begins, we will establish an appropriate security plan.

IT plan (Robyn Wiens) There are many unknowns regarding the scope of work that will be required to provide internet and phone service to the building. We have assembled a very knowledgeable team of advisors to help us navigate this process, including the federal E-Rate program that provides subsidies to schools and libraries for phone and internet services.

Furniture update (Robyn Wiens) Hertz Furniture, a vendor approved by the MCPSA for its members, is submitting a bid to furnish the entire building, including delivery and set up. We will trim the bid to meet our needs (for example, by not furnishing the third floor and downgrading certain selections).

4. Marketing/Public Relations (Mary Stillman)

Vector Communications Vector has been working on developing key messages and drafting a press release triggered by the purchase of the building. Our newsletter, Facebook and website announcements of the building will coordinate with the news release. The January 27 “groundbreaking” has been canceled so that we can focus on student and faculty recruitment.

Banner The banner design and production should be complete in the next week or two and the banner will be installed at the end of January.

Newsletter A newsletter will go out at the end of the month announcing the acquisition of the property.

5. Budget and Finance (Rachana Creeth) Year to date financials were distributed and no questions were raised. The budgeting process for 2015/16 begins this week. We will need to adjust the 5 year pro formas to address high school planning, increased fundraising goals, and reduction of \$200K obligation to seller in 2017/18 (a reduction of \$200K that was obtained in negotiation over the purchase price). The Board would like to review 5-year financials in the form of a simple bar graph that shows expense needs, gap in funding and wish list expenses.

6. Development (Mary Stillman and Kathryn Love)

Summit/Gateway made a generous donation to Hawthorn which was the amount of the fee received as their brokering the real estate acquisition. We were awarded NAP tax credits of \$250,000 at the end of 2014. We have received a commitment for \$100,000 of those credits and possibly more. We will also apply for YOP tax credits to help fund the science lab renovations.

Edes hosted a wonderful “friend raiser” coffee in early January. Later this month Peggy Guest will host another such gathering. It is wonderful to get the word out and raise awareness!

Plans for a fundraiser at the building on April 18 are underway.

7. Personnel (Mary Stillman)

We hired an administrative assistant, Benay Hicks, who is helping Mary and Robyn with a wide array of projects. Benay will only be with us until June when she and her husband are moving from St. Louis. The search is underway for a Business and Operations Manager. All suggestions are welcome and Board members are encouraged to use their networks to find good candidates.