**Board Members:** Rachana Creeth, Nikki Doughty, Edes Gilbert Kathryn Love, Anne Miller, Tim Rowbottom, &

Mary Stillman (Chair)

**Washington University Sponsor:** Vicki May

**Staff:** Robyn Wiens

Meeting Start Time: 5:12 p.m.

Meeting End Time: 7:11 p.m.

1. **Approval of minutes**
   1. Mary motioned to adopt the September 9, 2014 board minutes, Kathryn seconded and the minutes are unanimously approved.
2. **Introduce new marketing materials**
   1. The school’s table cloth, banner and tri-fold brochures were on display
   2. Mary provided board members with key talking points for Hawthorn
3. **Principal’s report**
   1. Student recruitment status

Four applications are on-file and there are several recruitment opportunities scheduled.  Those opportunities include, Monsanto YMCA, O'Fallon Park Rec YMCA, and a special presentation at Professional Latinos Action Network monthly breakfast. There are also ongoing efforts to reach out to neighborhood churches, businesses, mosques, and other organized community events (e.g., farmers' markets, community events).

* 1. Master schedule overview

Robyn developed an initial draft of student schedules guided by what is best for student academic development while also supporting teacher retention. The following are characteristics that are present within the schedule:

* Common-program area planning time for teachers
* Time for curriculum development and other duties
* Humanities double bloc (language arts and social studies)
  + Teachers scheduled to instruct all grade levels to ensure consistency and program stability
* All students will take two periods of math, however the classes will not run together. The second section will provide for a “lab” focus with manipulatives and project based / multi-model activities.
* Specialty classes will run by semester:
  + - PE, World Languages (intro to Greek and Latin), Intro to Engineering, Art Classes (Dance Class is the preferred choice to ensure students have physical movement at least once per day)
* Discussion of start time and dismissal time; before and after school programming
  1. Site visits report

Robyn reported visits to the following schools:

Science Leadership Academy (Philadelphia - Charter)

* Fantastic leadership retention
* Build out project based curriculum as a result of excellent teacher retention
* Collaborative staff despite a limited budget

BLSYW (YWLN Baltimore - Charter)

* Focused development around school culture and identity
* High teacher turnover; change in school leader

Denver School of Science and Technology (Charter)

* Intentionality and precision around student and staff culture
* Community meetings in the morning are comprised of homeroom spirit building activities, student recognition offering public praise.
  1. Student information system recommendation

The following companies were invited to submit bids for the school’s hosting system.

* + - Tyler SIS:

First year: $14,000; Year 2: $11,000

* + - Infinite Campus:

First year: $17,300; Year 2: $6,600

Robyn is recommending this service because it is all encompassing.

Vicki requested that Robyn confirm that the recommended information system appropriately and effectively interfaces with DESE before the board makes a final vote. Robyn will further explore SIS options.

1. **Status of building acquisition**

See attached “Priority of Renovations” document

* 1. Grice Group is working with Robyn, Tim and Mary to design layout and maximize the square footage to meet program needs. At 500 students, options would include an addition or evaluation of enrollment.
  2. Tarlton Group has agreed to work with Grice on design/build basis. Foundation will approve this agreement.
  3. Financing status
     1. December 10th is the close date on the building and Mary is completing the loan application for IFF.

Mary took a moment to thank Tim and John for their incredible work throughout this process.

1. **Finance Update**
   1. 2013-14 Form 990 (see attached document)

Kathryn motioned to approve the 990. Edes seconded the motion with all board members approving.

* 1. Rachana submitted the updated Income Statement for FY 2013 - 2014 and reported that revenue exceeded budget due to successful fundraising efforts.

1. **Committee on Trustees (see attached document)** 
   1. Kathryn presented the following resolution which Edes seconded and all board members approved:

“The Board ratifies the creation of the Committee on Trustees whose role is to: (1) to identify, cultivate, recruit, recommend and support candidates for the Board, (2) to lead annual Board’s and committees’ annual evaluation process and report to the Board, (3) to monitor committees and task forces, as to their effectiveness, structure and membership and report to the Executive Director, (4) to be sure that in all Board work, the Board is true to the Mission and purposes of Hawthorn in content and process, and (5) to review the by-laws every two or three years and make recommendations for updating as needed. The members of the Committee are Edes Gilbert (chair), Mary Stillman, Nikki Doughty and Kathryn Love.”

* 1. Initial work of nominating committee:
* Develop Board policy regarding process for approval of major purchases of goods or services
* Develop job description of member of the Hawthorn school board (see attached)
* Create a process for generating new board member candidates (see attached)
  + - Timeline:  Initially, the goal is to bring on new members as candidates are identified.  However, moving forward there will be an annual time period when board members rotate on and off the board.

1. Edes requested that all Board members submit recommendations to Nikki. Considerations include adding members who enhance the diversity of the board, reside within the city, and/or are members of the St. Louis corporate community.
2. **Hawthorn Leadership School for Girls Foundation**
   1. The 501(c)(3) application is still pending approval
   2. Edes is currently developing a Board job description for the Foundation
3. **Approval of resolutions**

Kathryn motioned to have Daniel and Henry Insurance Agency represent Hawthorn. Rachana seconded and all board members approved.

1. **Strategic Planning Committee or Strategic Growth Plan**

Anne chairs the strategic planning committee and discussed the creation, plan and purpose of the committee. It was confirmed that the first strategic plan would be developed internally without outside consultants. The first order of business will be to identify the following:

* Breadth and scope of strategic plan
* Members of the committee (which will include non-board members)
* Timeline for the project

**Future Meeting Dates (note change in February and March)**

December 2

January 13

February 17

March 17

April 7

May 5

June 2